



CENTRAL UNIVERSITY OF KASHMIR

Nunar, Ganderbal – 191201 (J&K)

Phone: 0194-2416077, Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Notification No: 02 of 2019(NT) Dated: 28-01-2019

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 **28th February, 2019**

- 1) Internal Audit Officer: (01-UR)
- 2) Assistant Registrar : (01-UR)
- 3) Private Secretary: (01-OBC)
- 4) Personal Assistant: 03 (02-UR, 01-OBC)
- 5) Professional Assistant: (01-UR)
- 6) Statistical Assistant: (01-UR)
- 7) Semi Professional Assistant: (01-OBC) (Lien vacancy-temporary, likely to be permanent)
- 8) Library Assistant: 02 (01-UR, 01-OBC)
- 9) Lower Division Clerk : (01-UR)

TOTAL = 12 Posts

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

Notes:

Those candidates who have already applied and declared eligible for the above mentioned posts 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, 12 of 2016 dated 28-12-2016 & 04 of 2017 dated 28-04-2017 need to apply again as per the new eligibility criteria of the University along with required documents for fresh screening without any fee. Further, the candidates who have applied for the posts of Internal Audit Officer, Private Secretary, Personal Assistant vide Employment Notification No. 06 of 2018 dated 04-10-2018 need not to apply again, however they may update their credentials without payment of fee.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

01. Internal Audit Officer (Rs. 15,600 – 39,100 (PB-3) + GP Rs.7600) (**Pay Matrix Level -12 of 7th CPC**)

Method of Recruitment: Deputation/Direct Recruitment basis only

By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

with three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

with five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Age: Not exceeding 56 years

02. Assistant Registrar (Rs. 15600-39100 (PB-3) + GP Rs.5400) (**Pay Matrix Level -10 of 7th CPC**)

Method of Recruitment: Direct

Minimum Qualifications:

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

Desirable:

- i. Five Years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in the Scale of Rs. 9, 300 – 34,800/- with Grade pay Rs. 4,600/- or holding analogous post.
- ii. Knowledge of Computer Applications.

Age: Not exceeding 40 years

03. Private Secretary (Rs. 9300-34800 (PB-2) + GP Rs.4600) (Pay Matrix Level -7 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

- i) A Bachelor's Degree from a recognized University/Institute.
- ii) At least 03 years experience as Personal Assistant in a University/Research establishment/Central/State Govt./PSU and other autonomous bodies.
- iii) English/Hindi Stenography speed: 80 wpm in English or 60 wpm in Hindi.
- iv) English/Hindi type speed: 35 wpm in English or 30 wpm in Hindi.
- v) Knowledge of computer applications.

Skill Test Norms:

Dictation: 10 minutes @ 80 w.p.m/60 w.p.m.

Transcription : 50 minutes (English)/ 60 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Desirable: Proficiency in English and good communication skills.

Age: Not exceeding 35 years

04. Personal Assistant (Rs. 9300-34800 (PB-2) + GP Rs.4200) (Pay Matrix Level -6 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) English/Hindi Stenography speed: 60 wpm in English/Hindi.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.
- v) Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution.

Skill Test Norms:

Dictation: 10 minutes @ 60 w.p.m

Transcription : 40 minutes (English)/55 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Desirable: Proficiency in English and good communication skills

Age: Not exceeding 35 years

05. Professional Assistant (Rs. 9300-34800 (PB-2) + GP Rs.4200) (Pay Matrix Level -6 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

- i) Master's Degree in Library & Information Science from any recognized University/Institution with one year experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library/Library and Information Science from any recognized Institute/University with three years experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and Library of other autonomous Institutions.

- ii) Knowledge of Computer Applications.

Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.

Age: Not exceeding 35 years

06. Semi Professional Assistant (PB Rs.5200-20200 : GP Rs.2,800) (Pay Matrix Level -5 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

Master's Degree in Library Science and Information Science from any recognized University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment/ Central/ State Govt./ PSU Autonomous Institutions.

Desirable: PG Diploma in Library Automation and Networking or PGDCA.

Age: Not exceeding 35 years

07. Statistical Assistant (Pay Matrix Level -5 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

Post Graduate degree in Statistics/Mathematical Statistics/ Operational Statics/ Applied Statics.

Or

Post Graduate degree in Economics/Mathematics/Commerce (with Statics as one of the subjects at degree level).

Desirable: Knowledge of Computer Applications.

Age: Not exceeding 30 years

08. Library Assistant (PB Rs.5200-20200:GP Rs.2000) (Pay Matrix Level -3 of 7th CPC)

Method of Recruitment: Direct Recruitment

Minimum Qualifications:

- i) Bachelor's Degree in Library & Information Science or equivalent from a recognized University.
- ii) Typing speed of 30 words per minute in English
- iii) Knowledge of Computer Applications.

Age: Not exceeding 30 years.

09. Lower Division Clerk (PB Rs.5200-20200 : GP Rs.1,900) (Pay Matrix Level -2 of 7th CPC)

Minimum Qualifications:

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)
- iii) Proficiency in Computer Operations.

Age: Not exceeding 30 years

General Terms & Conditions of Recruitment:

1. All the appointees including in-service candidates shall be placed in New Pension System (NPS).
2. Mere possession of eligibility conditions shall not entitle a candidate to be called for written/skill test (or interview, where ever applicable).
3. For the post of Internal Audit Officer application form from eligible and willing candidates, may be sent through proper channel (Administrative Heads) to the Registrar Central University of Kashmir, Nunar Ganderbal (J&K), 191201.
4. The candidates appointed to the posts on deputation basis will not have any claim for the permanent appointment. However, they can be considered for the absorption against the post on the discretion of University under University/GoI norms.
5. An appointment on deputation may be made initially for a period as decided by the University, which may be extended further at discretion of the Competent Authority subject to the satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his performance, integrity or conducts are found to be unsatisfactory at any stage, in the opinion of the Competent Authority.

6. Applications not routed through proper channel for the post of Internal Audit Officer shall not be considered.
7. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
8. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the Competent Authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover "from the employer failing which he shall not be allowed to appear at the test/interview as the case may be.
9. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc. and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification.
10. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
11. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc., at the time of testes/ interview. In case the candidates fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
12. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
13. The Appointment of a candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedent's reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., are found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
14. Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to cancellation of candidature.
15. The reservation for the SC/ST/OBC/ PWD candidates has been arrived as per the Govt of India rules.
16. 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.
17. 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 Penal Code for production of false certificates.
18. Selection to Group B&C posts: The University shall conduct written test at two stages for Group B and C posts (i) A qualifying test consisting of the objective-type questions carrying

100 marks, and (ii) Descriptive-type test carrying 100 marks. *“The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) subject to qualifying the skill test”.*

Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements (Such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

19. The marks allocated for the interview wherever applicable shall be 50 and the credit shall be added to the credit scored in Paper-II for the preparation of the merit list.
20. The qualifying candidates for any position may be subject to skill test before issuance of formal appointment orders as may deemed appropriate by the University.
21. Candidates with foreign degrees shall be required to enclose Association of Indian Universities (AIU) equivalence certificate with their application form without which application/s can't be considered.
22. 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.
23. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
24. The selected candidates shall be appointed under a written contract.
25. The age of superannuation of above mentioned non-teaching posts is 60 years.

OTHER CONDITIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained thereof.
2. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of post filled up shall not exceed the number of posts advertised including anticipated vacancies.
3. The University reserve the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
4. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
5. 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.
6. 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.
7. 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/written test, the candidate shall be treated as fresh and previous service shall not be qualifying one.
8. 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.
9. 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.
10. 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.
11. The University shall strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

12. The University will not be responsible for any postal delay.
13. Any change of address given in the application form should at once be communicated to the University.
14. 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.
15. The university reserves its right to limit the number of candidates to be called for interview. Shortlisting of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience or screening test.
16. Separate application form must be submitted for each category of post.
17. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)-2017 notified by the University along with amendments from time to time and not mentioned in the advertisement & placed on the University website shall be deemed to have been included on the conditions associated with this advertisement.
18. 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. 300/- However, the 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. Payment of application fee shall 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 Central University of Kashmir, Recruitment Section, Nunar, Ganderbal-191201, J&K by or before **28-02-2019**. Applications received after the last date shall be summarily rejected and no further correspondence shall be entertained in this regard.

Sd/-
REGISTRAR (I/C)

No. 02 of 2019 (NT)

Dated: 28-01-2019

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.