

CENTRAL UNIVERSITY OF KASHMIR

www.cujk.ac.in

Tel: (0194) 2440959, 2440960

EMPLOYMENT NOTIFICATION

No: 3 of 2009 Dated: 24 /10/09

Applications on the prescribed form are invited from the eligible candidates for appointment to the following Teaching & Non-Teaching positions to reach the office of the University by 21st November, 2009; candidates who have already applied for these posts in response to Employment Notifications No. 1 of 2009 & 2 of 2009 dated 18.06.2009 and 14.07.2009 respectively shall not be required to apply a fresh but shall be required to intimate on a plain paper about their willingness for consideration of their applications:-

I. Teaching:

- 1) Professor: 03
One each in the following disciplines:
English (Language & Literature), Information Technology, Management Studies.
- 2) Associate Professor: 06
Two each in the following disciplines:
English (Language & Literature), Information Technology, Management Studies.
- 3) Assistant Professor: 11
English (Language & Literature) - 03, Information Technology - 04, Management Studies - 04
- 4) Assistant Librarian: 01

II. Non-Teaching:

- 1) Registrar (Tenure Post): 01
- 2) Finance Officer (Tenure Post): 01
- 3) Deputy Registrar: 01
- 4) Assistant Registrar: 01
- 5) Section Officer: 02
- 6) Private Secretary: 01
- 7) Personal Assistant: 02
- 8) Assistant: 02
- 9) Technical Assistant: 01
- 10) Junior Professional Assistant: 01
- 11) Upper Division Clerk: 02
- 12) Lower Division Clerk: 02
- 13) Driver: 02
- 14) Laboratory Attendant: 01
- 15) Library Attendant: 02

DETAILS OF QUALIFICATIONS AND OTHER REQUIREMENTS

I. Teaching

1. Professor (P.B 37400-67000 + AGP Rs. 10,000)

An eminent scholar with published work of high quality in the concerned discipline, actively engaged in research, with 10 years experience in post-graduate teaching, and/or experience in research at the University/National level Institutions, including experience of guiding research at doctoral level. In exceptional cases, the teachers with 15 years of Undergraduate teaching/research experience could also be considered.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

OR

Associate Professor having completed three years service in the AGP of Rs 9000/ and possessing a Ph D degree in the relevant discipline from a recognized University.

2. Associate Professor (P.B 37400-67,000 + AGP Rs. 9,000)

- a. Good academic record with a doctoral degree from a recognized University or equivalent published work in the concerned discipline.
- b. Masters degree with at least 55% of the marks or the equivalent grade of B in the seven-point scale of the UGC from a recognized University.
- c. Five years of experience of teaching and or research excluding the period spent for obtaining research degrees and has made some mark in the areas of scholarship as evidenced by the quality of publications, contribution to educational innovations, design of new courses and curricula.

3. Assistant Professor (P.B 15,600-39,100 + AGP Rs. 6,000)

- a. Good academic record with Masters degree in the concerned discipline with a minimum of 55% marks or, an equivalent grade of B in the seven-point scale of UGC from a recognized University.
- b. Should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC including SLET. However, Candidates having Ph D from a recognized University are exempted from the condition of NET/SLET.

4. Assistant Librarian (P.B 15,600-39,100 + AGP Rs. 6,000)

- a. Masters degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the seven-point scale of UGC from a recognized University plus a consistently good academic record and knowledge in computerization of library.
- b. Should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC including SLET. However, Candidates having Ph D from the recognized Universities are exempted from the condition of NET/SLET.

Desirable: At least 5 years experience of having worked in a University/Public library.

II. Non-Teaching

1. REGISTRAR (PB: Rs.37400-67000 + GP Rs.10,000)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- b. At least 15 years of experience as Asstt. 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.

2. FINANCE OFFICER (PB Rs.37400-67000 + GP Rs.10, 000)

Minimum Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- b. At least 15 years of experience as Asstt. 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 and interested in being considered on deputation basis for the post of Finance Officer can also apply.

3. Deputy Registrar (PB Rs. 15,600 – 39,100 + GP Rs.7,600)

Minimum Qualifications:

Master's Degree with at least 55% Marks or its equivalent grade of B in the UGC seven-point scale from any recognized University along with-

(i) Nine years of experience as Lecturer/Assistant Professor in the AGP of Rs.6000/ and above with experience in Educational administration.

OR

(ii) Comparable experience in research establishments and / or other institutions of higher education.

OR

(iii) Five years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable: Ph D in any discipline.

Age: Preferably below 50 years.

4. Assistant Registrar (PB Rs. 15,600 – 39,100 + GP Rs.5,400)

Minimum Qualifications:

Good academic record having Master's Degree with at least 55% Marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.

Desirable:

(i) At least two years experience in supervisory or equivalent cadre in a Group B post in a Government Department / University / Educational or Research Institution/ Teaching and/or Research experience.

(ii) Ph D in any discipline.

Age: Preferably below 40 years.

5. Section Officer (PB Rs. 9,300 – 34,800 + GP Rs.4200)

Minimum Qualifications:

(i) Graduate with at least 50% Marks in any stream from a recognized University.

(ii) At least three years post qualification experience in handling Educational Administration/Purchase/Accounts & Finance in a University/Research Institution/Government Department/ PSU.

Age: Not more than 35 years.

6. Private Secretary (PB Rs. 9,300 – 34,800 + GP Rs.4,200)

Minimum Qualifications:

(i) Graduation in any discipline with at least 50% Marks from a recognized University.

(ii) Two year's experience of Stenography with typing speed of 40 wpm.

(iii) Knowledge of computers.

(iv) Good communication skills along with comprehension of drafting.

Age: Not more than 32 years.

7. Personal Assistant (PB Rs. 9,300 – 34,800 + GP Rs.4,200/-)

Minimum Qualifications:

(i) A graduate in any discipline with at least 50% Marks from a recognized University.

(ii) Two year's experience of Stenography with typing speed of 40 wpm.

(iii) Knowledge of computers.

(iv) Good communication skills along with comprehension of drafting.

Age: Not more than 32 years.

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

Minimum Qualifications:

- (i) Graduate in any discipline with at least 50% Marks from a recognized University.
- (ii) Two year's experience of having worked in any organization.
- (iii) Working Knowledge of Computers.
- (iv) Good communication skills.

Age: Not more than 32 years

9. Technical Assistant (PB Rs.5,200 – 20,200 + GP Rs.2,800)

Minimum Qualifications:

Bachelor's degree in Computer Science/IT with at least 50% Marks from a recognized University/Institution.

Desirable: At least one year experience of working in a Computer laboratory.

Age: Not more than 30 years

10. Junior Professional Assistant (PB Rs.5200-20200 + GP Rs.2,800)

Minimum Qualifications:

Graduation in Library Science/Library & Information Science with at least 50% Marks from a recognized University.

Age : Not more than 30 years

11. Upper Division Clerk (PB Rs.5200-20200 + GP Rs.2,400)

Minimum Qualifications:

- (i) A graduate with at least 50% Marks from a recognized University.
- (ii) Two year's experience as Jr. Assistant/LDC in a University/Govt Institution.

Desirable: Working knowledge of computers.

Age: Not more than 30 years.

12. Lower Division Clerk (PB Rs.5200-20200 + GP Rs.1,900)

Minimum Qualifications:

- (i) A graduate in any discipline with at least 50% Marks from a recognized University
- (ii) Proficiency in typing/computer applications.

Age: Not more than 30 years.

13. Driver (PB Rs.5200-20200 + GP Rs.1,900)

Minimum Qualifications:

- a. 8th Standard pass from a recognized school.
- b. Possession of a valid hill driving licence.
- c. Experience of driving a motor vehicle for at least 3 years.

Age : Not more than 30 years.

14. Lab Attendant (PB Rs.5200-20200 + GP Rs.1,800/-)

Minimum Qualifications:

Matriculation from a recognized Board of School Education

Age: Not more than 28 years.

15. Library Attendant (PB Rs.5200-20200 + GP Rs.1,800)

Minimum Qualifications:

Matriculation from a recognized Board of School Education

Age: Not more than 28 years.

OTHER CONDITIONS:

1. The appointment for the posts of Registrar and Finance Officer shall be by selection/deputation basis for a period of three years or up to the age of superannuation viz 62 years, whichever earlier.
2. The candidates selected for the above posts shall be required to serve at any place in Kashmir Division of the State of Jammu & Kashmir to be notified by the Central Govt as the campus of the University.
3. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in the case of SC/ST/Physically Handicapped candidates and to those Ph.D. degree holders, who have passed their Master's Degree prior to 19th September, 1991.
4. The reservation for the SC/ST/OBC/Physically handicapped candidates will be as per the Govt of India rules.
5. The selected candidates shall be appointed under a written contract.

GENERAL INSTRUCTIONS:

1. The University reserves the right not to fill up all/any of the posts advertised if the circumstances so warrant.
2. 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.
3. Relaxation in the upper age limit to the candidates belonging to SC, ST, OBC and persons with disabilities will be given as per the guidelines of the Govt of India.
4. Candidates belonging to SC, ST and persons with disabilities are exempted from the payment of application fee, provided the necessary certificate to that effect from the competent authority is enclosed with the application.
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.
6. Applications not accompanied by necessary supporting documents, 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 including those who have already applied will be determined as on the last date fixed for receipt of Application Forms viz 21st Nov.2009.
9. The University will not be responsible for postal delay in delivering the application forms to the candidates.

10. Any change of address given in the application form should at once be communicated to the University.
11. Except in the case of SC/ST/persons with disabilities, applications without the requisite fee will not be considered.
12. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
13. 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.
14. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
15. Short listing of the applicants, if necessary, shall be made on the basis of higher academic qualification and/or experience.
16. Separate application should be submitted for each post.

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form are available on the University website (www.cujk.ac.in). The prescribed application form can be had from the office of the University at House No. 101, Baghi – Hyder, Hyderpora, Srinagar 190005, J&K on cash payment for Rs.300 or by sending a Demand Draft of Rs.300. The DD should be drawn on any nationalised bank favouring Central University of Kashmir, payable at Srinagar (J&K) along with a self addressed envelope (8" x 12") affixed with postal stamps of proper value. The application form can also be downloaded from the university website and submitted/sent with a DD of Rs. 300. Complete application form may either be delivered personally at the Reception Counter of the University or sent by post, super scribing on the top left of the cover 'the post applied for', 'advertisement number and date'. The University shall not be responsible for postal loss /delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

Officer on Special Duty (Administration)

NO:CUKmr/Adm/09/01

Dated: 24.10.2009

Copy forwarded for information to the:

1. Secretary, Ministry of Human Resource Development, Deptt. 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. Dr. (Mrs) Renu Batra – Joint Secretary (CU), U.G.C, New Delhi – 110002
5. Commissioner Secretary to Govt. Higher Education – Govt. of J&K, Civil Secretariat, Srinagar.
6. Registrars of all Indian Universities for publicity.
7. Director All India Radio/Doordarshan, New Delhi for favour of repeated announcement over the Radio/T.V.
8. Director Radio Kashmir/Doordarshan, Srinagar for favour of repeated announcement over the Radio/T.V.
9. Director information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
10. The Indian Express, Excelsior, Greater Kashmir.