



CENTRAL UNIVERSITY OF KASHMIR

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

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

No: 15 of 2015 Dated: 07.10.2015

Applications on the prescribed form are invited from the eligible candidates for appointment to the following non-teaching positions to reach the University by **28th October, 2015**.

- 1) Finance Officer: 01 (UR) Tenure Post
- 2) Deputy Registrar: 02 (UR)
- 3) Medical Officer: 02 (UR) (01 Male & 01 Female)
- 4) Nurse : 01 (UR)
- 5) Assistant: 02 (01 – SC, 01 – OBC)
- 6) Personal Assistant: 01 (UR)
- 7) Professional Assistant: 01 (UR)
- 8) Senior Technical Assistant: 02 (UR)
- 9) Junior Engineer : 02 (UR) (01 Civil, 01 Electrical)
- 10) Hindi Anuvadak: : 01 (UR)
- 11) Semi Professional Assistant: 01 (UR)
- 12) Technical Assistant: 02 (UR)
- 13) Pharmacist : 01 (UR)
- 14) Security Inspector : 01 (UR)
- 15) Upper Division Clerk: 03 (SC – 01, OBC – 02)
- 16) Library Assistant : 02 (UR)
- 17) Laboratory Assistant : 01 (UR)
- 18) Lower Division Clerk: 03 (UR – 02, OBC & VH - 01)
- 19) Medical Attendant 01 (UR)
- 20) Kitchen Attendant 02 (UR)
- 21) Library Attendant 01 (UR)

TOTAL = 33 Posts

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

Notes:

1. *Those candidates who have already applied for the post of Semi Professional Assistant in response to the Employment Notification No. of 03 of 2013 dated 06.07.2013 need not to apply again. However, they may update their credentials by applying on a plain paper along with required documents without any fee.*
2. *Those candidates who have already applied for any of the above mentioned posts in response to the Employment Notification Nos. 08 of 2014 dated 08.08.2014, 06 of 2015 dated 11.03.2015 & 11 of 2015 dated 08.05.2015 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. Deputy Registrar (PB Rs. 15,600 – 39,100 : GP Rs.7,600)

Minimum Qualifications:

- i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University.
- ii) 5 years experience as Assistant Professor in the AGP of Rs.6,000/ and above with experience in educational administration.

Or

Comparable experience in research establishment and/or other institution of higher education.

Or

Five years of administrative experience as Assistant Registrar/Assistant Controller of Examinations/Assistant Finance Officer or in any equivalent post.

Desirable: Ph D in any discipline.

Age: Not exceeding 50 years

3. Medical Officer (PB Rs. 15,600 – 39,100: GP Rs.5,400) (01 Male & 01 Female)

Minimum Qualifications:

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

Desirable: M.D (Medicine)

Age: Not exceeding 40 years

4. Nurse (PB Rs.9,300 – 34,800 : GP Rs.4,600)

Minimum Qualifications:

B. Sc Nursing from a recognised institution with at least 50% marks

Age: Not exceeding 35 years

5. Assistant (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

1. Graduate in any discipline with at least 50% marks from a recognised University
2. Five years' 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

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

Minimum Qualifications:

1. Graduate in any discipline from a recognised University with at least 50 % marks
2. Three years' 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

7. Professional Assistant (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

Masters in Library & Information Science with a minimum 50 % marks or P.G. in any discipline with Bachelors in Library & Information Science with a minimum 50 % marks with three years' experience on a relevant post with G.P. of 2400 & above or

Bachelor's Degree in Library Science having five years' experience on a relevant post with G.P. of 2400 & above in Library of a Govt. Educational Institution.

Age: Not exceeding 32 years

8. Senior Technical Assistant (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

- (i) Bachelor's degree in computer /IT with at least 55% marks from recognised university
 - (ii) Four years' experience in computer related functions in Central /State Government Department/ Institution /University
- Age:** Not exceeding 32 years

9. Junior Engineer (Civil/Electrical) (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

1. Degree / Diploma in Civil Engineering and Degree / Diploma in Electrical Engineering from a recognized University/Institute in respect of Junior Engineer (Civil) and Junior Engineer (Electrical) respectively
2. At least two years post qualification experience as Junior Engineer in case of Degree holders & five years' experience in case of diploma holders in a University/ CPWD/State PWD /PSU engaged in construction activities.

Age: Not exceeding 32 years

10. Hindi Anuvadak (PB Rs.9,300 – 34,800 : GP Rs.4,200)

Minimum Qualifications:

1. Master's degree from a recognised university in Hindi /English with English/Hindi as one of the subjects at degree level **OR** Master's degree of recognised university in Hindi/ English with English / Hindi as medium of instruction at degree level
2. Recognised diploma / certificate course in translation from Hindi to English or vice versa **OR** Two years' experience of translation work from Hindi to English or vice versa in central /state Govt. offices/ autonomous bodies

Desirable :

1. Knowledge of Sanskrit or any Indian language
2. Working knowledge of computer application

Age: Not exceeding 30 years relaxable by Five years for candidates working in central/ state Govt. offices/ universities/autonomous bodies

11. Semi Professional Assistant (PB Rs.5200-20200 : GP Rs.2,800)

Minimum Qualifications:

Graduate in Library Science /Library Information Science from a recognised University with at least 50% marks

or

Master's Degree in Library Science /Library Information Science from a recognized University with at least 50% marks

Age: Not exceeding 30 years

12. Technical Assistant (PB Rs.5200-20200 : GP Rs.2,800)

Minimum Qualifications:

1. Bachelor's degree in Computer Science / IT with Minimum of 50% marks from a recognised University
2. At least Two years' experience in a computer laboratory of a Government institute.

Age: Not exceeding 30 years

13. Pharmacist (PB Rs.5200-20200 : GP Rs.2,800)

Minimum Qualifications:

Graduation in Pharmaceutical Science from a recognised Institute/University with at least 50 % marks.

Desirable : M Pharma

Age: Not exceeding 30 years

14. Security Inspector (PB Rs.5200-20200: GP Rs.2,800)

Minimum Qualifications:

Graduate from a recognised University with at least 50% marks & 5 years' experience in Police/Para Military Force

Age: Not exceeding 32 years

15. 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 years' 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

16. Library Assistant (PB Rs.5200-20200 : GP Rs.2,000)

Minimum Qualifications:

Graduate in Library Science/Library Information Science with at least 50% marks from a recognised University

Age: Not exceeding 30 years

17. Laboratory Assistant (PB Rs.5200-20200 : GP Rs.2,000)

Minimum Qualifications:

Bachelor's degree in science with at least 50% marks from a recognized university.

Age: Not exceeding 30 years

18. 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

19. Medical Attendant (PB Rs.5200-20200 : GP Rs.1,800)

Minimum Qualifications:

1. 10+2 from a recognized board of School Education with science subjects
2. One year diploma/certificate course in medical and lab. Technology

Age: Not exceeding 25 years

20. Kitchen Attendant (PB Rs.5200-20200 : GP Rs.1,800)

Minimum Qualifications:

10 + 2 with at least 50% marks from a recognised board of school education with 1 years experience of cooking in hotel/restaurant/guest house

Age: Not exceeding 25 years

21. Library Attendant (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. 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. The selected candidates shall be appointed under a written contract.
9. Except for the post of Finance Officer, the age of superannuation of all non-teaching posts is 60 years. For the post of Finance Officer, 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.
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 prescribed application form can be had from the office of the University located at Nowgam Bye-pass, Near Puhroo Crossing, Srinagar – 190015 (J&K). Candidate shall submit a DD of Rs 300 along with the application form. However, 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 along with the DD may either be delivered personally at the above mentioned office of the University or sent by post to the Recruitment Section, Central University of Kashmir Nowgam Bye-pass, Near Puhroo Crossing, Srinagar – 190015 (J&K). The last date of submission of forms is **28th October, 2015**.

**Sd/-
REGISTRAR**

Dated: 07.10.2015

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, Srinagar.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
8. Daily local & national newspapers.