



## Dr. Rajendra Prasad Central Agricultural University,

Pusa, Samastipur, Bihar -848125

Email: [recruitment@rpcau.ac.in](mailto:recruitment@rpcau.ac.in)

Advertisement No.: RPCAU/02/2022

Dated: 7<sup>th</sup> March 2022

### ADVERTISEMENT FOR RECRUITMENT TO VARIOUS ADMINISTRATIVE POSITIONS

IMPORTANT DATES TO REMEMBER	
Opening Date for submission of online Application form	7 <sup>th</sup> March 2022 (Monday) From 05:00 PM onwards
Last Date for Submission of online Application form.	27 <sup>th</sup> March 2022 (Sunday) Upto 23:59:59 PM

Dr. Rajendra Prasad Central Agricultural University invites online **applications for the various administrative positions** from eligible candidates to be filled on direct/deputation basis as per the details given below:

S. No	Name of Post	Mode of recruitment	No. of posts			
			UR	OBC	SC	EWS
1.	Deputy Registrar	Deputation	02	-	-	-
2.	Deputy Comptroller	Deputation	01	-	-	-
3.	Assistant Registrar	Direct Recruitment	01	-	-	-
		Deputation	01	-	-	-
4.	Assistant Comptroller	Direct Recruitment	02	02	01	-
		Deputation	06	-	-	-
5.	Section Officer (Financial Cadre)	Deputation	02	-	-	-
6.	Personal Assistant	Deputation	04	-	-	-
7.	Accountant	Deputation	03	-	-	-

S. No	Name of Post	Mode of recruitment	No. of posts			
			UR	OBC	SC	EWS
8.	Upper Division Clerk (UDC)	Deputation	20	-	-	-
9.	Junior Stenographer	Direct Recruitment	10	05	03	02

Abbreviations used: UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, EWS= Economically Weaker Section.

**Note: Out of 20 posts for the post of Junior Stenographer, 02 posts for Ex-Servicemen and 01 post PwD is reserved.**

### **Application Fee:**

**1. For Deputy Registrar, Deputy Comptroller, Assistant Registrar and Assistant Comptroller**

General/OBC/EWS : ₹ 1000/-

SC/ST/PwD/Women : ₹ 500/-

**2. For all other administrative posts**

General/OBC/EWS : ₹ 500/-

SC/ST/PwD/Women : Exempted from application fees

**Details regarding Qualification, Experience, Age, etc., are as below:**

1.	<b>Name of Post</b>	<b>DEPUTY REGISTRAR (On deputation)</b>
2.	Number of Post	UR - 02
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 12 as per 7 <sup>th</sup> CPC
5.	Age limit	Preferably below 50 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	Deputation from analogous posts/Under Secretary post in the grade pay of Rs. 6600/- having experience for a minimum period of three years.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

1.	<b>Name of Post</b>	<b>ASSISTANT REGISTRAR (Direct Recruitment)</b>
2.	Number of Post	UR - 01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 10 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>i) A Master's degree from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>ii) At least three years of relevant administrative experience in an office in academic/examinations/Finance &amp; Accounts/procurement/Human Resource Management in Central/State Govt. /Public Sector Undertakings.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Information &amp; Communication</p>
7.	Period of Probation	<b>02 years</b>
8.	Method of Recruitment/ Selection	<p><b>Marks of Academic Qualification</b></p> <p>0.10 x High School (Marks in percent) + 0.15 x 10+2 Marks (Marks in percent) + 0.25 x Graduate Marks (Marks in percent) + 10 Marks for PG degree (max. 50 marks) + 5 x no. of years of experience in Govt./ Quasi Govt./PSU (Max. 25).</p> <p style="text-align: right;"><b>(Total - 75 Marks.)</b></p> <p><b>Written Examination (250 marks):</b></p> <p>G. K. - 50 Language - 100 Subject Matter – 100</p> <p><b>Interview - 100 Marks</b></p> <p><b>Total Score – 25% of Academic score + 50% of Written + 25% interview.</b></p>
1.	<b>Name of Post</b>	<b>ASSISTANT REGISTRAR (On deputation)</b>
2.	Number of Post	UR - 01
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 10 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> A person having analogues post on

		regular basis or at least six years' experience as Section Officer or equivalent in the pay band of Rs. 9300-34800 with grade pay of Rs. 4800 in central/State Govt. or PSUs.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

<b>1.</b>	<b>Name of Post</b>	<b>ASSISTANT COMPTROLLER (Direct Recruitment)</b>
2.	Number of Post	UR – 02, OBC – 02, SC – 01 (Total 05)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 10 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>i) A Master's degree from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>ii) At least three years of relevant administrative experience in an office in academic/examinations/Finance &amp; Accounts/procurement/Human Resource Management in Central/State Govt. /Public Sector Undertakings.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Information &amp; Communication</p>
7.	Period of Probation	<b>02 years</b>
8.	Method of Recruitment/ Selection	<p><b>Marks of Academic Qualification</b></p> <p>0.10 x High School (Marks in percent) + 0.15 x 10+2 Marks (Marks in percent) + 0.25 x Graduate Marks (Marks in percent) + 10 Marks for PG degree (max. 50 marks) + 5 x no. of years of experience in Govt./ Quasi Govt./PSU (Max. 25).</p> <p style="text-align: right;"><b>(Total - 75 Marks.)</b></p> <p><b>Written Examination (250 marks):</b></p> <p>G. K. - 50 Language - 100 Subject Matter – 100</p> <p><b>Interview - 100 Marks</b></p> <p><b>Total Score – 25% of Academic score + 50% of Written + 25% interview.</b></p>

<b>1.</b>	<b>Name of Post</b>	<b>ASSISTANT COMPTROLLER (On deputation)</b>
2.	Number of Post	UR - 06
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay	Pay matrix level 10 as per 7th CPC

	Scale	
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> A person having analogues post on regular basis or at least six years' experience as Section Officer or equivalent in the pay band of Rs. 9300-34800 with grade pay of Rs. 4800 in central/State Govt. or PSUs.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

<b>1.</b>	<b>Name of Post</b>	<b>SECTION OFFICER [Financial cadre] (On deputation)</b>
2.	Number of Post	UR - 02
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 8 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> At least three years of experience as an Accountant or equivalent position in Government (University/ Institute/ Research establishment/ Department/ Ministries) / PSU / Autonomous Bodies or reputed private Organization.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

<b>1.</b>	<b>Name of Post</b>	<b>PERSONAL ASSISTANT (On deputation)</b>
2.	Number of Post	UR - 04
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 7 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> At least three years of experience as a Junior Stenographer or equivalent position in Government (University/ Institute/ Research establishment/ Department/ Ministries) / PSU / Autonomous Bodies or reputed private Organization.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

1.	Name of Post	ACCOUNTANT (On deputation)
2.	Number of Post	UR - 03
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 6 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> Officers holding analogous posts on regular basis in the Central/ State Government, Universities and other autonomous organizations.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

1.	Name of Post	UPPER DIVISION CLERK (On deputation)
2.	Number of Post	UR - 20
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 4 as per 7th CPC
5.	Age limit	Not more than 40 years (Relaxable as per DoPT Rules)
6.	Essential Qualification required for Deputation	<b>Deputation:</b> At least three years experience as Lower Division Clerk or equivalent position in Government (University/ Institute/ Research establishment/ Department/ Ministries) / PSU / Autonomous Bodies or reputed private Organization.
7.	Duration of Deputation	<b>03 years (Extendable as per GoI norms)</b>

1.	Name of Post	JUNIOR STENOGRAPHER (Direct Recruitment)
2.	Number of Post	UR - 10, OBC - 05, SC - 03, EWS - 02 (Total 20) [Out of 20 posts, 02 posts for Ex-Servicemen and 01 post PwD is reserved]
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 4 as per 7th CPC
5.	Age limit	30 years

6.	Educational and other qualifications required for direct recruitment	<p><b>Essential:</b></p> <p>Inter or 10+2 from a recognized University/Board.</p> <p>Proficiency in Stenography in English/ Hindi with minimum speed of 80 w.p.m.</p> <p>Proficiency in Typing in English/ Hindi with minimum speed of 30/ 25 w.p.m.</p> <p>Knowledge of computer applications.</p>
7.	Period of Probation	<b>02 years</b>
8.	Method of Recruitment/ Selection	<p><b>Written:</b></p> <p>1. Aptitude test - 100</p> <p>2. General Knowledge - 50</p> <p>3. Language (Hindi/English) - 100</p> <p>4. Computer Skill test – 50</p> <p>The candidate must obtain at least 50% marks in qualifying test.</p> <p>Selection will be made on grand total marks in 250 (100 + 50+ 100).</p> <p><b>Syllabus will be of graduation level.</b></p>

## HOW TO APPLY

- Interested and eligible candidates must submit the ONLINE APPLICATION FORM through Link available on the university website from **7<sup>th</sup> March 2022 (05:00 PM onwards) following the instructions given therein before the last date i.e., 27<sup>th</sup> March 2022 till 23:59:59 hrs.**

**IMPORTANT NOTE: THERE IS NO NEED TO SEND THE HARD COPY OF THE APPLICATION FORM VIA POST OR COURIER.**

- Application not received through prescribed process shall be rejected and no correspondence in this regard will be entertained.
- Persons already in employment should apply “Through Proper Channel” however, to avoid delay they may send the advance copy and application through proper channel should reach the university within the 30 days after the closing date for receipt of applications at the below mentioned address:

**The Deputy Registrar (Rectt.)**  
**Recruitment Section**  
**Dr. Rajendra Prasad Central Agricultural University**  
**Pusa, Samastipur – 848125, Bihar (INDIA)**

4. The candidate who does not apply through proper channel must submit NOC from their employer at time of interview, failing which their candidature will not be considered.

Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **27<sup>th</sup> March 2022 (for all administrative Positions)**.

### **Special Instructions:**

The prescribed essential qualification does not entitle a candidate to be called for Written Examination/Interview. The University will hold Written Examinations and qualifying test (for the prescribed posts as per RR only). 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 enter only Percentage in education qualification page (in case of CGPA please convert it to Percentage), if applicable.**

**Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of receipt of application (for all administrative Positions). If on verifications at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.**

### **GENERAL INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:**

1. Online mode of submission of applications shall be essential.
2. Before filling-up the Online Application Form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions section carefully.
3. The eligible and interested persons are required to submit Online Applications at University Website [www.rpcau.ac.in](http://www.rpcau.ac.in). The candidate should fill all details while filling the Online Application Form.
4. After successful submission of application, candidates can take print-out of application form.
5. Applicants are NOT required to send Hard Copy of the duly filled Online Application Form. The hard copy of application form along with all required documents must be brought whenever asked for.
6. 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. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.

7. Applicants must make sure the documents they are uploading are not blur and must be readable.

## GENERAL INSTRUCTIONS

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 any criteria for shortlisting/selection of candidates, at any stage.**
  - f. **To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/written tests/interview, at any stage.**
  - g. To conduct qualifying/written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received; and
  - h. 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. Persons who are regular employee of RPCAU, Pusa, there will be no age bar for them.
3. **Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.**
4. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. 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 Written Test/Interview.*
5. Separate application (along with application fee) should be filled for each post applied for.
7. All the relevant columns of the application form should be filled in.
8. Incomplete applications will not be considered and will be **REJECTED**.
9. Qualifications/eligibility conditions, age and other documents will be determined as

on closing date given in the advertisement.

10. The process of selection may be by a qualifying test/written test/presentation/interview or a combination thereof.
11. No interim correspondence shall be entertained.
12. The list of short-listed candidates for Interview/Written Examination/Qualifying or Skill Test and details of Interview/Written Examination/Qualifying or Skill Test will be published on the University Website i.e., [www.rpcau.ac.in](http://www.rpcau.ac.in) only. **Applicants are advised to check the University Website regularly.**
13. The University will not be responsible for any loss of E-mail sent (if any), 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 visit the University Website regularly.
14. After the Written Examination/Interview, in case of selections the appointment will be provisional and is subject to the caste certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to ST/SC/OBC (non-creamy layer)/EWS 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 false 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 appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conducts, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.
17. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
18. The candidate will have to present himself/herself for a Written Test/interview, if called for, at the place and time mentioned at his/her own expenses.
19. The service conditions including pay and age of superannuation shall be as per University norms.
20. 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.
21. 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 a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.

22. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances 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.
23. The applicants serving in Government/Semi-Government organizations / Public Sector Undertakings/Autonomous Bodies must bring '**No Objection Certificate (NOC)**' from their present employer at the time of Interview/Verification of Documents/Written Examination. However, the applicants are advised to formally intimate their present employer in writing about making such application at Dr. Rajendra Prasad Central Agricultural University, Pusa, failing which their candidature/selection may stand cancelled.
24. **Canvassing in any form may lead to cancellation of candidature.**
25. Though a selected candidate's headquarters can be any Regional Center/KVK/ Unit Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur, Bihar, he/she will be liable to serve anywhere in India.
26. In case of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court at Samastipur and High Court at Patna.
27. Any addendum/dedendum/corrigendum/notices in respect to this advertisement shall be published only on the University Website ([www.rpcau.ac.in](http://www.rpcau.ac.in)). Therefore, candidates are advised to check the University Website regularly.
28. **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.
29. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.
30. The following categories of persons shall not be eligible to apply for any position in the University:
  - i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
  - ii. Who has entered into or contracted a 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 to 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/DARE from time to time.

## **OTHER CONDITIONS**

1. Reservation Policy will be followed as per Government of India Rules, wherever applicable. The SC/ST/OBC/EWS/PwD candidates are required to attach necessary certificate(s) on prescribed format.
2. Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Person with Disabilities.
3. The relaxation in age shall as per GoI/University norms.
4. The selected candidates will not take up any other assignment during the service in Dr. Rajendra Prasad Central Agricultural University, Pusa.
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.

## **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particular that are false, tampered/fabricated or should not suppress any information while filling-up the application form.

At the time of written examination/interview if a candidate is (or has been) found guilty of:

- (i) using unfair means during the examination; or
- (ii) impersonating or procuring impersonation by any person; or
- (iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall; or
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection; or
- (v) 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 :-
  - a. to be disqualified from the examination/interview for which he/she is a candidate.
  - b. to be debarred either permanently or for a specified period, from any examination or recruitment conducted by University.
  - c. for termination of service, if he/she already in Govt. Service.

### **31. 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. Full fee, if not deposited in the manner prescribed;
- d. Applicant does not possess the requisite academic qualification, experience

- on closing date of filling the online application form;
- e. Candidate is underage/overage on the closing date of application;
  - f. Variation in data of Online Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and
  - g. Lack of essential qualification as prescribed in advertisement.

**USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES IN  
Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA  
EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.**

**Any attempts to influence the authorities by way of recommendations will  
ab-initio disqualify the candidate.**

**RECRUITMENT SECTION  
RPCAU, PUSA**