



U.P. RAJARSHI TANDON OPEN UNIVERSITY
University Campus, Shantipuram (Sector-F), Phaphamau
Allahabad - 211013

Adv. No. : 23/2011

Dated : 09-09-2011

Applications are invited for the following posts :-

Post	No. of Posts	Category	Scale
Registrar	01	UR	37400-67000 (Grade Pay Rs. 10000/-)
Deputy Registrar	01	SC	15600-39100 (Grade Pay Rs. 7600/-)
Office Superintendent	02	01 OBC & 01 SC	9300-34800 (Grade Pay Rs. 4200/-)
Accountant	01	UR	9300-34800 (Grade Pay Rs. 4200/-)
Assistant Accountant	01	SC	5200-20200 (Grade Pay Rs. 2400/-)

Note : (1) Prescribed application form along with general information can be obtained from the Registrar Office on cash payment of fee of Rs. 150/- for general candidates, Rs. 100/- for O.B.C. candidates and Rs. 50/- for SC/ST candidates respectively. (2) The form may also be downloaded from University website www.uprtouallahabad.org.in /www.uprtou.ac.in . In such cases the fee stated above is to be deposited in the form of a D.D. in favour of **Finance Officer, U.P. Rajarshi Tandon Open University, Allahabad** along with duly filled downloaded application form. (3) The form along with requisite enclosures must reach **Registrar, U.P. Rajarshi Tandon Open University, Shantipuram (Sector - F), Phaphamau, Allahabad - 211013** by 10-10-2011 through Registered Post/Speed Post only. (4) The Candidates who had applied to our earlier Advertisement No. 03/2011 for the above mentioned posts have to apply afresh; they are however not required to pay the application fee again.

Registrar

U.P. Rajarshi Tandon Open University, Allahabad

Advt. No. : 23/2011

Dated : 09-09-2011

Applications are invited in the prescribed form for the following posts :-

Particulars of Advertisement

Sl. No.	Name of Post	No. of Posts	Reservation Category	Pay Scale (in Rs.)
1.	Registrar	01	UR	37400-67000 (Grade Pay Rs. 10000/-)
2.	Deputy Registrar	01	SC	15600-39100 (Grade Pay Rs. 7600/-)
3.	Office Superintendent	02	01 OBC & 01 SC	9300-34800 (Grade Pay Rs. 4200/-)
4.	Accountant	01	UR	9300-34800 (Grade Pay Rs. 4200/-)
5.	Assistant Accountant	01	SC	5200-20200 (Grade Pay Rs. 2400/-)

Qualifications

Registrar :

(Sl. No. - 1)

- (1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education

or

15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Deputy Registrar :

(Sl. No. - 2)

- (a) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.

- (b) Nine years' experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education.

or

Five years' of administrative experience as Assistant Registrar or in an equivalent post.

Office Superintendent :

(Sl. No. - 3) वरिष्ठ सहायक पद पर 10 वर्ष का कार्य अनुभव

Accountant :

(Sl. No. - 4) किसी सरकारी, अर्द्ध सरकारी संस्थान, विश्वविद्यालय तथा महाविद्यालय में सहायक लेखाकार के पद पर 05 वर्ष का अनुभव या लेखाकार के पद पर कार्यरत हो।

Assistant Accountant :

(Sl. No. - 5) कामर्स ग्रेजुएट या पोस्ट ग्रेजुएट के साथ डिप्लोमा इन एकाउण्टेंसी के साथ कम्प्यूटर में 'ओ' लेबल का सर्टिफिकेट।

Note :

1. Those who are in service should apply through proper channel.
2. Prescribed application form along with general information can be obtained from the Registrar Office on cash payment of fee of Rs. 150/- for general candidates, Rs. 100/- for O.B.C. candidates and Rs. 50/- for SC/ST candidates respectively.
3. The form may also be downloaded from University website www.uprtouallahabad.org.in /www.uprtou.ac.in . In such cases the fee stated above is to be deposited in the form of a D.D. in favour of **Finance Officer, U.P. Rajarshi Tandon Open University, Allahabad** along with duly filled downloaded application form.
4. The form along with requisite enclosures must reach **Registrar, U.P. Rajarshi Tandon Open University, Shantipuram (Sector – F), Phaphamau, Allahabad - 211013** by 10-10-2011 through Registered Post/Speed Post only. The application received after due date will not be considered.

5. There will be 3% reservation for disabled persons and application fee will be Rs. 50/- for disabled candidates.
6. Candidate belonging to S.C./S.T. and O.B.C. category must attach attested copy of caste certificate issued by Competent Authority with the application form.
7. The eligibility of candidate will be determined as on date of advertisement.
8. Preference will be given to the applicants possessing experience in the Distance Education System.
9. Age as per State Govt. rules.
10. The posts are temporary but are likely to continue.
11. The fresh appointees shall be governed by new pension scheme.
12. UGC norms, University Statutes and State Govt. Rules will be applicable for qualifications and others conditions.
13. No T.A./D.A. shall be given for attending the interview.
14. The University reserves the right not to fill any of the advertised post without assigning any reason.
15. Separate application form has to be submitted for each post.
16. The Candidates who had applied to our earlier Advertisement No. 03/2011 for the above mentioned posts have to apply afresh; they are however not required to pay the application fee again.

Registrar

Note : (1) Prescribed application form along with general information can be obtained from the Registrar Office on payment of Rs. 150/- cash for general, Rs. 100/- for O.B.C. and Rs. 50/- for SC/ST candidates respectively of downloaded from University website www.uprtou.ac.in / www.uprtouallahabad.org.in.
(2) Application along with demand draft of above mentioned amount drawn in favour of Finance Officer, U.P. Rajarshi Tandon Open University, payable at Allahabad (if form is downloaded from website) and requisite enclosures must reach Registrar, U.P. Rajarshi Tandon Open University, Shantipuram (Sector – F), Phaphamau, Allahabad – 211013 latest by 30-09-2011 through Registered Post/Speed Post only.
(3) Candidates who had applied earlier for the same vide Advertisement No. 03/2011 need to apply afresh but without any fee.