



डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय  
Dr. Rajendra Prasad Central Agricultural University

पूसा, समस्तीपुर, बिहार - ८४८१२५  
Pusa, Samastipur, Bihar -848125

Employment Notice No. : RPCAU/01/2024

Dated: - 15/02/2024

**DETAILS OF ADVERTISEMENT FOR RECRUITMENT TO  
VARIOUS ADMINISTRATIVE POSITIONS**

**Important notice for old candidates**

(Ref. Advertisement no.- RPCAU/02/2022 dated- 07/03/2022)

Those candidates who have already applied for the posts of **Assistant Registrar, Assistant Comptroller and Junior Stenographer** against the advertisement no. **RPCAU/02/2022 dated 07/03/2022** are required to apply fresh in the prescribed form as per the terms and conditions mentioned in this advertisement number i.e., **RPCAU/01/2024 dated-15/02/2024** however, they need not to pay the application fee (as applicable) again.

**IMPORTANT DATES TO REMEMBER**

<b>Opening Date for submission of online Application form</b>	<b>16/02/2024 (Friday) From 12:00: AM onwards</b>
<b>Last Date for Submission of online Application form.</b>	<b>07/03/2024 (Thursday) Up to 11:59 PM</b>

Dr. Rajendra Prasad Central Agricultural University invites online **applications for the various Adminstrative positions** from eligible candidates to be filled on **Direct Recruitment** as per the details given below:

S. No	Name of Post	Mode of Recruitment	No. of Posts				
			UR	OBC	SC	EWS	Total
1.	Assistant Registrar	Direct Recruitment	01	-	-	-	<b>01</b>
2.	Assistant Comptroller	Direct Recruitment	02	02	01	-	<b>05</b>
3.	Junior Stenographer	Direct Recruitment	10	05	03	02	<b>20</b>

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

**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 the Post of Assistant Registrar and Assistant Comptroller.**

General/OBC/EWS : ₹ 1000/-

SC/ST/PwD/Women : ₹ 500/-

### **2. For the post of Junior Stenographer**

General/OBC/EWS : ₹ 500/-

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

3. Candidate must pay the fee through Net Banking/Phone Banking/Mobile Banking mode i.e., RTGS, NEFT, IMPS etc. at the below mentioned Bank details:

**Account Name: Comptroller**  
**Name of Bank: Punjab National Bank**  
**Account No. 4512000100012923**  
**IFSC Code: PUNB0451200**

**Candidates shall pay the application fee through the payment gateway available while filling online application form.**

**Note:**

- i. Bank charges in addition to specified application fee shall be borne by the candidate.
- ii. Fee once paid will not be refunded under any circumstances.
- iii. Application Fee submitted by any other mode like money order, demand draft, cheque, IPO, cash etc. will be rejected.

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

1	<b>Name of Post</b>	<b>ASSISTANT REGISTRAR (Direct Recruitment)</b>
2	Number of Post	UR – 01 (Total-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	<b>Essential:</b> 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. ii) At least three years of relevant administrative experience in an office in academic/examinations/Finance & Accounts/ procurement/Human Resource Management in Central/State Govt. /Public Sector Undertakings. <b>Desirable:</b> Good knowledge of Information & Communication

7	Period of Probation	<b>02 years</b>
8	Method of Recruitment/ Selection	<p><b>Marks of Academic Qualification</b>  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).  <b>(Total-75 Marks.)</b></p> <p><b>Written Examination (250 marks):</b>  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 (Direct Recruitment)</b>
2	Number of Post	UR – 02, OBC – 02, SC – 01 <b>(Total 05)</b>
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>  <math>0.10 \times \text{High School (Marks in percent)} + 0.15 \times 10+2 \text{ Marks (Marks in percent)} + 0.25 \times \text{Graduate Marks (Marks in percent)} + 10 \text{ Marks for PG degree (max. 50 marks)} + 5 \times \text{no. of years of experience in Govt./ Quasi Govt./PSU (Max. 25)}</math>.</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-00</p> <p><b>Interview - 100 Marks</b></p> <p><b>Total Score – 25% of Academic score + 50% of Written + 25% interview.</b></p>

1	Name of Post	<b>JUNIOR STENOGRAPHER (Direct Recruitment)</b>
2	Number of Post	UR – 10, OBC – 05, SC – 03, EWS - 02 <b>(Total-20)</b> [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> <ol style="list-style-type: none"> <li>1. Aptitude test - 100</li> <li>2. General Knowledge - 50</li> <li>3. Language (Hindi/English) - 100</li> <li>4. Computer Skill test – 50</li> </ol> <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>
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### HOW TO APPLY

1. Interested and eligible candidates must submit the **ONLINE APPLICATION FORM** through **Link available on the university website from 16/02/2024 (12:00 AM onwards) following the instructions given therein before the last date i.e., 07/03/2024 till 11:59 PM.**
  2. **Soft copy (i.e., single PDF only) of duly filled application form along with requisite documents should also be sent (max.-2MB) on mail [recruitmentrpcau2024@gmail.com](mailto:recruitmentrpcau2024@gmail.com) before the last date.**
  3. 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. Application not received through prescribed process shall be rejected and no correspondence in this regard will be entertained.
  5. The candidate who does not apply through proper channel must submit NOC from their employer at the 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., **07/03/2024 (for all 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 fulfill 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 fulfill 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. **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.
5. Take print out of the User ID and Password screen for future reference of your application status and for reprinting of your online filled application form.
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. 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 application during the last days.
  4. **Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.**
  5. **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.**
  6. Separate application (along with application fee) should be filled for each post applied for.
  7. A candidate whether he belongs to General or reserved category viz. SC/ST/OBC/EWS/PwD can submit only one online application form for a particular category of post advertised. All the relevant columns of the application form should be filled-in.
  8. All the relevant columns of the application form should be filled in.
  9. Incomplete applications will not be considered and will be **REJECTED**.
  10. Qualifications/eligibility conditions, age and other documents will be determined as on closing date given in the advertisement.
  11. The process of selection may be by a qualifying test/written test/presentation/interview or a combination thereof.
  12. In case of any technical problems, please send an email to [recruitment@rpcau.ac.in](mailto:recruitment@rpcau.ac.in)



13. Application will not be accepted, except online application. 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. No offline application form or copy downloaded application form will be accepted by the University.
14. No interim correspondence shall be entertained.
15. 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. **NO SEPARATE CALL LETTER WILL BE SENT TO THE CANDIDATES. Applicants are advised to check the University Website regularly.**
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.



22. The service conditions including pay and age of superannuation shall be as per University norms.
23. The selected candidates shall be governed by the **“New Pension Scheme”** of the Government of India as applicable w.e.f. 1<sup>st</sup> January 2004.
24. 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.
25. 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.
26. 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.
27. 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.
28. **Canvassing in any form may lead to cancellation of candidature.**
29. 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.
30. 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.
31. 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.
32. **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.
33. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.

34. 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 has entered into or contracted a marriage with a person having a spouse living;
  - c. 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;
  - d. Who is not a citizen of India; and
  - e. 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.
6. The selected candidate will be kept **on probation period of two years**. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
7. No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. 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 department.
8. **Printed Copy:** Printed copy of the application form with original certificates and photocopy of self-attested certificates must be brought by the candidate at the time of verification 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**

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.

### **35. 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 THE EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.**

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

**RECRUITMENT SECTION  
RPCAU, PUSA**