



**CENTRAL UNIVERSITY OF KASHMIR
(RECRUITMENT SECTION)
ADMINISTRATIVE CAMPUS,**

Puhroo Chowk, Nowgam Bypass,
Srinagar (J&K)– 190 015 (J&K)
Phone: 0194-2315296, (Ext-146)
Website www.cukashmir.ac.in

**NOTIFICATION FOR CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANTS
No: 06 of 2017 Dated: 22.06.2017**

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 ESSENTIAL QUALIFICATIONS, SALARY & OTHER REQUIRMENTS

- | | | |
|---------------------------------------|---|---|
| 1. Essential Qualification | : | i) Post-Graduate in any discipline
or
B.Tech / LLB |
| | | ii) Proficiency in Computer Applications especially MS Office & in Finance & Accounting, to be assessed through test/ any other mechanism prescribed by University. |
| 2. Upper age limit | : | Not exceeding 35 years |
| 3. Mode of Selection | : | By Skill test/ Interview |
| 4. Consolidated Monthly Salary | : | Rs 11,000 – 12,500/= |

GENERAL CONDITIONS

- 1. Last date for submission of application forms is 6th July, 2017. 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 Skill test/Interview. Short listing of the applicants, if necessary, shall be made on the basis of percentage of marks at Post-Graduate / Professional Degree level & Experience.*
- 3. Eligible/shortlisted candidates shall be informed about the date of Skill test/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 Skill test/Interview and/or any other mechanism 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 downloaded application form is to be submitted along with a fee receipt of Rs. 200/- Candidates belonging to SC, ST & PwD candidates are required to pay only Rs. 100 as application fee. Payment of application can 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, Central University of Kashmir, Administrative Campus, Puhroo Chowk, Nowgam Bypass, Srinagar – 190 015. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

No: CUKMR/Act/F.No.217/17
Dated: 22.06.2017

Sd/-
REGISTRAR
