CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, KANPUR - 208002

Advertisement No. 15/2026 for Recruitment of Non-teaching Posts

Applications are invited from eligible candidates on prescribed application format through direct recruitment from all over the country for the vacant non-teaching posts in different pay scales as per 7th pay commission. Full details regarding application form, fee and academic qualifications can be seen at university website www.csauk.ac.in.

Sl.No.	Name of Post	Number/ Category	Group	Pay Band and Grade Pay	Age Limit
1.	University Engineer (Civil/ Electrical)	01 (UR)	A	Rs. -67,700- 2,08,700 Level 11, GP-6600	Preferably below 55 years
2.	Technical Secretary to VC	01 (UR)	B	Rs. 56,100 - 1,77,500 Level 10, GP-5400	40 years
3.	Establishment Officer	01 (UR)			
4.	Manager, Printing Press	01 (UR)			

RECRUITMENT RULES FOR THE NON-TEACHING POSTS

A. University Engineer (Civil/ Electrical)	
Educational and other qualifications required for direct recruits	**Essential:** 1. Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent. 2. Eight years of experience in relevant field as Assistant Engineer from State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations. 3. Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields. **Desirable:** 1. At least two years' experience in planning/ estimation/ tendering as per the PWD norms. Good knowledge of PWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions. 2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.
B. Technical Secretary to VC	
Educational and other qualifications required for direct recruits	**Essential:** (i) Masters degree with at least 55% Marks or its equivalent grade. (ii) 5 years' experience of educational administration/ research establishments or other institutions.
C. Establishment Officer	
Educational and other qualifications required for direct recruits	**Essential:** (i) Masters' degree with at least 55% Marks or its equivalent grade. (ii) 5 years' experience of educational administration/ research establishments or other institutions. **Desirable:** (i) Knowledge of labour and general law is evident to a relevant degree. (ii) Diploma in personnel management or MBA (iii) Administrative experience in Agricultural University or agricultural field.

D. Manager, Printing Press	
Educational and other qualifications required for direct recruits	**Essential:** A degree or diploma in printing technology with 5 years' experience of working in a supervisory capacity in a printing press of any government or reputed organization.

Application Form can be downloaded from University's website (**www.csauk.ac.in**). Duly filled applications along with recent passport size self-attested photographs, supporting enclosures (self-attested copies of degree certificates/ mark sheets/ experience certificates, reprints of important publications, etc.) and Non-refundable *Application Fee of **Rs. 1500/- for** Unreserved (UR), Other Backward Class (OBC) and Economically Weaker Section (EWS) candidates, and **Rs. 750/- for** Scheduled Caste (SC), Scheduled Tribes (ST) and Person with Disability (PWD) Candidates.*

Demand Draft drawn in favour of **Comptroller, C. S. A. University of Agriculture and Technology, Kanpur** payable at State Bank of India (Branch Code No. 3809) should reach by registered post/speed post only to the **Director, Administration and Monitoring (Recruitment Section), C. S. A. University of Agriculture and Technology, Kanpur-208002** on or before **December 01, 2026.**

The envelope containing Application Form complete in all respect must be superscripted as

"Application for the post of** (Name of Post) **and Adv. No. (15/2026) on the top right corner".

Selection Procedure:

1- Selection of Group-A post will be made based on Direct Interview.
2- Selection of Group-B posts **(B&C)** will be made based on Academic Score and Written Examination .
3- The academic score and written examination pattern and Syllabus for written examination for the respective post are attached as **Annexure-I** and **Annexure-II**, respectively.
4- The information related to date of written examination will be published on university website www.csauk.ac.in, and through SMS on registered mobile number only. Applicants are advised to check the University website regularly.

Annexure-I

ACADEMIC SCORE AND WRITTEN EXAMINATION PATTERN FOR THE SELECTION OF GROUP-B POST

1- Technical Secretary to VC and Establishment Officer

I. Academic Score Composition:

A. 0.10 x High School marks [marks in percentage] +
0.15 x Intermediate marks [marks in percentage] +
0.20 x Bachelor's degree marks [marks in percentage] +
0.30 x Master's degree marks [marks in percentage] = **Maximum 75 marks.**

B. 5 x no. of years of experience in Govt./ Quasi Govt./PSU = **Maximum 25 marks**.
Experience in the private sector will not be considered.

II. Written Examination:

Sl. No.		No. of Questions	Maximum Marks	Time
1.	Subject matter	75	75	1.30 Hrs.
2.	General Knowledge	25	25	
3.	**Total**	100	100	

No interview as per Government direction.
Selection will be made on grand total marks in 200 (75+25 + 100).

2- Manager, Printing Press

I. Academic Score Composition:

A. 0.10 x High School marks [marks in percentage] +
0.15 x Intermediate marks [marks in percentage] +
0.25 x Degree/Diploma marks [marks in percentage] **= Maximum 50 marks.**

B. 10 x no. of years of experience in Govt./ Quasi Govt./PSU **= Maximum 50 marks**.
Experience in the private sector will not be considered.

II. Written Examination:

Sl. No.		No. of Questions	Maximum Marks	Time
1.	Subject matter	75	75	1.30 Hrs.
2.	General Knowledge	25	25	
4.	**Total**	100	100	

No interview as per Government direction.
Selection will be made on grand total marks in 200 (50+50 + 100).

Note:

1. Each question in examination will be of 1.0 marks for correct answer, and 0.25 negative marks will be awarded for wrong answer.
2. Syllabus for subject matter in qualifying examination will be attached annexure- I
3. If two or more candidates secured the similar rank/marks, the priority for selection will be decided on the basis of their date of birth and even if two or more candidates have possessed same date of birth then the priority for selection will be given to the candidate scored higher marks in written examination.
4. From this merit list, the candidates will be shortlisted for document verification in the ratio of 10 times for one post followed by 05 times for each additional post.

Annexure-II

Syllabus, Examination pattern and Structure

Exam pattern & Structure

1. Part- I: 75 objective questions carrying 75 marks for Subject matter (0.25 negative marking for wrong answers).
2. Part-II: 25 objective questions carrying 25 marks for General Knowledge (0.25 negative marking for wrong answers).

Part-I (Written test multiple choice questions)

A. Technical Secretary to VC only

1. **English Language & Comprehension:** Grammar, spotting errors, sentence correction, synonyms & antonyms, idioms, phrases, and reading comprehension.
2. **General Intelligence & Reasoning:** Coding-decoding, blood relations, analogies, syllogism, number series, seating arrangements, and basic problem-solving.
3. **Quantitative Aptitude:** Basic arithmetic, fractions, decimals, percentages, profit and loss, interest, and averages.
4. **Office Management:** Procedures for filing, indexing, record maintenance, dispatching, handling confidential files, and processing office notes.
5. **Drafting & Business Communication:** Letter writing, preparing memos, draft notifications, notices, agenda notes, minutes of meetings, and official précis writing.
6. **Information Technology (IT) Skills:** Fundamental computer concepts, hardware/software operating systems (e.g., Windows), email handling, and internet browsers.
7. **Advanced Office Suites:** Comprehensive functionality of **MS Word** (formatting documents, mail merge), **MS Excel** (spreadsheets, basic formulas, data tables), and **MS PowerPoint** (creating presentations).
8. **University Service & Conduct Rules:** Fundamental rules regarding basic office administration, Leave Rules, Civil Services) Conduct Rules, and General Financial Rules (GFR).
9. **Institutional Structure:** A foundational overview of agricultural organizations (such as ICAR, state agricultural universities, Krishi Vigyan Kendras etc.

B. Establishment officer only

1. **Introduction to Personnel Management:** Role and Functions of a Personnel Manager, Evolution and Importance of Personnel Management, Principles of Effective Personnel Management, Ethical and Legal Aspects of Personnel Management, Key Challenges in Managing Workforce
2. **Human Resource Planning and Recruitment:** Importance of Human Resource Planning, Workforce Forecasting Techniques, Job Analysis and Job Description, Recruitment Strategies and Selection Methods, Employee Screening and Interview Techniques, Internal vs. External Recruitment
3. **Employee Training and Development:** Training Methods and Techniques, On-the-Job vs. Off-the-Job Training, Performance Appraisal and Feedback Mechanisms, Career Development and Succession Planning, Leadership and Managerial Development Programs,
4. **Compensation and Benefits Management:** Principles of Compensation Management, Wage and Salary Administration, Incentives and Performance-Based Pay, Employee Benefits and Welfare Programs, Payroll Management and Taxation, Equal Pay and Fair Wage Policies, Statutory Compliance in Compensation
5. **Labor Laws and Employment Legislation:** Overview of Labor Laws and Regulations, Employees' Provident Fund and ESI Act, Contract Labor and Employment Law Compliance, Legal Aspects of Employee Rights and Duties, Role of Government in Labor Law Enforcement

C. **Manager Printing Press** only

1. Introduction to Printing Processes and Industry History
2. Graphic Design, Typography, and Engineering Drawing
3. Basics of Information Technology and Computer Labs
4. Press Work (Offset, Flexo, and Gravure operations)
5. Printers' Material Science (Inks, Paper, and Plates)
6. Digital Prepress and Repro Technology
7. Print Design and Colour Theory
8. Advanced Press Technologies (Web Offset, Multicolour Printing)
9. Printers' Costing, Estimating, and Business Management
10. Printing Machinery Maintenance
11. Packaging Technology and Quality Control

Part-II. General Knowledge (Multiple Choice question common for all the posts of Advertisement No. 15/2026)

1. **History:** Ancient, medieval, and modern Indian history, with a heavy focus on the Indian freedom struggle and Gandhian movements.
2. **Geography:** Physical, social, and economic geography of India and the world, including rivers, climate, soils, and mountains.
3. **Indian Polity:** The Indian Constitution, fundamental rights, directive principles, parliament, judiciary, and local governance.
4. **Economics:** Basic economic concepts, inflation, NITI Aayog, five-year plans, banking basics, and the union budget.
5. **General Science:** Elementary knowledge of **Physics**, chemistry, and biology.
6. **Art and Culture:** Indian classical and folk dances, festivals, monuments, and UNESCO heritage sites.
7. **Current Affairs:** National and international events, government schemes, awards, sports, and literary writings from the past 6 to 8 months.

General Instructions for filling Application Form

1. The candidates are advised to go through the advertisement and the application format (as placed on the university website). Before applying, they should ensure that they meet at least the essential qualifications specified in the advertisement. Application through e-mail will not be considered under any circumstances.
2. Application Fee as prescribed should be enclosed with the Application Form. Application Forms received without the prescribed Fee shall not be entertained. Fee once paid will not be refunded in any case.
3. **Applications, if not in prescribed format or incomplete or received after due date, will not be considered. The University shall not be responsible for postal delays, if any.**
4. Self-attested photocopies of supporting documents pertaining to age, educational qualifications, employment record, caste certificate (if applicable) etc. should accompany the Application Form. However, original certificates should be produced at the time of interview for verification.
5. **In-service candidates should send their application (complete application with declaration) through proper channel within 30 days of the closing date. However, they are advised to send the advanced copy of application along with bank draft of application fee before the closing date.**
6. The application should reach on or before the last date (05:00 PM) with application fee at: **Director Administration and Monitoring (Recruitment Section), C. S. A. University of Agriculture and Technology, Kanpur-208002.**
7. The selected candidate shall be governed by the **"New Pension Scheme"** of the Government of India as applicable w.e.f. 1st April 2005.
8. T.A./D.A. will not be paid to the candidates called for interview/ written test.
9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it may not be convenient or possible to interview all the candidates, the University, at its discretion, may screen the applications and shortlist the candidates based on eligibility, qualifications, experience, publications etc. to be called for the interview. For this purpose, the University may constitute a screening committee to scrutinize the applications to short list the candidates. The decision of the Screening Committee is final. University may also hold written/ qualifying examinations for short listing the candidates for interview.
10. The process of selection may include a presentation/ interview only or a combination of both.
11. If at any time even after the selection and the appointment of the candidate or during the tenure of his/ her service, it is found/ detected that any document/ information submitted by the candidate is incorrect or that the candidate has concealed/ suppressed any information, then appropriate action shall be taken against him/ her as per rules, which may even lead to termination of his/ her candidature/services.
12. The University reserves the right to fill or not to fill the post advertised without giving any reasons thereof.
13. In case of any dispute, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to District Court at Kanpur City and High Court at Lucknow and Allahabad only.
14. The candidates are advised to visit the University website i.e. www.csauk.ac.in regularly for information related to recruitment of the posts advertised and amendment /changes.
15. All the pages of application and annexure/supporting document must be signed by the applicant.
16. Canvassing in any form may lead to cancellation of candidature.
17. Reservation Policy will be followed as per Government of Uttar Pradesh Rules, wherever applicable. The SC/ST/OBC/EWS/PWD and other candidates are required to attach necessary certificate(s). The reservation policy of the Uttar Pradesh State Government shall be applicable
18. Candidates claiming benefit of OBC, Non-creamy layer/creamy layer and EWS category are required to submit OBC certificate and EWS certificate of current financial year.
19. The applicants who wish to apply for more than one post **OR** for more than one category should submit separate application forms in separate envelopes accompanied by relevant enclosures and desired fee for each post.
20. **Qualifications/eligibility conditions, age and other documents will be determined about last date of application form also called as closing date *i.e.*, December 01, 2026 given in the advertisement.**
21. Working knowledge of Computer work and data processing is desirable for the post.
22. **DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM:**

    Recent passport size Photographs, Certificates and Mark sheets of Qualifications, Experience Certificate, Caste Certificate, PWD Certificate (if any), proof of age and all other requisite documents whichever is applicable to support claim.

23. LIKELY CAUSES OF REJECTION OF APPLICATION:

- More than one application form for a particular post in a single envelope.
- Application is incomplete and unsigned.
- Full fee, if not deposited in the manner prescribed.
- Candidate is underage/over age on the closing date of application.
- Lack of essential qualifications as prescribed in the advertisement
- Applicants do not possess the requisite academic qualification, experience on closing date of filling application form and
- Variation in data of Application Form and in original documents when brought for application form and Verification/ Scrutiny-cum-Interview.

24. Application not received though prescribed process shall be rejected and no correspondence in this regard will be entertained.

25. The list of short-listed candidates for interview will be published on the University Website www.csauk.ac.in only. Applicants are advised to check the University Website regularly.

26. The University will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or for delay/non-receipt of information, if a candidate fails to access his/her e-mail/website in time. Candidates are advised to visit the University Website regularly.

27. 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.

28. The appointment of a candidate shall be subject to verification of character & antecedent and caste certificate by the competent authority. Until the verification report of character & antecedent and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/ terminated forthwith.

29. The selected candidates shall be required to perform duties as per the Rules of the University and 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.

30. The service conditions including pay matrix level and age of superannuation shall be governed as per Government of Uttar Pradesh rules.

31. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to candidates.

32. Information uploaded on the university website shall not be provided to the candidate under RTI Act, 2005. uploaded information on the university website shall remain for a specific period only. Therefore, the candidates advised to download the information and keep it for future reference. In midway through the recruitment process neither any application under RTI Act, 2005 shall be entertained nor shall any information be provided. Information under RTI Act shall be provided only after declaration of result. Reply of inferential (speculative) question shall not be provided.

33. The following categories of people shall not be eligible to apply for any position in the University:

- ✓ Who has been convicted by any Court of Law or any criminal proceedings are pending against him,
- ✓ Who has entered or contracted a marriage with a person having a spouse living, has entered 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;
- ✓ Who is not a citizen of India, and
- ✓ Any other category of person disqualified for appointment by the Government of India/DARE/ICAR from time to time.

Director
Administration and Monitoring

CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE & TECHNOLOGY, KANPUR

Application Form
(To be filled by the candidate)

Affix
Recent Passport size
photograph
(Self-attested)

1. Name of the Applicant (In Block letters)		
2.	a) Advertisement No.	
	b) Post Code	
	c) Post Applied for	
3. Category applied for:- ..... (SC/ST/OBC/EWS/UR)		
4. Details of payment of Application Fee for Candidates		

D.D. No.	Amount (in Rs.)	Date	Name of the Bank & Branch

*Demand Draft in favour of Comptroller, C. S. A. University of Agriculture and Technology, Kanpur payable at State Bank of India, Branch Code No. 3809

(Signature of the candidate)

For Official Use Only

Date of receipt of the application

Checked by	Dealing Assistant	Office Superintendent

Remarks, if any

5. Personal Details of the Applicant

A. Name (in Capital letters)	First Name			Middle Name	Surname		
B. Date of Birth	Day	Month	Year	Age as on Closing date	Years	Month(s)	Day(s)
C. Father's name							
D. Mother's name							
E. Nationality							
F. Gender							
G. Religion							
H. Marital Status							
I. Permanent address with Pin Code							
J. Full postal address along with pin code for communication							
K. e-mail							
L. Mobile Number							
M. Telephone no. with STD code (if any)							

6. Academic Qualifications

S. No.	Examination passed	Name of the Board/University	Subjects with major field	% Marks /OGPA	Page No. of proof enclosed
1.	High School/ Matriculation				
2.	10+2/Intermediate				
3.	Graduation				
4.	Post- Graduation				
5.	Ph.D.				
6.	Any Other				

**Attach self-attested copies of Certificates, Testimonials and Degrees, etc.*

7. Employment Record and Experience

Designation*	Pay Scale	Nature of Work	Organization/ Institution & place of posting	Period of Employment		Duration (Years/Months)	Page No. of proof enclosed
				From	To		

*Please mention whether Regular/Temporary Contract/Other(s) and attach appointment letters and experience certificates as per given format (for In-service candidate)

8. Present Position

Designation	Name and address of Employer/ Institution	Type of the Institution*	Present Salary			Page No. of proof enclosed
			Pay Band	Basic Pay	AGP	

* Please mention whether Organization/Institution/University is a State Govt./Central Govt./ Private etc.

9. Experience in relevant field

Name of relevant Field/Organization	Duration		Year	Page No. of proof enclosed
	From	To		

10. Training Programmes attended:

Name of the Programme	Year	Duration (days)	Organising Institution

11. Orientation Programmes / Training Programmes / Workshop attended

Name of the Programme	Year	Duration (days)	Organising Institution

12. Awards/Recognition/Fellowship

Name of the Award/ Recognition/Fellowship	Awarding Organization (place/country)	Year	International/National/ Institutional Award/ Fellowship/ Recognition/ President/ Member	Page No. of proof enclosed

13. Teaching/Research/Extension/Monitoring and Research Co-ordination

a) **Teaching:** UG/PG Teaching

S. No.	Degree Programme/ Class Taught	Course No.	Course Title	No. of times taught/ year	Credit Hours	College/ University	Page No. of proof enclosed
1.							
2.							

Guiding Students*

S. No.	Name of Programme	No. of Student			
		As Guide	As Co-guide	As Member of Advisory Committee	Page No. of proof enclosed
1.	Master's Degree				
2.	Doctorate				

** Attach detailed list of students (M.Sc. and Ph.D.) guided as major advisor.*

b) **Research Projects:**

S. No.	Name of Project	Funding Agency	Duration of Project	Mention (PI or Co-PI)	Amount of Grant (Rs)	Page No. of proof enclosed
	A. Externally Funded					
1.						
2.						
	B. Inter-Institutional					
1.						
2.						

c) **Extension Activities:-**

S. No.	Particulars	Title	Farmers benefitted	Page No. of proof enclosed
1.	Popularization of new technologies			
2.	Innovation in extension technology and methods			
3.	Initiation of abortive extension programs			
4.	Trainings conducted and farmers benefited through awareness generation			
5.	Organizing Kisan Mela and Exhibition, TV-Radio talks, etc			

d) **Monitoring and Research/Extension Coordination**

S. No.	Particulars	Title	Page No. of proof enclosed
1.	Assistance in project management and coordination		
2.	Preparation of review reports/proceedings and other assigned duties (specify)		
3.	Participation in institutional activities		
4.	Innovation in monitoring and coordinate methods		
5.	Any other relevant contribution not covered above		

14. Publications*

S. No.	Particulars	Give total no. only
1.	Research papers in international referred journals (NAAS rating-2026, 6.0 and above)	
2.	Review articles in referred journals	
3.	Books (Published by Publishers)	
4.	Manuals (Published by Publishers/Institute)	
5.	Chapters in Books	
6.	Popular articles (in magazines, research paper in non-referred journals and published in Proceedings)	

Attach a complete list of publications (along with NAAS Journal ID and rating)

15. Special Attainments:

S. No.	Attainment(s)	Institute/ Organization	Year	Page No. of proof enclosed
1.				
2.				

16. Service Functions: Miscellaneous tasks by applicant [Preparation of review reports, proceedings and other similar works; Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell; Assistance at least for one year in coordination and monitoring progress of work of the Institute/University and Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/ store purchase/maintenance of farms each at least for one year].

S. No.	Name of the Service performed	Year	Contribution made	Resource generated	Page No. of proof enclosed
1.					
2.					

17. Any other Experience of Administrative work, if any:

Capacity	Nature of work	Duration in years

18. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

19. Have you ever been punished during your studies at College/University? (Yes/No):

20. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

21. Were you declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :

22. Do you have any case pending against you in any court of law? (Yes/No) :

DECLARATION

I hereby declare that the entries in this application are true to the best of my knowledge and belief, and also that I have not concealed any fact or withheld any information regarding my past services and record and that if any entry is found be false or incorrect or that if at any time this is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

I certify that I have read General Instructions carefully.

Date ----------

Candidate's Signature ----------

Place ----------

No Objection Certificate

EMPLOYER REMARKS

(For in–service candidates only)

The applicant Dr./Mr./Mrs./Ms. ----------who has submitted this application for the post of (Name of the Post) ----------has been working in this organization (---------- Name of organization) on the post of---------- ---------- on Temporary/Contract/ Permanent basis with effect from ---------- to---------- in the pay scale of (mention present basic pay, pay band and grade pay, if applicable) ----------.

Certified that no disciplinary/ vigilance action is contemplated or pending against the said applicant. There is no objection to his/her application being considered for the post by the CSAUA&T, Kanpur. In the event of his /her selection on the said post, he/she shall be relieved to join in CSAUA&T, Kanpur.

Date----------
Place:----------

Signature

Name:

Designation:
(With office seal)
(To be signed by the Employer)