



**Employment Notification**

Applications are invited from eligible candidates for the post of Hindi Typist purely on temporary and short-term contract basis on consolidated remuneration in the Rajbhasha Section, CUK. Candidates having minimum qualifications and fulfilling other eligibility conditions may send the application along with all the certificates and mark-sheets in support of qualifications and experiences, etc. Interested & eligible candidates can send their soft copy of duly filled-in application form and enclosures to email ID: [rajbhasha@cuk.ac.in](mailto:rajbhasha@cuk.ac.in)

S. No.	Name of the contractual position	Number of vacant position	Monthly consolidated remuneration (Rs.)	Essential and Desirable qualification
1.	Hindi Typist	01 (UR)	15,000/-	<ol style="list-style-type: none"><li>1. Graduation degree in Arts / Science/Commerce/Management/Computer Applications with first class as declared by the University.</li><li>2. The candidate should have studied Hindi as one of the subjects at degree level.</li><li>3. Hindi typewriting speed @ 25 w.p.m. on computer.</li><li>4. Knowledge in the use of computers.</li><li>5. Minimum two years of working experience in the above mentioned post.</li><li>6. Knowledge in English typewriting</li><li>7. Knowledge of Official Language Hindi (Desirable Qualification).</li><li>8. M.A. in Hindi (Desirable Qualification)</li></ol> <p>Age : Between 18 – 27 Years</p>

### **General Information**

1. The post is purely on temporary basis and applicants will not claim for permanent appointment in Central University of Karnataka, Kalaburagi.
2. Reservations for SC, ST, OBC, EWS and Persons with Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/Mandal Revenue Officer/Equivalent authority as proof to this effect, without which the application will not be considered. In case a candidate wants to claim benefits under the Persons with Disabilities (PWD) category, the candidate's relevant disability should be not less than 40%. Proof to this effect, must be enclosed with the application, without which the application will be treated as 'General (unreserved)'.

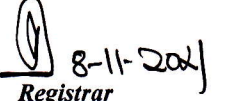
Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India ([www.ncbc.nic.in](http://www.ncbc.nic.in), which should not be more than 6 months old from the last date of submission of application) issued by competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008. The OBC Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt. (Res.) dated 30/05/2014.

3. A relaxation of 5% shall be provided at the Graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Persons with Disability (PWD /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
4. Candidates must write their Email IDs neatly and correctly for mailing written examination/ interview/appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check it regularly for further communication.
5. The University shall verify the antecedents or documents submitted at any time at the time of engagement or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
6. Fake/derecognized Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
7. No person shall be recruited unless he/she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment to the establishment he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
8. Candidates offered the position will have to join within 15 days and should produce the original marks cards and testimonials along with address proof at the time of joining.
9. Age and qualifications, etc. shall be reckoned as on the last date of submission of application.
10. Errors and omissions in notification and selection process are subject to corrections.
11. The University has no compulsion to issue an experience certificate for having worked. The work order itself shall be the proof for such request.

12. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason or change or alter the number of vacancies against any of the posts advertised or not to fill any vacancy.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. The Selection will be based on written test/skill test/trade test etc., applicable. List of short-listed candidates and details of Written Examination will be published on the University Website i.e., [www.cuk.ac.in](http://www.cuk.ac.in). Candidates are advised to regularly visit the University website for getting the information about progress in scrutiny work/result, important dates of written/ trade/ proficiency test/ interview (if any). Any excuse / complaint for not visiting the University website shall not be entertained.
15. No interim correspondence shall be entertained.
16. Candidates appointed shall not be entitled to claim for any weightage for regular appointment / position in the University at a later date.
17. Candidates are strongly advised to visit the university website regularly [www.cuk.ac.in](http://www.cuk.ac.in) for any addendum, corrigendum and modification etc., in the notifications will be modified on the university website only.
18. Selected candidates must submit a copy of PAN card at the time of joining/ within a period of one month to release the payment.
19. Anything not covered above shall be governed by UGC/MHRD/GOI norms issued from time to time.
20. Legal disputes if any will be subject to Kalaburagi jurisdiction only.
21. No TA/DA shall be paid to the candidates for attending the test/interview.
22. Application form available on University website [www.cuk.ac.in](http://www.cuk.ac.in). The soft copy of application along with self-attested copies of testimonials/certificates to be sent on email ID [rajbhasha@cuk.ac.in](mailto:rajbhasha@cuk.ac.in) on or before 08/12/2021.
23. Applications received after the last date and without complete information will be summarily rejected.

Place: CUK, Kalaburagi

Date: 09/11/2021

  
8-11-2021  
Registrar  
कुलसचिव/REGISTRAR  
कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
गुलबर्गा GULBARGA.