



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

No: 2 of 2011 Dated: 07.02.2011

Applications on the prescribed form are invited from the eligible candidates for appointment to the following Non-Teaching positions to reach the University by 8th March, 2011.

- 1) Finance Officer (Tenure Post): 01 (UR)
- 2) Internal Audit Officer (Deputation Basis) : 01 (UR)
- 3) Assistant Registrar: 01 (UR)
- 4) Public Relations Officer: 01 (UR)
- 5) Hindi Adhikari: 01 (UR)
- 6) Security Officer: 01 (UR)
- 7) Private Secretary: 02 (UR)
- 8) Assistant: 02 (UR – 01, OBC – 01)
- 9) Hindi Anuvadak: 01 (UR)
- 10) Upper Division Clerk: 02 (UR – 01, OBC – 01)
- 11) Laboratory Assistant: 01 (UR)
- 12) Lower Division Clerk: 02 (UR – 01, OBC – 01)
- 13) Hindi Typist: 01 (UR)
- 14) Driver: 01 (UR)
- 15) Office Attendant: 04 (UR – 03, OBC – 01)

UR = Unreserved, OBC = Other Backward Classes

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

1. Finance Officer (PB Rs.37400-67000 : GP Rs.10, 000)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000 and above or with at least 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in educational administration
OR
At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's grade along with experience in Higher Educational Administration
OR
Comparable experience in research establishment and / or other institutions of higher education
OR
15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Officers working in Audit & Accounts Service of the Central or the State Government and interested in being considered on deputation basis for the post of Finance Officer can also apply.
Age: Not exceeding 58 years.

2. Internal Audit Officer (PB Rs. 15,600 – 39,100 : GP Rs.7,600)

Appointment shall be by deputation. Employees working in organized Audit & Accounts Service (viz. IA&AS, IRAS, ICAS, IDAS etc.) can apply through proper channel. Selection will be made on the basis of nomination/panel received, quality of ACRs and interview.

3. Assistant Registrar (PB Rs. 15,600 – 39,100 : GP Rs.5,400)

Minimum Qualifications:

Good academic record having Master's Degree with at least 55% Marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.

Desirable:

- (i) At least two years experience in supervisory or equivalent cadre in a Group B post in a Government Department / University / Educational or Research Institution/ Teaching and/or Research experience.
- (ii) Ph D in any discipline.

Age: Preferably below 40 years.

4. Public Relations Officer (PB Rs. 15,600 – 39,100 : GP Rs.5,400)

Minimum Qualifications:

- (i) Master's Degree in Public Relations/Communication and Journalism with atleast 55% marks or its equivalent from any recognized Indian University or corresponding degree from a foreign University.

OR

Master's degree in any discipline with atleast 55% marks or its equivalent and P.G. Diploma in Public Relations/Communication and Journalism.

- (ii) Five years of experience in the editorial Department/Centre of any established newspaper, National News Agency, Radio or Television or Film media.

Desirable: Knowledge of two or more Indian Languages

Age: Not more than 35 years.

5. Hindi Adhikari (PB Rs. 15,600 – 39,100: GP Rs.5,400)

Minimum Qualifications:

- (i) Master's Degree in Hindi with atleast 55% marks or its equivalent from any recognized University with English as a subject at the degree level.
- (ii) Atleast five years' experience in translation work from English to Hindi or vice-versa preferably of technical or scientific literature.

OR

Five years' experience of teaching/research/writing or journalism in Hindi

Desirable:

- (i) Knowledge of Sanskrit or any Indian Language.
- (ii) Working knowledge of computer applications.

Age: Not more than 40 years. Relaxation of five years in upper age limit will be given to the candidates working in Central /State Govt offices/Universities/Autonomous bodies.

6. Security Officer (PB Rs. 9,300 – 34,800 : GP Rs.4,600)

Minimum Qualifications:

- (i) Graduate or an equivalent qualification from a recognized University.
- (ii) Ten years experience in Police/Para-Military Forces/Armed Forces with exemplary service.
- (iii) Holding a Valid Driving License to ride Jeep/Motor Cycle.

Age: Not more than 40 years

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

Minimum Qualifications:

- (i) Graduation in any discipline with at least 50% Marks from a recognized University.
- (ii) Two year's experience of Stenography with typing speed of 40 wpm.
- (iii) Knowledge of computers.
- (iv) Good communication skills along with comprehension of drafting.

Age: Not more than 32 years.

8. Assistant (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

- (i) Graduate in any discipline with at least 50% Marks from a recognized University.
- (ii) Two year's experience of having worked in any organization.
- (iii) Working Knowledge of Computers.
- (iv) Good communication skills.

Age: Not more than 32 years

9. Hindi Anuvadak (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

- (i) Master's degree of a recognized University in Hindi/English with English/Hindi as one of the subjects at degree level.

OR

Master's degree of a recognized University in Hindi/English with English/Hindi as medium of instruction at the degree level.

- (ii) Recognized Diploma/Certificate course in translation from Hindi to English or vice versa

OR

Two years experience of translation work from Hindi to English and vice versa in Central/State Government offices/Autonomous bodies.

Desirable:

- (i) Knowledge of Sanskrit or any Indian Language.
- (ii) Working knowledge of computer applications.

Age: Not more than 30 years. Relaxation of five years in upper age limit will be given to the candidates working in Central /State Govt offices/Universities/Autonomous bodies.

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

Minimum Qualifications:

- (i) Graduate with at least 50% Marks from a recognized University.
- (ii) Two year's experience as Jr. Assistant/LDC in a University/Govt Institution.

Desirable: Working knowledge of computers.

Age: Not more than 30 years.

11. Laboratory Assistant (PB Rs.5200-20,200 : GP Rs.2,000)

Bachelor's degree in Science with at least 50% marks from a recognized University/Institution.

Age: Not more than 30 years.

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

Minimum Qualifications:

(i) Graduate in any discipline with at least 50% Marks from a recognized University

(ii) Proficiency in typing/computer applications.

Age: Not more than 30 years.

13. Hindi Typist (PB Rs.5200-20200 : GP Rs.1,900)

Minimum Qualifications:

(i) Pass in 10+2 or equivalent from a recognized Board or University

(ii) Candidates should have proficiency in Hindi typewriting with a minimum speed of 25 words per minute.

(iii) Working knowledge of computer applications.

Age: Not more than 25 years. Relaxation of five years in upper age limit will be given to the candidates working in Central /State Govt office/ Autonomous bodies.

14. Driver (PB Rs.5200-20200 : GP Rs.1,900)

Minimum Qualifications:

a. 8th Standard pass from a recognized school.

b. Possession of a valid Passenger vehicle/MGV/HGV licence.

c. Experience of driving a motor vehicle for at least 3 years.

Age : Not more than 30 years.

15. Office Attendant (PB Rs.5200-20200 : GP Rs.1,800/-)

Minimum Qualifications:

Matriculation from a recognized Board of School Education

Age: Not more than 28 years.

OTHER CONDITIONS:

1. The appointment for the posts of Finance Officer shall be by selection/deputation basis for a period of three years.
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).
3. The reservation for the SC/ST/OBC/ PWD candidates will be 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. 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 Panel Code for production of false certificates.

6. The selected candidates shall be appointed under a written contract.

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.
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. 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.
4. 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.
5. 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. They will however, be considered for interview only after their applications through proper channel are received by the University.
6. Applications not accompanied by necessary supporting documents, 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.
7. 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.
8. The eligibility of candidates will be determined as on the last date fixed for receipt of Application Forms viz 8th March, 2011.
9. The University will not be responsible for any postal delay.
10. Any change of address given in the application form should at once be communicated to the University.
11. 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.
12. The prescribed qualifications and experience are minimum and the mere possession of the same shall not entitle a candidate for being called for interview.
13. The university reserves its right to limit the number of candidates to be called for interview. Short listing of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience or screening test.
14. Separate application form must be submitted for each post.
15. 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 prescribed application form can be had from the Transit Campus of the University at Sonwar, Near GB Pant Hospital, Srinagar 190 004, J&K on cash payment of Rs.300 or by sending a Demand Draft of Rs.300. Candidates belonging to SC, ST & PWD are required to pay only Rs. 150 as application fee. The DD should be drawn on any nationalised bank favouring Central University of Kashmir, payable at Srinagar (J&K). The application form can also be downloaded from the University website and submitted/sent with a DD of Rs. 300 (Rs 150 in case of SC, ST & PWD). Complete application form may either be delivered personally at the Reception Counter of the University or sent by post to the Registrar, Central University of Kashmir, Sonwar, Near GB Pant Hospital, Srinagar 190 004, J&K. Applications received after the last date (08th March, 2011) will be summarily rejected and no further correspondence shall be entertained in this regard.

REGISTRAR

Dated: 07.02.2011

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. Commissioner 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.

ASSISTANT REGISTRAR