



CENTRAL UNIVERSITY OF KASHMIR

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

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

EMPLOYMENT NOTIFICATION FOR CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANTS

No: 08 of 2015 Dated: 08.04.2015

Applications on the prescribed form are invited from the eligible candidates for engagement to the post of Office Assistant on short term contractual basis for a period of 89 days or till the alternative arrangements are made, which-ever is earlier:

DETAILS OF SALARY, ESSENTIAL QUALIFICATIONS & OTHER REQUIRMENTS

1. Office Assistant

Consolidated Monthly Salary: Rs 7,500

Essential Qualification:

- i) Graduation in any discipline
- ii) Proficiency in Computer Applications especially MS Office to be assessed through test before interview.

Upper age limit:

Not exceeding 30 years as on last date of submission of forms

GENERAL CONDITIONS

1. Last date for submission of application forms is **15th April, 2015**. The University will not be responsible for any postal delay.
2. 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 percentage of marks at graduation level or screening test.
3. Eligible/shortlisted candidates shall be informed about the date of interview through email, phone and the University website. No postal communication shall be issued in this regard
4. The engagement to the posts advertised is purely on short term contract basis and the selected candidates **will not have any claim for the permanent appointment**.
5. The initial period of engagement is 89 days. The University may extend the tenure at its discretion. The selected candidate shall have no right in this regard.
6. The engagement can be terminated by the University at any time during the tenure of the contract without any notice to incumbent.
7. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
8. Fee once paid shall not be refunded.
9. The number of vacancies shall be decided by the University at the time of interview.
10. The selection to the posts will be made on the basis of the performance of the candidate in the interview and/or any other credential to be decided by the University.

11. Applications not accompanied by necessary supporting documents, self attested copies of degree certificates/ marks sheets/experience certificate issued by the competent authority, shall be rejected summarily.
12. 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 is not obligatory on part of the University.
13. 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. The application form along with all required documents and DD of Rs 200 (Rs 100 in case of SC, ST & PwD) should be submitted/sent to the Registrar, Central University of Kashmir, Sonwar, Near GB Pant Hospital, Srinagar 190 004, J&K. The DD should be drawn on any nationalised bank favouring **Central University of Kashmir**, payable at **Srinagar, J&K**. Applications received after the last date (**15th April, 2015**) will be summarily rejected and no further correspondence shall be entertained in this regard.

No: 08 of 2015
Dated: 08.04.2015

Sd/-
REGISTRAR
