

General Instruction for filling Online Application for NON-TEACHING Positions

(Advertisement No.: **Advt.:R/F.119/2020/5413** dated 16.03.2020)

1. Candidates are advised to ensure/satisfy themselves that they fulfill all the essential qualification / eligibility criteria for the post applied. It is the responsibility of the candidate to assess his/her eligibility for the post for which he/she is applying. During the entire recruitment process, if a candidate is found to be not fulfilling the essential qualification/ eligibility criteria his/her candidature will be cancelled.
2. Candidates are requested to go through the Advertisement and Application carefully and provide the information as required. In case of any difficulty in filling up the application form, candidates can contact Helpline no **+91-6263178414** (Monday to Friday) or through an email (no hard copy will be accepted) at **ntrecruitments@curaj.ac.in**
3. Age limit prescribed for a post is not applicable for regular employees of the Central University of Rajasthan. For other regular employees of Central Government/State Government or other public funded organizations, the age relaxation will be as per the GoI regulations.
4. A candidate can apply for multiple positions, if he/she is possessing essential qualification for the same. Candidates applying for more than one post must submit separate application and fee. Fee for each application to be paid separately. Fee once paid will not be refunded.
5. Applications that are not completely filled shall be considered incomplete and will not be entertained for further processing.
6. Candidates should be ready with his/her good quality and latest digital photograph (maximum up to 200 KB) and signature (maximum up to 200 KB) while filling online form.
7. During the Online Application process, a fee payment can be made by using Credit Card / Debit Card / Net-banking / UPI for the post applied as per details given below:

S.No.	Candidate's category	Amount (Per Post)
1.	Gen/OBC	Rs. 1500/-
2.	ST/SC/PWD	Rs. 750/-
3.	Regular employee of Central University of Rajasthan.	Nil

Note: GST and other taxes as applicable by Govt. of India/ Bank

8. The candidate(s), who are employed, should apply through proper channel. They may submit an advance copy of the application to meet the deadline for receiving the application and should produce "No-Objection Certificate" from the employer at the time of written examination / interview / document verification.

9. **After completion of the submission of online application**, candidate is required to take the printout of the online application form and send it with all enclosures including fee payment receipt of prescribed fee and all relevant documents (For each post separately) in an envelope duly superscripted "Application for the post of _____ Post Category _____" to the following address:

**Registrar
(Atten: Recruitment Cell),
Central University of Rajasthan,
NH-8, Bandarsindri, Kishangarh,
District - Ajmer, 305817 (Rajasthan)**

10. Candidates are advised to keep a copy of the application form for any future requirement.
11. Documents/Certificates to be enclosed along with the application form:
- (i) Online payment receipt prescribed application fee.
 - (ii) Photocopy of certificate in support of Date of Birth.
 - (iii) Photocopies of all the documents related to qualifications.
 - (iv) Photocopies of certificates related to experience.
 - (v) Any other document in support of your qualification, experience etc. as mentioned in the form.
 - (vi) Photocopy of SC/ST/OBC/PWD certificate, where applicable. The OBC certificate should be issued in the Performa prescribed by the Government of India (Central Government) and should not be issued before six months from the closing date of submission of application form. It should clearly state that the candidate does not fall under creamy layer.
 - (vii) Check List

Note: All documents to be submitted along with the application form should be self-attested.

स्व-अभिप्रमाणित दस्तावेजों / प्रमाण-पत्रों की सूची
List of self-attested documents / certificates

स्व-अभिप्रमाणित दस्तावेजों / प्रमाण-पत्रों की सूची List of self-attested documents / certificates	संलग्न क्रमांक / Enclosure Sr. no.
मूल फोटो और हस्ताक्षरयुक्त ऑनलाइन आवेदन पत्र Online Application Form with Original Photograph and Signature	
भुगतान रसीद की प्रति / Copy of the Payment Receipt	
जन्म तिथि के समर्थन में जारी प्रमाण पत्र / Certificate issued in support of date of birth	
सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण पत्र (अपिव/अजा/अजजा), यदि लागू हो / Caste Certificate issued by the competent authority (OBC/SC/ST), if applicable	
यदि शारीरिक रूप से अक्षम (पीडब्ल्यूडी) हैं, तो प्रमाण पत्र संलग्न करें /If Physically Challenged (PWD), certificate should be enclosed	
भूतपूर्व सैनिक से संबंधित प्रमाण पत्र / Certificate in support of Ex-Serviceman	
माध्यमिक या समकक्ष परीक्षा की अंकतालिका एवं प्रमाण पत्र / Secondary (10 th) and equivalent mark sheet and certificate	
उच्च माध्यमिक या समकक्ष परीक्षा की अंकतालिका एवं प्रमाण पत्र / Senior Secondary (12 th) and equivalent mark sheet and certificate	
स्नातक अंकतालिका / Bachelor's Degree Mark sheet	
स्नातकोत्तर अंकतालिका / Master's Degree Mark sheet	
अन्य योग्यता का प्रमाण पत्र / डिप्लोमा / डिग्री / Certificate/ Diploma / Degree of any other qualification	
अनुभव प्रमाण पत्र / Experience Certificates	
वर्तमान नियोक्ता द्वारा जारी अनापत्ति प्रमाण-पत्र एवं विजिलेंस क्लीयरेंस रिपोर्ट / 'No Objection Certificate' and Vigilance Clearance Report from Present Employer	
अन्य कोई दस्तावेज / Any Other Certificate or Document	
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
उपरोक्त संलग्नित स्व-प्रमाणित दस्तावेजों / प्रमाण-पत्रों की कुल संख्या / Total Number of above self-attested documents / certificates attached	

REMARKS OF THE PRESENT EMPLOYER

(in the case of those already in service)

The applicant Mr./Mrs./Miss is holding permanent / temporary post of on Grade Pay/Pay Level with Basic Pay of Rs. since His /Her application is forwarded and he/ she will be relieved in case he/ she is selected on the post applied for.

It is further certified that there is no vigilance case or disciplinary/ criminal proceeding are either pending or contemplated against him/her.

Date:

Signature

Place:

(Designation, Office Seal)
