



CENTRAL UNIVERSITY OF KASHMIR

Nowgam, Near Puhroo Crossing, Srinagar 6 190 015, J&K

Phone: 0194-2147023, Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

No: 04 of 2016 Dated: 08.04.2016

Applications on the prescribed form are invited from the eligible candidates for appointment to the following non-Teaching positions to reach the University by **30th April, 2016**.

- 1) Information Scientist: 01 (UR)
- 2) System Analyst: 01 (UR)
- 3) Personal Assistant: 01 (UR)
- 4) Upper Division Clerk: 03 (SC 6 01, OBC 6 02)

TOTAL = 06 Posts

UR = Unreserved, SC = Schedule Caste, OBC = Other Backward Classes

Those candidates who, in response to previous notifications, have already applied to above mentioned posts, need not to apply again. However, they may update their credentials without payment of application fee.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

1. Information Scientist (PB Rs. 15,600 6 39,100: GP Rs.5400)

Minimum Qualifications:

- i. Master's degree in Lib and Information Science/Computer Applications/IT with at least 55% marks from a recognised university or its equivalent grade of B in the UGC 7 point scale from a recognised University
- ii. At least five years' experience in Computer Software and other comparable experience in Office Automation/ Networking/ERP in Government Department (State/ Central) or University/ Educational or Research Institution .

Desirable: Ph.D in any discipline

Age: Not exceeding 40 years

2. System Analyst (PB Rs. 15,600 6 39,100: GP Rs.5,400)

Minimum Qualifications:

Bachelor's Degree in Electronic Engineering/ Computer Engineering from a recognized University/ Institution with five years' experience in computing in Government Department (State/ Central) or University/ Educational or Research Institution.

or

Master's Degree in Information Technology/Computer Science from a recognized University/ Institution with at least 55 % marks with five years' experience in computing in Government Department (State/ Central) or University/ Educational or Research Institution

or

MCA from a recognized University/ Institution with five years' experience in Government Department (State/ Central) or University/ Educational or Research Institution.

Desirable: Ph.D in any discipline

Age: Not exceeding 40 year

3. Personal Assistant (PB Rs.9,300 ó 34,800 : GP Rs.4,200)

Minimum Qualifications:

1. Graduate in any discipline from a recognised University with at least 50 % marks
2. Three yearsø experience as stenographer in State/ Central Govt. Dept./Autonomous organization on a post with GP of Rs. 2400 and above
3. Speed of forty words per minute in typing
4. Merit in the test to judge
 - a) Knowledge of computer application.
 - b) Good communication skill and
 - c) Comprehension of drafting

Age: Not exceeding 32 years

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

Minimum Qualifications:

1. Graduate in any discipline with at least 50% marks from a recognised University
2. Five yearsø experience in a central / state Govt. department / University on a post with grade pay of 1900 & above

Desirable : Good knowledge of Computer Applications

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 Masterø level in the case of SC/ST/Persons with Disability (PWD).
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 Panel Code for production of false certificates.
6. 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.
7. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
8. Selection to Group B&C posts (S. Nos 3 & 4) shall be on the basis of aggregate merit in the following:

- a. Percentage of marks in the examination mentioned as part of essential qualifications for the post under reference ó 40 %
- b. Performance of the candidates in the written/skill/trade test or any combination of test conducted by the University ó 60 %.

9. 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/written test. 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. In case formal copy of application form is not received through proper channel, the candidate shall be treated as fresh and previous service shall not be qualifying one.
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. 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.
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. 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.
12. 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.
13. 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.
14. The university reserves its right to limit the number of candidates to be called for interview for the posts at S.No 1 & 2 (Group A posts). Short listing of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience or screening test.
15. Separate application form must be submitted for each category of post.
16. 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 DD of Rs 300/-. 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. The DD should be drawn on any nationalised bank favouring Central University of Kashmir, payable at Srinagar (J&K). Complete application form may either be delivered personally at the Reception Counter of the University or sent by post to the Recruitment Section, Nowgam, Near Puhroo Crossing, Srinagar - 190 015, J&K. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

**Sd/-
REGISTRAR**

Dated: 08.04.2016

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.