

**CENTRAL UNIVERSITY
OF KARNATAKA**

(Established by an Act of the Parliament in 2009)



Recruitment Cell
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**INFORMATON BOOKLET FOR NOTIFICATION FOR
RECRUITMENT OF NON TEACHING POSTS**

NOTIFICATION NO. 38/2025, Dt. 01/10/2025

**Kalaburagi,
October, 2025**

B. R.

ADVERTISEMENT FOR RECRUITMENT OF NON TEACHING POSTS

Notification No. 38/2025

Date: 01/10/2025

Online applications through Samarth portal (<https://cuknt.samarth.edu.in/index.php/site/login>) are invited from the eligible citizens of India/Overseas Citizens of India with valid documents as applicable to apply for recruitment in the prescribed format for the position of various Non-Teaching on regular basis:

IMPORTANT DATES TO REMEMBER

Link for opening of the Online Application	01/10/2025, 00:00 Hrs
Cut-off date for submission of Online Application Form	30/10/2025, 23:59 Hrs
Last date of receipt of hardcopy of duly submitted online applications along with all self-attested enclosures (Compulsory)	10/11/2025, 05:30 p.m.

Sl. No	Name of the Post	Number of Vacancies	Category	Pay Matrix and Pay Band as per 7 th CPC	Method of Recruitment
Group – A					
1.	Internal Audit Officer	1	UR	Level 12 (78800-209200)	On Deputation
2.	Executive Engineer	1	UR	Level 11 (67700-208700)	On Deputation
3.	Assistant Registrar (Public Relations Officer)	1	UR	Level 10 (56100-177500)	Direct Recruitment
4.	Medical Officer (Male)	1	UR		Direct Recruitment
1. Total Group A posts		4			
Group – B					
5.	Private Secretary	4	UR	Level 07 (44900-142400)	On Deputation
6.	Personal Assistant	3	2 UR, 1 UR- PwBD(a)#	Level 06 (35400-112400)	Direct Recruitment
2. Total Group B posts		7			
Group-C					
7.	Security Inspector	1	UR	Level 05 (29200-92300)	Direct Recruitment
8.	Laboratory Assistant	4	2 UR, 1 OBC & 1 SC	Level 04 (25500-81100)	Direct Recruitment
9.	Library Assistant	1	UR		Direct Recruitment
10.	Upper Division Clerk*	1	SC		Direct Recruitment *(Lien Vacancy)

11.	Lower Division Clerk	2	1 UR & 1 OBC	Level 02 (19900-63200)	Direct Recruitment
12.	Cook	1	UR		Direct Recruitment
13.	Medical Attendant / Dresser	1	UR	Level 01 (18000-56900)	Direct Recruitment
14.	Library Attendant	2	1 OBC & 1 SC		Direct Recruitment
15.	Kitchen Attendant	1	UR		Direct Recruitment
3. Total Group C Posts		14			
Grand Total : A+B+C (4+7+14) = 25					

Abbreviations: UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC=Other Backward Class, EWS=Economically Weaker Section & DR=Direct Recruitment

#PwBD = Persons with Benchmark Disabilities.

1. PwBD-a: Blindness and Low Vision
2. PwBD-b: Deaf and Hard of Hearing
3. PwBD-c: Loco motor disability including Cerebral palsy, Leprosy cured dwarfism, acid attack victims and muscular dystrophy
4. PwBD-d: Autism, intellectual disability, specific learning disability and mental illness
5. PwBD-e: Multiple disabilities from amongst persons under clauses a-d including Deaf and Blindness

Note:

1. PWD Reservation is earmarked as per Gazette Notification No.59 of 2016, GoI.
2. The backlog PWD positions may be inter changed/filled by other PWD categories or UR following GoI rules. (Gazette Notification No. 59 of 2016, GoI, 34 [2]). Hence, PWD Candidates can apply for other UR positions and candidates with Benchmark disabilities but are eligible for UR positions can apply for PWD positions.
3. Any of the specific posts notified above which were notified earlier in previous Advertisements stands cancelled. Candidates have to apply afresh against this Notification.
4. Corrigendum/Addendum/Cancellation/Updates/Declaration of cut off dates etc. will be uploaded in University website (www.cuk.ac.in) only. Any excuse/complaint for not visiting the University website shall not be entertained.

DETAILS OF POSTS , ELIGIBILITY, QUALIFICATION, REQUIREMENTS ETC.

1. INTERNAL AUDIT OFFICER:

Deputation:

Officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Age limit: 56 years

2. EXECUTIVE ENGINEER:

Deputation:

Essential Qualifications:

- i. First Class Bachelor's Degree in Civil Engineering from a recognized Institute/ University or equivalent.
- ii. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more

Desirable Qualifications:

- i. Experience in construction of projects of multi-storey buildings and experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.
- ii. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.

Age limit: 56 years

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3. ASSISTANT REGISTRAR (PUBLIC RELATIONS OFFICER):

Direct Recruitment:

Essential Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Journalism and Mass Communication from recognized University/Institute.
- ii. At least Five years of experience in the editorial department / Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English / regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.

Desirable: Good working knowledge of Computer applications

Age limit: 40 years

4. MEDICAL OFFICER (MALE):

Direct Recruitment:

Essential Qualifications:

- i. MBBS Degree recognized by Medical Council of India.
- ii. Three years of working experience in a Hospital attached with a Medical College / Corporate Hospital.

Desirable Qualifications:

Post Graduate Medical Qualification recognized by the Medical Council of India.

Age limit: 40 years



5. PRIVATE SECRETARY:

Deputation:

Persons holding analogous posts on regular basis or with 3 years of regular service as Personal Assistant in the Level 6 / Level 7 of any Central / State Govt. / University / Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as mentioned below:

Essential Qualifications:

- i. A Bachelor's Degree from a recognized University/Institute.
- ii. At least three years of experience as Personal Assistant or 5 years as Stenographer in a University/ Research Establishment/ Central/ State Govt. /PSU and other autonomous bodies.
- iii. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi
- iv. English/Hindi Typing speed: 35 wpm in English or 30 wpm in Hindi.
- v. Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 wpm in English/100 wpm in Hindi

Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable:

Proficiency in English & good communication skills.

Age limit: 56 Years

6. PERSONAL ASSISTANT:

A. Direct Recruitment:

Essential Qualifications:

- i. A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii. Proficiency in Stenography in English or Hindi with a minimum speed of 100 wpm.
- iii. Proficiency in Typing in English or Hindi with a minimum speed of 35 / 30 wpm respectively
- iv. Knowledge of Computer applications.
- v. Two years of experience as Stenographer or equivalent in Central State Govt. Organizations/University Research Institution or Central/State autonomous Institution having a turnover of at least 200 Crores.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 wpm

Transcription: 40 minutes English/55 minutes Hindi

Age limit: 35 Years

7. SECURITY INSPECTOR:

Direct Recruitment:

Essential Qualifications:

- i. Bachelor's Degree from a recognized University / Institution with three years of experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores or more.

OR

Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.

- ii. Holding a valid Driving License (LMV / Motor cycle)

Age limit: 32 years

Physical Standards

Minimum Height Requirement	Male	Female
General	167 cms	157 cms
Hill Area*	165 cms	155 cms
ST Category	162.5 cmc	154 cms
Minimum Chest Size Requirements for Male	Exhaled	Expanded (Inhaled)
General	80 cms	85 cms
Hill Area*	80 cms	85 cms
ST Category	77 cms	82 cms

* Candidates belonging to Hill Areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh, Ladakh Regions, North Eastern States and Sikkim.

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8. LABORATORY ASSISTANT:

Direct Recruitment:

Essential Qualifications:

- i. Bachelor's Degree in Sciences / Engineering / Technology with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.
- ii. The experience should be in University/ Research Establishment / Central / State Govt. / PSU and other autonomous bodies or private organizations of repute with annual turnover of at least Rs.200/- Crores or more.

Age limit: 32 Years

9. LIBRARY ASSISTANT:

Direct Recruitment:

Essential Qualifications:

- i. Bachelor's Degree in Library & Information Science or equivalent from a recognized University.
- ii. Typing speed of 30 wpm in English.
- iii. Knowledge of Computer Applications.

Age limit: 32 Years

10. UPPER DIVISION CLERK:

Direct Recruitment:

Essential Qualifications:

- i. A Bachelor's Degree from any recognized Institute/ University.
- ii. Two years of experience as Lower Division Clerk / Equivalent posts in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies or equivalent pay package in the reputed private companies / corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
- iv. Proficiency in Computer Operations.

Age limit: 32 Years