



केन्द्रीय कृषि विश्वविद्यालय
CENTRAL AGRICULTURAL UNIVERSITY
इम्फाल - ७९५००४, मणिपुर Imphal - 795 004, Manipur
फोन न.- ०३८५ - २४१०६४४ Phone No. 0385 - 2410644
Mail: registrar.cau@gov.in/regcau@yahoo.com

ADVERTISEMENT No. 03/2024

Imphal, the 9th July, 2024

No. CAU/Reg/44-Comp/97/Vol-II/2231 : Applications are invited for filling up the under mentioned post(s) on direct recruitment basis for the Central Agricultural University Headquarters, Imphal. The duly completed application form in the prescribed format along with self attested copies of educational qualifications, certificates, mark sheets, age proof certificate, Caste/Tribe certificate, 2(two) passport size photographs and other testimonials should reach the office of the Registrar, Central Agricultural University, Lamphelplat, Imphal, Manipur on or before 16th August, 2024 along with prescribed fee of Rs.500/- (in case of UR/OBC) and NIL fee for SC/ST/PwBD/Women candidate. Payment of fee shall be made through State Bank Collect SBI only (payment guideline may be downloaded from the website cau.ac.in).

| Sl. No. | Name of Post | Level | Entry Pay | No. of Post(s) | Category |
|---------|--------------|-----------|----------------|----------------|----------|
| 1. | Comptroller | Level -13 | Rs. 1,23,100/- | 1 | 1-UR |

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| Comptroller | Essential (A) Chartered Accountant Or i) At least second class graduate or a postgraduate; and ii) Must have passed SAS examination conducted by the Comptroller & Auditor General of India/State Finance Department/Indian Council of Agricultural Research. (B) Must have 12 years of experience in a supervisory capacity in financial management/administration out of which, he/she must have five years of experience as Accounts Officer/Deputy Registrar or equivalent in Government office/institution preferably a University. |
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Note:-

1. Candidates already in service should submit their applications through proper channel.
2. Applications, which are incomplete/ not on the prescribed form/ received after the due date/ received without the prescribed application fee shall not be considered.
3. The University reserves the right to fill or not to fill up any post without assigning any reason thereon, and also reserves the right to withdraw the advertisement partially, or in full at any point of time by putting the notice on its website.
4. No interim correspondence shall be entertained.
5. The age of superannuation for the Comptroller post in Central Agricultural University, Imphal is 62 years.

(Handwritten signature)



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6. The application form is available in the University website: www.cau.ac.in. Application form should be submitted as hard copies by giving prescribed fees to the university by registered/speed post addressed to the Registrar, Central Agricultural University, Lamphelpat, Imphal, Manipur – 795004.
7. Applicants are advised to superscribe the words (in capital letters) “Application for the post of _____” at the top of the envelope containing the application form.
8. CAU Imphal is an Autonomous Body. The service conditions of the appointee shall be governed in accordance with the statutes and rules of the University as in force with amendments or as come into force from time to time, together read with the provisions of Government of India Rules.
9. The University will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
10. Candidates are advised to visit the University website: www.cau.ac.in regularly for updates (Corrigendum or Addendum or cancellation to this advertisement).
11. Canvassing in any manner will lead to disqualification.
12. The University reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for the interview.
13. Call letters for interview will be sent to shortlisted candidates by Email only. No correspondence will be made with the applicants who are not shortlisted / not called for the interview. Therefore, candidates are advised to check the University Website and their Email regularly.
14. 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 of selection, etc. will be final and binding on the candidates. No enquiry or correspondence will be entertained.
15. All appointments made shall be provisional and subject to verification of certificates through proper channels. The University shall verify the documents and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found at any point of time that any documents / information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such other action as may be taken under the provisions of Indian Penal Code for production of false information.
16. All the qualifications and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening / selection.

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17. The following categories of persons shall not be eligible to apply for any position in the University:
 - (i) Who has been convicted by the Court of Law or any criminal proceedings are pending against him.
 - (ii) Who has entered into contracted marriage with a person having a spouse living.
 - (iii) 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 of the marriage and there are other grounds for doing so, exempt any person from the operation of these rules.
 - (iv) Who is not a citizen of India, and
 - (v) Any other category of person disqualified for appointment by the Government of India / UGC from time to time.
18. In case of any inadvertent mistake at the time of process of selection, which may be detected at any stage even after issuing the appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the applicant.
19. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
20. The University employees are covered under 'National Pension Scheme (NPS)' introduced by the Government of India.
21. Candidates shall have to produce original documents at the time of joining to the post or as directed by the University.
22. The appointment of a fresh candidate will be subject to verification. In case, the report of the police with regard to his / her conduct, character, antecedent, etc. is not found satisfactory, the provisional appointment shall be withdrawn / cancelled / terminated forthwith without notice.
23. Candidate seeking relaxation must submit the appropriate certificate of the competent authority prescribed under rule by the Govt. of India.
24. In case of selection of in-service candidates, their services shall be regulated in accordance with the statutory provisions of the university as in vogue or as come into force from time to time, in absence, the Govt. of India / UGC rules.
25. The jurisdiction for all disputes/legal matter for this recruitment will be confined to the Court of Manipur.


(T.R. SHARMA)
Registrar



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FORMAT OF APPLICATION

Name of the Post applied for :
Advt. No. & Date :

Photograph

Fee paid reference no. and date :
1. Name (Full in block letters) :
2. Date of birth :
3. Father's name :
4. Mother's name :
5. Address :
6. Nationality :
7. Sex :
8. Category (Whether General/SC/ST/OBC/EWS) :
Whether Ex-serviceman/ PwBD

9. Phone No. & Email Address
10. Educational Qualifications in a Table (in chronological order)

| Sl. No. | Name of the Board/University | Class | Year of passing | Division | % of marks |
|---------|------------------------------|-------|-----------------|----------|------------|
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11. Experience

| Sl. No. | Name of the post held | Name of the Dept. | Period from | Pay Band |
|---------|-----------------------|-------------------|-------------|----------|
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12. Any other qualifications/activities (may use separate sheet)

Certified that the above information are true to the best of my knowledge and belief.
Any information if found to be wrong at any stage, candidature shall be cancelled without further enquiry.

Date :

Signature of the applicant

List of Enclosures :