

APEX PROFESSIONAL UNIVERSITY
PASIGHAT SMART CITY

Dated: 11th January 2022

RECRUITMENT NOTICE - 01/22

S. No.	Particulars	Criteria
1.	Name of the Post	REGISTRAR
2.	Number of Post	01
3.	Classification	Statutory Officer
4.	Fixed Pay	Rs. 65,000/- + Grade Pay Rs. 10,000/-
5.	Age limit	The candidate must not have completed the age of 57 years as on the date of the application.
6.	Educational qualifications and Experience	<p>Essential Educational Qualification:</p> <p>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p>Experience:</p> <p>i. Holding analogous posts. ii. At least 15 year's experience as Assistant Professor or 8 years of service as Associate Professor along with experience in educational administration; OR iii. Comparable experience in research establishment and/or other institutions of higher education or public sector undertaking or Government Organizations; OR iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>i. Qualification in area of Management / Law; ii. Experience in administration / legal / financial / establishment matters;</p>
7.	Period of Probation	Two Years, if directly recruited
8.	Method of Recruitment	Direct Recruitment
9.	Academic Score Composition	<p>i. Academic Qualifications (60 Marks Maximum)</p> <p>0.10 x % marks of High School + 0.15 x % marks of Intermediate + 0.15 x % marks of Graduation + 0.20 x % marks of master's degree</p> <p>ii. Experience (40 Marks Maximum):</p> <p>5 Marks for each year's experience over and above required experience.</p>
10.	Tenure	<p>The tenure will be five years and the incumbent will be eligible for reappointment. The tenure can be curtailed by the Board of Governors in view of gross misconduct / dereliction of duty.</p> <p>The incumbent will superannuate on attaining 62 years age.</p>

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S. No.	Particulars	Criteria
1.	Name of the Post	Controller of Examination (CoE)
2.	Number of Post	01
3.	Classification	Statutory Officer
4.	Fixed Pay	Rs. 57,000/- + Grade Pay Rs. 9000/-
5.	Age limit	The candidate must not have completed the age of 50 years as on the date of the application.
6.	Educational qualifications and Experience	<p>Essential Educational Qualification: Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p>Experience:</p> <ol style="list-style-type: none">Holding analogous posts.At least 15 year's experience as Assistant Professor or 8 years of service as Associate Professor along with experience in educational administration; ORComparable experience in research establishment and/or other institutions of higher education or public sector undertaking or Autonomous Organizations or Multinational Organizations or Government Organizations; OR15 years of administrative experience, of which 8 years shall be as Deputy Controller of Examination or an equivalent post. <p>Desirable:</p> <ol style="list-style-type: none">Adequate experience in the pre conduct and post conduct of University examinations or other comparable examinations.
7.	Period of Probation	Two Years, if directly recruited
8.	Method of Recruitment / Selection	Direct Recruitment
9.	Academic Score Composition	<p>i. Academic Qualifications (60 Marks Maximum)</p> <p>0.10 x % marks of High School + 0.15 x % marks of Intermediate + 0.15 x % marks of Graduation + 0.20 x % marks of master's degree</p> <p>ii. Experience (40 Marks Maximum):</p> <p>5 Marks for each year's experience over and above required experience.</p>
10.	Tenure	<p>The tenure will be five years and the incumbent will be eligible for reappointment. The tenure can be curtailed by the Board of Governors in view of gross misconduct / dereliction of duty.</p> <p>The incumbent will superannuate on attaining 62 years age.</p>

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S. No.	Particulars	Criteria
1.	Name of the Post	Finance Officer
2.	Number of Post	01
3.	Classification	Statutory Officer
4.	Fixed Pay	Rs. 37,400/- + Grade Pay Rs. 8000/-
5.	Age limit	The candidate must not have completed the age of 45 years as on the date of the application.
6.	Educational qualifications and Experience	<p>Essential Educational Qualification:</p> <p>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p>Experience:</p> <p>At least 10 years of relevant administrative experience in an office in finance and accounts / procurement / audit / human resource management.</p> <p>Desirable:</p> <p>i. Certified Chartered Accountant / Certified Company Secretary / Certified Cost Accountant</p> <p>ii. M.B.A. in Finance / Financial Management / NGO Management</p>
7.	Period of Probation	Two Years, if directly recruited
8.	Method of Recruitment / Selection	Direct Recruitment
9.	Academic Score Composition	<p>i. Academic Qualifications (60 Marks Maximum)</p> <p>0.10 x % marks of High School + 0.15 x % marks of Intermediate + 0.15 x % marks of Graduation + 0.20 x % marks of master's degree</p> <p>ii. Experience (40 Marks Maximum):</p> <p>5 Marks for each year's experience over and above required experience.</p>
10.	Tenure	<p>The tenure will be five years and the incumbent will be eligible for reappointment. The tenure can be curtailed by the Board of Governors in view of gross misconduct / dereliction of duty.</p> <p>The incumbent will superannuate on attaining 62 years age.</p>

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HOW TO APPLY:

ESSENTIAL INFORMATION:

1. The prescribed essential qualification does not entitle a candidate to be called for Interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

Note: *Candidates are informed that it is mandatory to write only Percentage in education qualification page (in case of CGPA please convert it to Percentage), if applicable.*

2. Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of receipt of application. If on verifications at any time before or after the interview or appointment, it is found that they do not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect, their candidature will be cancelled.
3. Before filling-up the Online Application Form, the candidates are advised to read the Essential Information, Terms & Conditions and General Instructions section carefully.
4. The eligible and interested persons are required to submit Online Applications at University Website i.e. www.ApexUniversity.edu.in .The last date for applying online is **28th January 2022** (23:59:59 Hrs). The candidate should fill all details while filling the Online Application Form.
5. After applying online, Unique ID will be generated.
6. After successful submission of application, candidates can take print-out of application form.
7. Applicants are NOT required to send Hard Copy of the duly filled Online Application Form. The hard copy of the application form along with all required documents must be brought at the time of verification/scrutiny/interview.
8. Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth, Category, Qualification, it is mandatory to upload all essential documents along with Photo & Signature. After final submission of application form, no change will be allowed. Candidates will be responsible for any mistake in the data of the application form and no correspondence will be entertained in this regard.
9. Applicants have to make sure the documents they are uploading are not blurred and must be readable and in the prescribed format only.

TERMS AND CONDITIONS:

1. The selected candidate will be kept on probation for a period of two years in case of direct recruitment. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on grounds of misbehaviour. In case there is no perceptible improvement despite all this, his/her services shall be terminated without any notice.
2. Employees should not apply for any employment outside the University (except to apply for a regular Government Job with prior permission) during the tenure of employment. As a Guarantee, the employee will be required to furnish an **interest free security deposit** equivalent to **one months' salary** in ten equal installments commencing from the first salary.
3. The annual increment will be 5% of the fixed salary and purely depend upon the performance, efficiency, regular attendance, sense of discipline, loyalty, good behaviour and upholding APU culture & values.
4. The Employee may discontinue his service by giving **two (2) months advance handwritten notice** of his intention to resign ending with the last day of the Academic Year i.e. 30th of June every year. If any employee decides to discontinue his service during the middle of Academic Session (*except to join a regular Government Job with prior permission*), he/she will be required to pay a sum of Rs. 50,000/- (Rupees Fifty Thousand only) to the university along with notice period salary as a penalty for breach of contract.
5. The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.
6. Each statutory officer is entitled to 8 (Eight) Casual Leave (credited quarterly) and 12 (twelve) Earned Leave per calendar year after completion of one year. They are not eligible for any other leave. Statutory Officers are not eligible for any other leave mentioned in the APU Leave Rules.

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7. No application for outside employment shall ordinarily be forwarded during the period of probation. However, in case his/her request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding the application that he/she would resign from the post in the event of his/her selection in another institution/organization.
8. **Applications, except Online, will not be accepted.** The printed copy of the online application form with original certificates and photocopy of self-attested certificates must be brought at the time of Verification / Scrutiny / Interview along with Photo, Identity Proof i.e Identity Card / Driving License / Passport / Voter ID Card / PAN Card / Aadhar Card etc.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

1. Candidates are warned that they should not furnish any particular information that is false, tampered/fabricated or should not suppress any information while filling-up the application form.
2. At the time of interview, if a candidate is (or has been) found guilty of:
 - a. using unfair means during the examination; or
 - b. impersonating or procuring impersonation by any person; or
 - c. resorting to any irregular or improper means in connection with his/her candidature for selection; or
 - d. obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-
 - i. to be disqualified from the examination/interview for which he/she is a candidate.
 - ii. to be debarred either permanently or for a specified period, from any examination or recruitment conducted by University.
 - iii. for termination of service, if he/she is already in Govt. Service.

Note: The Apex Professional University, Pasighat reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras / Videography etc.

GENERAL INFORMATION:

1. The University reserves the right to:
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates. The number of positions is thus open to change;
 - b. Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - c. Draw reserve panel(s) against the possible vacancies in future;
 - d. Increase or decrease post(s) under any category or not to fill-up any of the advertised positions;
 - e. **To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;**
 - f. Relax the age/qualifications/experience at its discretion.
2. A person whose age is less than 18 years shall not be appointed to any post in the University.
3. In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of this nature in submission of online applications at the last moment.
4. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the relevant rules. They are advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE: *The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Interview.*

5. Separate applications should be filled for each post applied for.
6. Filling all mandatory fields is required to make your application complete.
7. Incomplete applications will not be considered and will be **REJECTED**.
8. Qualifications/eligibility conditions, age and other documents will be determined with regard to the last date fixed to apply Online applications also called as closing date i.e. **28th January 2022**

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given in the advertisement.

9. Any change of address from the one given in the online application form should at once be communicated to Recruitment Cell of the University at job@apexuniversity.edu.in
10. The process of selection may be by a presentation / interview or a combination thereof.
11. In case of any technical problems, please send an email to job@apexuniversity.edu.in
12. No interim correspondence shall be entertained.
13. The University will not be responsible for any loss of eMail sent, due to invalid/wrong E-mail ID provided by the candidates or for delay/non-receipt of information, if a candidate fails to access his/her email/website in time. Candidates are advised to check your email regularly and visit the University Website regularly.
14. After the Interview, in case of selections the appointment will be provisional and is subject to the qualification certificate being verified through the proper channels. If the verification reveals that the claim of the candidate is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of fake certificate.
15. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his/her appointment, as the case may be.
16. The service conditions including salary and age of superannuation shall be as per University norms.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
19. After joining the service of the University, the candidate will have to abide by the Rules, Statutes and Regulations of the University applicable from time to time. He/she may be assigned any duty within the University or outside depending upon the exigency of the work.
20. **Canvassing in any form may lead to cancellation of candidature.**
21. Though a selected candidate's headquarters can be Pasighat Smart City, he/she will be liable to serve anywhere in India.
22. In case of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Pasighat at District Court at Pasighat and Guwahati High Court bench at Itanagar.
23. Any addendum/dedendum/corrigendum/notices in respect to this advertisement shall be published only on the University Website (www.ApexUniversity.edu.in). Therefore, candidates are advised to check the University Website regularly.
24. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi or any other regulatory body as deemed fit shall not be eligible for being considered for recruitment to the posts advertised.
25. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.
26. The following categories of persons shall not be eligible to apply for any position in the University:
 - a. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - b. Who, having a spouse living, has entered into or contracted a marriage with any person.
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

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- c. Who is not a citizen of India; and
- d. Any other category of person disqualified for appointment by the State or Central Government / University from time to time.

27. DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM:

- a. Scanned Photograph (in JPEG format between 20 kb – 50 kb).
- b. Scanned Signature (in JPEG format between 10 kb – 20 kb).
- c. Certificates and Marksheet of Qualifications (in PDF format between 50 kb – 300 kb).
- d. Experience Certificate, Caste Certificate, PwD Certificate, Ex-Servicemen (If any) (in JPEG format between 300 kb – 500 kb).
- e. Date of Birth proof (in JPEG format between 300 kb – 500 kb).

28. DOCUMENTS TO BE BROUGHT AT THE TIME OF DOCUMENT VERIFICATION:

- a. All original certificates/documents/testimonials of educational qualifications and other documents mentioned/uploaded in the Online Applications and one set of self-attested copies of all these certificates/documents/testimonials.
- b. Printed copy of Online Application Form along with self-attested latest photograph pasted on the application form.
- c. '**Relieving Letter**' from the previous employer is mandatory.

29. LIKELY CAUSES OF REJECTION OF APPLICATION:

The following are likely causes of rejection:

- a. More than one application form for a particular post;
- b. Application is incomplete and not online;
- c. Applicant does not possess the requisite academic qualification, experience on closing date of filling the online application form;
- d. Candidate is underage/overage on the closing date of application;
- e. Variation in data of Online Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and
- f. Lack of essential qualification as prescribed in the Recruitment Notice.

HUMAN RESOURCE OFFICER

Apex Foundation, Bangalore