



CENTRAL UNIVERSITY OF KASHMIR

Nowgam Campus II, Near Puhroo Crossing, Nowgam Bypass, Srinagar 6 190 015 (J&K)
Phone: 0194-2147023, Website
www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS No: 12 of 2016 Dated: 28 .12.2016

Applications on the prescribed form are invited from the eligible candidates for appointment to the following non-teaching positions to reach the University by or before **18th January, 2017**

- 1) Finance Officer: 01 (UR) Tenure Post
- 2) Controller of Examinations: 01 (UR) Tenure Post
- 3) Medical Officer: 02 (UR) (01 Male & 01 Female)
- 4) Private Secretary: 01 (OBC)
- 5) Section Officer: 02 (01-UR, 01-OBC)
- 6) Assistant: 02 (UR)
- 7) Personal Assistant: 03 (UR-02, 01-OBC)
- 8) Upper Division Clerk: 03 (SC 6 01, OBC 6 02)
- 9) Lower Division Clerk: 01(OBC & VH)
- 10) MTS/Peon/Office Attendant: 04 (01-SC, 01-OBC, 02-UR)

TOTAL = 20 Posts

UR = Unreserved, SC = Schedule Caste, ST = Schedule Tribe, OBC = Other Backward Classes, VH = Visually Handicapped

Notes:

Those candidates who have already applied for the post of Medical Officer & Personal Assistant in response to the Employment Notification No./s 08 of 2014 dated 08-08-2014, 15 of 2015 dated 07-10-2015 & 04 of 2016 dated 08-04-2016 need not to apply again. However, they may update their credentials by applying on a plain paper along with required documents without any fee.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

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

Minimum Qualifications:

1. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
2. 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 with above mentioned relevant qualifications and interested in being considered on deputation basis can also apply

Preferable: Age not more than 56 years.

Age of superannuation: 62 years

2. Controller of Examinations (PB Rs.37400-67000: GP Rs.10, 000) (Tenure Post- Five Years)

Minimum Qualifications:

1. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
2. 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.

Desirable:

I. Age: Not more than 56 years

II. Experience of handling the examination/evaluation related work.

Candidates who are desirous to be considered for appointment on deputation basis may also apply

3. Medical Officer (Deputation/Direct recruitment) (PB Rs. 15,600 ó 39,100: GP Rs.5,400)

Minimum Qualifications:

MBBS from a recognised university with three years' experience in a hospital /health institution.

OR

Medical Officer in State/Central Health services holding analogous post on regular basis or with three years experience in the post in PB 3 with grade pay of Rs. 5400 shall be eligible for deputation.

Desirable: M.D (Medicine)

Age: Not exceeding 40 years

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

Minimum Qualifications:

1. Graduate in any discipline from a recognised University with at least 50 % marks
2. Five years' experience in State/Central Govt. /Universities/PSU on a post with G.P 2400 &
3. Merit in the test to judge
 - a) Knowledge of computers
 - b) Good communication skill with Comprehension of drafting
 - c) Speed in typing and short hand

Age: Not exceeding 32 years

5. Section Officer (PB Rs.9,300 ó 34,800 : GP Rs.4,600)

Minimum Qualifications:

1. Graduate with at least 50% marks in any discipline from a recognized university.
2. At least 5 years post qualification experience on a post with G.P. of 2400 and above in handling Education Administration/Purchase/Accounts & Finance in a University/ Research Institution/ Govt. Deptt. / PSU

Age: Not exceeding 35 years

Desirable:

Good Knowledge of Computer Applications

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

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 Rs 2400 & above

Desirable

Good knowledge of Computer Applications

Age: Not exceeding 32 years

7. 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

8. 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

Age: Not exceeding 30 years

Desirable : Good knowledge of Computer Applications

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

Minimum Qualifications:

Graduate in any discipline with at least 50 % marks from recognized University with proficiency in typing /computer application. Typing speed of 35 w.p.m. in English or 35 w.p.m. in Hindi correspondence to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word.

Age: Not exceeding 30 years

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

Minimum Qualifications:

10 + 2 with at least 50% marks from a recognised board of school education

Age: Not exceeding 25 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 Master's level in the case of SC/ST/Persons with Disability (PWD) and to those Ph.D. degree holders, who have passed their Master's Degree prior to 19th September, 1991.
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. Selection to Group B&C posts 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 $\geq 40\%$
 - b. Performance of the candidates in the written/skill/trade test or any combination of test conducted by the University $\geq 60\%$.
7. The qualifying candidates for any position may be subjected to skill test before issuance of formal appointment orders as may deemed appropriate by the University.
8. Candidates with foreign degrees shall be required to enclose Association of Indian Universities (AIU) equivalence certificate with their application form without which application/s cannot be considered.
9. 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.
10. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
11. The selected candidates shall be appointed under a written contract.
12. Except for the post of Finance Officer & Controller of Examinations, the age of superannuation of all non-teaching posts is 60 years. For the post of Finance Officer & Controller of Examinations, age of superannuation shall be 62 years.

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. In case formal copy of application form is not received through proper channel before the conduct of interview, the candidate shall be treated as fresh and previous service shall not be qualifying one.
6. Applications not accompanied by necessary supporting documents, **self-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 or sending the postal/electronic communications 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. 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: 28.12.2016

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 6 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 6 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.