



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 THE POST OF FINANCE OFFICER

No: 4 of 2011 Dated: 01.04.2011

Applications on the prescribed form are invited from the eligible candidates for the post of Finance Officer (Tenure Post) to reach the University by 23rd April, 2011. Candidates who have already applied in response to the Notification No. 02 of 2011 dated 07.02.2011 need not to apply again.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

Finance Officer: 01 (UR) (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 can also apply.

Age: Not exceeding 59 years.

OTHER CONDITIONS & GENERAL INSTRUCTIONS :

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. Before applying for the post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
4. 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.
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 23rd April, 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. In case of any dispute, any suit 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 (23rd April, 2011) will be summarily rejected and no further correspondence shall be entertained in this regard.

REGISTRAR

Dated: 01.04.2011

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