



CENTRAL UNIVERSITY OF KASHMIR

Nowgam Campus II, Near Puhroo Crossing, Nowgam Bypass, Srinagar – 190 015 (J&K)
Phone: 0194-2147023, Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Notification No: 08 of 2017 Dated: 20.12.2017

Applications on the prescribed form are invited from the eligible candidates for appointment to the following non-teaching positions to reach the University by or before **19th January, 2018**

- 1) Deputy Registrar: 01 (UR)
- 2) Private Secretary: 01 (OBC)
- 3) Junior Engineer (Civil): 01 (UR)
- 4) Semi Professional Assistant: 01 (UR)
- 5) Upper Division Clerk: 02 (SC – 01, OBC – 01)
- 6) Lower Division Clerk: 02 (01-OBC & VH or OH, 01-SC)

TOTAL = 08 Posts

UR = Unreserved, SC = Schedule Caste, OBC = Other Backward Classes, VH = Visually Handicapped, OH=Orthopedically Handicapped

Notes:

Those candidates who have already applied and declared eligible for the posts of Private Secretary & Upper Division Clerk in response to the Employment Notification No.12 of 2016 dated 28-12-2016 need to apply again as per the new eligibility criteria of the University along with required documents for fresh screening without any fee.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

01. Deputy Registrar (PB Rs. 15,600 – 39,100 : GP Rs.7,600)

Minimum Qualifications:

- i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University.
- ii) 9 years of experience as Assistant Professor in the AGP of Rs.6,000/ and above with experience in educational administration.

Or

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

Or

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

Desirable: Relevant Experience in the areas of Establishment/Examinations/Finance/Academic.

Age: Not exceeding 50 years

02. Private Secretary (PB Rs.9,300 – 34,800 : GP Rs.4,600)

Minimum Qualifications:

1. A Bachelor's Degree from a recognized University/Institute.
2. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi
4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.
5. Knowledge of computer applications.

Desirable:

Proficiency in English & good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.
Transcription : 50 minutes (English)/ 60 minutes (Hindi)
Age: Not exceeding 35 years

03. Junior Engineer (Civil) (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD/ State PWD or Similar Organised Services/ Statutory or Autonomous Organisations/ Central/ State Universities/ Autonomous Institutions or reputed Private construction company with an annual turnover of Rs.200/- Crores.

Desirable: Working knowledge of AUTOCAD, other relevant software.

Age: Not exceeding 35 years

04. Semi Professional Assistant (PB Rs.5200-20200 : GP Rs.2,800)

Minimum Qualifications:

Master's Degree in Library Science and Information Science from any recognized University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment/ Central/ State Govt./ PSU Autonomous Institutions.

Desirable:

PG Diploma in Library Automation and Networking or PGDCA.

Age: Not exceeding 35 years

05. Upper Division Clerk (PB Rs.5200-20200 : GP Rs.2,400)

Minimum Qualifications:

1. A Bachelor's Degree from any recognized Institute/ University.
2. Two years 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 Rs.200/- Crores.
3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
4. Proficiency in Computer Operations.

Desirable:

Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.

Age: Not exceeding 32 years

06. Lower Division Clerk (PB Rs.5200-20200 : GP Rs.1,900)

Minimum Qualifications:

- (i) A Bachelor's Degree from any recognized Institute/ University.
- (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm
(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)
- (iii) Proficiency in Computer Operations.

Age: Not exceeding 30 years

OTHER CONDITIONS:

1. All the appointees including in-service candidates shall be placed in New Pension System (NPS).
2. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in the case of SC/ST/Persons with Disability (PWD) and to those Ph.D. degree holders, who have passed their Master's Degree prior to 19th September, 1991.
3. The reservation for the SC/ST/OBC/ PWD candidates has been arrived as per the Govt of India rules.
4. Candidates seeking reservation under OBC are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training. SEBC candidates will be considered as OBC only if they submit the required certificate on the above mentioned format (available on www.cukashmir.ac.in). Further, they shall submit the declaration given at the end of the application form.
5. The appointment under OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
6. Selection to Group B&C posts: The University shall conduct written test at two stages for Group B and C posts (i) A qualifying test consisting of the objective-type questions carrying 100 marks, and (ii) Descriptive-type test carrying 100 marks. *"The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. the candidates who secure 50% marks in Paper II shall be called for skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) subject to qualifying the skill test"*.
Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements (Such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)
7. The marks allocated for the interview wherever applicable shall be 50 and the credit shall be added to the credit scored in Paper-II for the preparation of the merit list.
8. The qualifying candidates for any position may be subjected to skill test before issuance of formal appointment orders as may deemed appropriate by the University.
9. Candidates with foreign degrees shall be required to enclose Association of Indian Universities (AIU) equivalence certificate with their application form without which application/s can't be considered.
10. Requirement of experience wherever mentioned in this advertisement shall mean post-qualification experience only. However, in case the number of eligible candidates against any post is found to be small, the University reserves the right to consider the pre-qualification experience also.
11. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
12. The selected candidates shall be appointed under a written contract.
13. The age of superannuation of above mentioned non-teaching posts is 60 years.

GENERAL INSTRUCTIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained thereof.
2. The number of vacancies indicated in the Employment Notification is tentative. The University reserves the right to increase/decrease the number of posts, at the time of selection.
3. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of post filled up shall not exceed the number of posts advertised including anticipated vacancies.
4. The University reserve the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
5. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
6. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second-class railway/bus fare by shortest route on production of tickets.
7. Relaxation in the upper age limit to the candidates belonging to SC, ST, OBC, PWD and domiciles of J&K State will be given as per the guidelines of the Govt of India.
8. In-service candidates shall route their applications through proper channel. However, candidates are advised to submit an advance copy of the application form well before the last date. In case formal copy of application form is not received through proper channel before the conduct of interview or equivalent, the candidate shall be treated as fresh and previous service shall not be qualifying one.
9. Applications not accompanied by necessary supporting documents, **self-attested** copies of degree certificates/ marks sheets/experience certificate/category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
10. If the space provided in application form is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be attached with the application.
11. The eligibility of candidates will be determined as on the last date fixed for receipt of Application Forms. In case the last date fixed for receipt of applications is closed/off day, next working day shall be deemed to be last date for the same.
12. The University will not be responsible for any postal delay.
13. Any change of address given in the application form should at once be communicated to the University.
14. Candidates in their own interest are advised to remain in touch with the University website www.cukashmir.ac.in Issuance of notifications in the newspapers or sending the postal/electronic communications is not obligatory on part of the University.
15. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
16. The prescribed qualifications and experience are minimum and the mere possession of the same shall not entitle a candidate for being called for interview/written test.
17. The university reserves its right to limit the number of candidates to be called for interview. Shortlisting of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience or screening test.
18. Separate application form must be submitted for each category of post.
19. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)-2017 notified by the University along with amendments from time to time and not mentioned in the advertisement & placed on the University website shall be deemed to have been included on the conditions associated with this advertisement.
20. In case of any dispute, any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form are available on the University website (www.cukashmir.ac.in). The downloaded application form is to be submitted along with a fee receipt of Rs. 300/- However, the candidates belonging to SC, ST, PwD and in-service candidates of the Central University of Kashmir are required to pay only Rs. 150 as application fee. Payment of application fee shall be made online through a link available on University website (www.cukashmir.ac.in). Complete application form may either be delivered personally or sent by post to the Recruitment Section, Nowgam, Near Puhroo Crossing, Srinagar – 190 015, J&K by or before **19th January, 2018**. Applications received after the last date shall be summarily rejected and no further correspondence shall be entertained in this regard.

**Sd/-
REGISTRAR**

No. 08 of 2017

Dated: 19 .12.2017

Copy forwarded for information to the:

1. Secretary, Ministry of Human Resource Development, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi – 110002.
3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002
4. Joint Secretary (CU), U.G.C, New Delhi – 110002
5. Secretary Higher Education, Department, Govt. of J&K, Civil Secretariat, Jammu.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
8. Daily local & national newspapers.