

**CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE & TECHNOLOGY,  
KANPUR-208 002, U.P, INDIA**

**ADVERTISEMENT No. 06/2024**

Link available for downloading the Application form from University Website: [www.csauk.ac.in](http://www.csauk.ac.in)  
Last date for Application receiving date: April 15, 2024 in the University at 05:00 PM

Applications are invited from eligible candidates for the following posts of the K.V.K. under C.S. Azad University of Agriculture & Technology, Kanpur-208002 as per the details given below:

Sl.No.	Name of post	Pay Scale	No. of Candidates				Total Post
			UR	OBC	SC	EWS	
1.	Assistant	PB-2,9300-34800 (GP-4200) Level-6	06	03	04	01	14
2.	Stenographer Grade-III	PB-1,5200-20200 (GP-2400) Level-4	02	-	01	-	03

Abbreviations: SC=Schedule Caste, ST=Schedule Tribe, OBC=Other Backward Castes, UR=Unreserved, EWS = Economically Weaker Section.

There is horizontal reservation for physically handicapped, dependent of freedom fighter, Ex-serviceman and woman.

**Note:** Reservation will be applicable as per rules of Uttar Pradesh State Government.

**MINIMUM ESSENTIAL QUALIFICATION**

Concerned/Relevant disciplines	Minimum Essential Qualification
Assistant	A bachelor's degree from a recognized university
Stenographer Grade-III	Educational 12 <sup>th</sup> Class pass or equivalent from a recognized Board or University. <b><u>Professional Efficiency</u></b> The Candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes . The candidates who opt. to taken the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt. to taken the test in Hindi will be required to transcribe the matter in 65 minutes on computer.

**Note:** Relaxation in upper age limit will be admissible to OBC, SC/ST category for 5 years, 05 years to Person With Disability (PWD) and 5 years to regular employee of UP state vide GO No. 2-EM/2001/-ka-4-2013 dated 27 August, 2013.

  
**Director,**  
**Administration & Monitoring**

### **General Instruction for the Candidates:-**

1. The candidate must be a citizen of India.
2. Local language is preferable.
3. There shall be separate cadre for KVK staff.
4. The staff recruited on the KVK's posts shall have pay scale/allowance and other service benefits as allowed by ICAR. These positions are 100% funded by ICAR and all expenditure for these position will be borne out of ICAR fund.
5. The staff recruited at KVK's will neither be engaged nor transferred elsewhere except within KVK's.
6. Post are temporary and are likely to continue so long as sanction of the scheme continuance is available from ICAR. In case of the closure of KVK's their service shall be terminated automatically and after the termination of the scheme, the University will not absorb the candidate in any capacity.
7. The University reserves the right to increase/decrease or withdraw the number of 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.
8. All application must fulfill the essential requirement 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 qualification laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
9. To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/written tests/interview;
10. 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
11. **HOW to APPLY:**
  - i. Application fee: For all the posts, Bank Draft of Rs. 1500/- (Rupees one Thousand Five Hundred only) for General, OBC and EWS candidates Rs. 750/- (Rupees Seven Hundred fifty only) for SC/ST/ Person With Disability (PWD) in favour of "Comptroller, C.S.A. University of Agriculture & Technology, Kanpur.
  - ii. Applicant have to submit two self addressed envelop containing postage stamp of Rs.45/- (Forty five) for future communication.
  - iii. The application fee will be non-refundable.
  - iv. No concession of Application fee is admissible to SC /ST of other States.
  - v. Interested and eligible candidates have to submit duly filled fresh application from available on University Website. [www.csauk.ac.in](http://www.csauk.ac.in) in prescribed format along with Bank Draft and other essential and supporting document, through registered post/speed post only to **Director Administration & Monitoring, C.S.A. University of Agriculture & Technology, Kanpur-208002**. The University will not entertain application received after due date.
  - vi. Envelop carrying application form should be clearly mentioned and underlined with "Application form for the post of..... Advt. No. .... Sl. no.....and category ....." on the top right hand corner.
  - vii. Persons already in employment (in Services Candidate) should apply; "Through Proper Channel" Their Application through proper channel must reach the University within 30 days from the closing date. However, advance copy of application along with bank draft of application fee shall reach the University before the closing date.
12. **Prescribe Age Limit should be restricted to closing date of application:**
  - i. A person whose age is less than 18 years shall not be appointed to any post in the KVK's.



- ii. For the post of Assistant/Stenographer Grade-III, the age should not exceed more than 40 years as on the last date of application. Relaxation for reserved category candidates will be provided as per U.P. Govt. rules. Five years relaxation to regular employee of State of UP as per GO no. 2-EM/2001-ka-4-2013 dt. 27.08.2013
13. Having fulfilled the essential qualification will not entitle an applicants to be called for interview. Only shortlisted candidate will be called for interview. The candidates will be shortlisted for interview in a ratio of 10 time for one post followed by 05 times for each additional post by the University. In case, the number of candidates in a giving subject is large, University might conduct a written examination also for the purpose of screening before interview.
14. The applicants who wish to apply for more than one post and/or category, should submit separate Application forms in separate envelopes accompanied by relevant enclosures and bank draft for each post.
15. Reservation Rules as per the State Government of Uttar Pradesh will be applicable. The claimants of SC/ST/OBC/EWS/Person With Disability (PWD) etc. reservation must furnish the certificate as applicable, issued by the competent authority of U.P. Govt.
16. The Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidate are advised to download the information and keep them for future reference. In midway of recruitment process neither any application under RTI Act, 2005 shall be entertained nor shall any information be provided. Factual information under RTI Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.
17. Acceptance of documents submitted by an applicant shall be subjected to verification by the competent authority. If any documents are found to be false/fake/incorrect/malafide either before or after appointment, the documents shall be summarily rejected and action may be initiated against the candidate and the appointment shall be cancelled/terminated forthwith.
18. The service conditions and age of superannuation shall be as per U.P. Govt. rules/ICAR guidelines, as applicable.
19. 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 candidate.
20. 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 Verification of Documents, failing which their candidature/selection may stand cancelled.
21. Canvassing in any form may lead to cancellation of candidature.
22. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.
23. The University will not be responsible for loss of e-mail sent due to invalid wrong e-mail ID provided by the candidate or for delay/non-receipt of any information, if a candidate fails to access his/her email/website in time.
24. Applicant should clearly note that the University will, on no case be responsible for non-submission of their application or any delay in receipt thereof on any account. Application after the last date will not be accepted.
25. The selected candidate shall be required to perform duties as per rules of the University as amended from time to time. The University shall be free to assign any duty as per exigency of the situation at any time even during no-working hours/holiday which the employee shall have to perform without fail to avoid any disciplinary action.



26. Original certificate of academic qualification, certificates of experience, etc. have to be produced at the time of joining in case of selection .
27. A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required .
28. Fixed salary employment in NGO/Private Industry/Private College/Self-finance courses would not be treated as equivalent to running scale.
29. The following categories of persons shall not be eligible to apply for any position in the KVK under the University:
  - i. Who has been convicted by any Court of Law of any criminal proceeding is pending against her/him.
  - ii. Who has entered into or contracted a marriage with a person having a spouse living, 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 so doing, exempt any person from the operation of these rules.
  - iii. Who is not a citizen of India.
  - iv. Any other category of person disqualified for appointment by the Government, DARE/ICAR, University etc. from time to time.
30. Corrigendum or Addendum or Cancellation to this advertisement, If any, shall be published only on the Univeristy [www.csauk.ac.in](http://www.csauk.ac.in) and it will not be published in the newspaper. Therefore, candidates are advised to check the University website regularly.
31. No recommendation/recommendation letters be sent or arranged to be forwarded to the University
32. The University is governed by the Act & Statutes of the Agriculture University Act 1958 of Uttar Pradesh, as amended from time to time.
33. Following documents should be attached with the Application form:
  - i. Bank draft of Application fee.
  - ii. One latest colored passport size, self attested photograph, should be pasted on the application form.
  - iii. Certification from Personnel Office (for in service candidate). ( as per Annexure-III)
  - iv. Reservation Certificate. (if applicable).
  - v. Attested copies of certificates of essential qualification including Testimonials, transcripts, certificates, degrees etc.
  - vi. Other supporting documents.
34. Documents to be brought at the time of Interview:
  - i. All original certificate/documents /testimonials of educational qualifications and other document mentioned/and one set of self –attested copies of all these certificates/documents/testimonials.
  - ii. Certificate for the candidate belong to ST/SC/OBC/EWS etc. category issued by the competent authority.
  - iii. No Objection Certificate (NOC) from their present employer, in case of candidates who are in service.
35. An application form will be summarily rejected in the following events:
  - i. If bank draft of prescribed application fee is not attached.
  - ii. If a candidate makes more than one application form for a particular post.
  - iii. If the application is not in the prescribed format.
  - iv. If the application is unsigned/incomplete.
  - v. If the experience certificate is without detail of salary per month received.
  - vi. If the application form is received in the University after the closing date.
  - vii. If a candidate dose not possess the requisite academic qualification on the closing date.



viii. If the candidate is under age/over age on the closing date.

**36. Fake Institution:** Candidate, who have obtained degree or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the advertised Post.

**Abbreviations:** SC= Scheduled Caste, ST=Scheduled Tribe, OBC= Other Backward Classes, EWS= Economically Weaker Section, UR= Unreserved, KVK=Krish Vigyan Kendra, PWD= Person With Disability

**37. ACADEMIC SCORE CARD AND WRITTEN EXAMINATION PATTERN FOR THE KVKs POSITIONS:**

Post Code	Name of the Post	Academic Score and Written Pattern
1.	Assistant	<p><b>Academic Score Composition:</b></p> <p>1.) 0.15 x High School marks (marks in percent) + 0.20 x Intermediate marks (marks in percent) + 0.40 x Bachelor's degree marks(marks in percentage)</p> <p>2. ) 5 x no. of years of experience in Govt./ Quasi Govt./PSU (maximum 25 marks).</p> <p>Experience of private sector will not be considered. (Total/Maximum - 100 marks)</p> <p><b>Written Examination:</b></p> <p>1. Subject matter - 100</p> <p>2. General Knowledge and Language - 100</p> <p><i>No interview as per Government direction.</i></p> <p>Selection will be made on grand total marks in 300 (100 + 100 +100).</p> <p><b>Note: Syllabus will be of Graduation level</b></p>
4.	Stenographer Grade-III	<p><b>Academic Score Composition:</b></p> <p>1.) 0.45 x High School marks (marks in percent) + 0.55 x Intermediate marks (marks in percent)</p> <p>Experience of private sector will not be considered. (Total/Maximum - 100 marks)</p> <p><b>Written Examination:</b></p> <p>1. Subject matter - 100</p> <p>2. General Knowledge and Language - 100</p> <p><i>No interview as per Government direction.</i></p> <p>Selection will be made on grand total marks in 300 (100 + 100 +100).</p> <p><b>Note: Syllabus will be of Intermediate level.</b></p>

**38.** The Post of non Technical (Steno/ Assistant) will be held Skill qualify exam test, its Marks will not be added to the merit.

  
Director

Administration & Monitoring