

EMPLOYMENTNOTIFICATION

Notification No: 04 of 2020 (NT) Dated: 27- 06-2020

Online Applications are invited from the eligible candidates for the following temporary vacancies of non-teaching posts for appointment on temporary basis. Application forms as per prescribed format is available on University website www.cukashmir.ac.in

The last date for submission of online forms is 13th July 2020

- 1) Internal Audit Officer (01-UR)
- 2) Deputy Registrar: (01-UR)
- 3) Lower Division Clerk: 06 (04-UR, 01-OBC,01-SC)
- 4) MTS/Peon/Office Attendant: 03(01-UR, 01-OBC,01-SC)

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

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS:

1. Internal Audit Officer: (Pay Matrix Level -12 of 7th CPC)

Eligibility Criteria:

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

OR

with five years of experience in the area of Finance/Administration/Budget or any other relevant area in the institutions of higher learning/ Government Departments/Autonomous Bodies with at least three years in PB-3 (Rs.15600-39100) + Grade Pay Rs. 5,400/-.

2. Deputy Registrar: (Pay Matrix Level -12 of 7th CPC)

Eligibility Criteria:

OR

Officers of the Central / State / UT Universities / Research Institutions holding analogous post on regular basis in the parent cadre or department or the officers of the Central / State / UT / Statutory or Autonomous Bodies with eight years' regular services.

OR

With three years as Assistant Registrar/Assistant Director/Assistant Professor in the institutions of higher learning/ Government Departments/Autonomous Bodies in PB-3 (Rs.15600-39100) + Grade Pay Rs. 5,400/-.

3. Lower Division Clerk : (Pay Matrix Level -2 of 7th CPC)

Minimum Qualifications:

- a. A Bachelor's Degree from any recognized Institute/ University.
- b. 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)
- c. Proficiency in Computer Operations.

Age: Not exceeding 30 years, however relaxation shall be given to internal candidates (contractual/out sourced employees) of the University

4. MTS/Office Attendant/Peon: (Pay Matrix Level -1 of 7th CPC)

Minimum Qualifications:

10th Pass from a recognized Board or ITI Pass.

Age: Not exceeding 30 years however, however relaxation shall be given to internal candidates (contractual/out sourced employees) of the University

General Terms & Conditions of Recruitment:

1. Retired employees of the Central / State / UT / Ministry / Departments / Statutory or Autonomous Bodies, below the age of 62 years, physically fit and eligible as per above criteria can also apply.
2. It shall be the responsibility of the candidates to assess their own eligibility for the posts for which they are applying in accordance with the prescribed qualifications, experience, etc. and submit their applications 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 their disqualification.
3. 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 the appointment, as the case may be.
4. The candidates shall bring all original certificates relating to their age, qualifications, experience, etc., at the time of tests/ interview. In case the candidates fails to submit the original documents for verification of the certified photocopies of the enclosures to their applications, they may not be allowed to appear at the tests/interview and their candidature may be treated as cancelled without any further communication in this regard.
5. The person appointed against any post shall be governed as per the University norms.
6. Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to cancellation of candidature.
7. The reservation for the SC/ST/OBC/PWD candidates has been arrived as per the Govt of India rules.
8. 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.
9. 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 candidates belonging to Other Backward Classes or not to belonging to creamy layer is false, their services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions may be taken under the provisions of Indian Penal Code for production of false certificates.
10. Selection to Group B&C posts: Merit at the basic qualification required for the post – 15 Marks, two marks for each additional degree subject to maximum of 5 Marks, experience at the Institutions of Higher Learning – two marks for each year, subject to maximum of 10 Marks and Skill / Written Test 20 Marks, total allocation 50 Marks.
11. Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements
12. For Group - A posts, if the number of the candidates exceeds the prescribed ratio of the post/s as per the Cadre Recruitment Rules (CRR) of the University, the University shall conduct a common written test of eligible candidates to shortlist the number of the candidates for interview.

13. 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.
14. 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 less, the University reserves the right to consider the pre-qualification experience also.

OTHER CONDITIONS:

1. The University reserves the right to fill or not to fill up the posts advertised for any valid reasons whatsoever. The University has discretion to decrease or increase the number of advertised posts in case any vacancy arises. The panel however remains valid only for a period of one year from the date of approval or till the positions are filled on substantive basis, whichever is earlier.
2. The University reserve the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
3. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
4. 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.
5. Relaxation in the upper age limit for group C posts belonging to SC,ST,OBC,PWD or any other category shall be given as per the guidelines of the Govt of India issued from time to time.
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. The University will not be responsible for any postal delay.
8. Any change of address given in the application form should at once be communicated to the University.
9. Candidates in their own interest are advised to remain in touch with the University website www.cukashmir.ac.in . Issuance of notification in the newspapers or sending the postal/electronic communication is not obligatory on part of the University.
10. Separate application form must be submitted for each category of post.
11. In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Ganderbal/Srinagar, J&K.

HOW TO APPLY?

The detailed eligibility conditions and online prescribed application form is available on the University website (www.cukashmir.ac.in). The application form along with payment of application fee Rs. 300/- is to be submitted online. 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. Only online application form shall be accepted on or before **13th July, 2020**. Hard copy of the application form will not be accepted.

Clarifications, if any can be sought from the Recruitment Section of the University @ +91 6005823906, 7006154287 during office hours.

Sd/-
REGISTRAR (I/C)

No. 04 of 2020 (NT)

Dated: 27-06-2020

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 Indarjit 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 as per the procedure.
9. DR (ITSS) for uploading the notification on University Website (www.cukashmir.ac.in).