



## Walk-in-Interview

Advertisement No. CUPB/19-20/09 Dated: 29.08.2019

Walk-in-interview for ONE (01) post of Tally (Accounts) Expert on purely temporary & contractual basis for a period of 89 days will be held at Administrative Block, City Campus, Mansa Road, Central University of Punjab, Bathinda.

**The details of eligibility criteria, emoluments and other terms & conditions are given below:**

1	Name of the Post	<b>TALLY (Accounts) EXPERT</b>
2	Number of Post	ONE (UR-01)
3	Educational Qualifications and Experience	<b><u>Minimum qualifications</u></b> i) B. Com. ii) CA (Inter) Pass iii) <b>Experience</b> : Working experience in Accounts & Finance in a Government Educational Institution. iv) Sound knowledge of Tally ERP9.  <b><u>Desirable:</u></b> Working experience & knowledge of preparation of balance sheet, statutory audit/tax compliances, GST etc.
4	Emoluments	<b>Rs. 40,000/- P.M. (Consolidated)</b>

**Date & Time of Walk-in-interview:** 10.09.2019 at 09:00 am

# Central University of Punjab, Bathinda

## GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

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1. Candidates have to download prescribed application form from **www.cup.edu.in** and bring it complete along with all original certificates at the time of interview.
2. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites [www.cup.ac.in](http://www.cup.ac.in); [www.cup.edu.in](http://www.cup.edu.in) only. Further, the university will not send any further information/call letters by post/newspapers. CUPB will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to regularly check CUPB websites: [www.cup.edu.in](http://www.cup.edu.in) for updates.
3. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
4. The candidates are required to bring duly filled & signed Application Form along with original documents & a set of self-attested photocopies while reporting to the interview.
5. The interested candidates should also submit **three copies of the Summary Sheet** (available at last page of application form) alongwith prescribed application form.
6. University will not be liable to wait in case the applicant does not bring the filled application form with supporting documents such candidates will not be allowed to appear at the interview.
7. Duties timing may be staggered and as decided by the university.
8. The university reserves the right to withdraw this advertisement or increase the number of post at any time without assigning any reason.
9. The right is also reserved with the university either to fill or not to fill the post. The decision of the Competent Authority of the university in this regard shall be final.
10. Application fee of Rs. 100/- in the form of Demand Draft in the favour of Central University of Punjab, payable at Bathinda should accompany the application. The SC/ST/PWD candidates are exempted from application fee.
11. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
12. Qualification and experience etc. will be counted as on the date of walk-in interview

13. The candidates having experience of working in Central/State Government universities will be preferred.
14. The candidates will not have any claim on regular position/absorption.
15. Canvassing in any form may lead to cancellation of candidature.
16. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) **will be out-rightly rejected.**
17. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
18. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected which shall lead to termination of his/her appointment, if already appointed and action may be initiated against the candidate for this misconduct as per rules.
19. In case of disputes/suites or legal proceedings against the university, the Jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
20. No TA/DA will be paid for attending interaction/interview for the post.

**For any further query contact:**

Recruitment Cell,  
Administrative Block, City Campus  
Central university of Punjab, Bathinda-151001  
Phone: 0164-2864116  
Email: recruitment@cup.edu.in

**REGISTRAR**