

CENTRAL UNIVERISTY OF JAMMU

8/8 Trikuta Nagar, Jammu- 180012 (J&K State)

Website: www.cujammu.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS Employment Notification No. 06

Applications on the prescribed form are invited from eligible candidates for appointment to the following non-teaching positions in the University so as to reach this office by 30th September, 2013.

- 1) Deputy Registrar: 02 (UR)
- 2) Internal Audit Officer (Deputation Basis): 01 (UR)
- 3) Assistant Registrar: 02 (UR)
- 4) Hindi Officer: 01 (UR)
- 5) System Analyst: 01 (UR)
- 6) Private Secretary: 03 (UR)
- 7) Section Officer: 04 (03 UR, 01 OBC)
- 8) Security Officer: 01 (UR)
- 9) Assistant: 08 (05 UR, 02 OBC, 01 SC)
- 10) Hindi Translator: 01 (UR)
- 11) Personal Assistant: 03 (UR)
- 12) Professional Assistant: 01 (UR)
- 13) Semi Professional Assistant: 02 (UR)
- 14) Technical Assistant : 01 (UR)
- 15) Laboratory Assistant: 02 (UR)
- 16) Library Assistant: 02 (UR)
- 17) Hindi Typist: 01 (UR)
- 18) Lower Division Clerk: 17 (10 UR, 4 OBC, 02 SC, 01 ST)
- 19) Peon/Office Attendant: 04 (03 UR, 01 OBC)
- 20) MTS: 02 (UR)
- 21) Library Attendant: 04 (03 UR, 01 OBC)
- 22) Laboratory Attendant: 01 (UR)
- 23) Medical Attendant/ Dresser: 01 (UR)

UR = Unreserved, OBC= Other Backward Classes, SC= Scheduled Castes
ST= Scheduled Tribe



DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

1. Deputy Registrar (Pay Band Rs. 15600-39100+ Grade Pay Rs.7600)

Minimum Qualifications

Age: Preferably below 45 years

- i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale from a recognised University.
- ii) Nine years experience as Assistant Professor in the AGP of Rs. 6000/- 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.

2. Internal Audit Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.7600)

Minimum Qualifications (By Deputation Basis)

Age: Preferably below 35 years

Appointment shall be by deputation. Employees working in organised Audit & Accounts Service (viz. IA&AS, IRAS, ICAS, IDAS etc.) can apply through proper channel. Selection will be made on the basis of nomination/panel received, quality of ACRs and interview.

3. Assistant Registrar (Pay Band Rs. 15600-39100+ Grade Pay Rs.5400)

Minimum Qualifications

Age: Preferably below 35 years

- a) 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 recognised 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

4. Hindi Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.5400)

Minimum Qualifications

Age: Not more than 40 years

- i) Master's Degree in Hindi with atleast 55% marks or its equivalent from any recognised University with English as a subject at the degree level.
- ii) At least five years' experience in translation work from English to Hindi or vice-versa preferably of technical or scientific literature.

OR



Five years' experience of teaching/research/writing or journalism in Hindi.

Desirables:

- (i) Knowledge of Sanskrit or any Indian Language.

Relaxation of five years in upper age limit will be given to the candidates working in Central/State Govt. offices/Universities/Autonomous bodies.

5. System Analyst (Pay Band Rs. 15600-39100+ Grade Pay Rs.5400)

Minimum Qualifications

Age: Preferably below 35 Years

- i) Bachelor's Degree in Electronic Engineering/Computer Engineering with 5 years' experience in computing.
OR
ii) M.Sc. with PGDCA with 7 years experience in computing,
OR
iii) M.C.A. with 5 years experience in computing.

All Degrees/Diplomas shall be from recognised University/Institution with minimum 55% marks.

Desirables

Adequate experience in Computer software and other comparable experience in office automation/e-governance/ERP/Networking

6. Private Secretary (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4600)

Minimum Qualifications

Age: Preferably below 35 Years

- i) Graduation in any discipline with at least 50% marks from a recognized University.
ii) Two years of experience of Stenography with typing speed of 40 wpm
iii) Knowledge of computers
iv) Good communication skills along with comprehension of drafting.

7. Section Officer (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4600)

Minimum Qualifications:

Age: Preferably below 35 Years

- 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.

8. Security Officer (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4600)

Minimum Qualifications

Age: Preferably below 40 Years

- i) A Graduate or an equivalent qualification from a recognised University.
- ii) At least 10 years experience in Police/Para-Military Forces/Armed Forces with exemplary service.
- iii) Holding a Valid Driving License to ride Jeep/Motor Cycle.

9. Assistant (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4200)

Minimum Qualifications:

Age: Preferably below 35 Years

- i) Graduation in any discipline with at least 50% marks from a recognized University.
- ii) Two years experience of having worked in any organization.
- iii) Working knowledge of computers.
- iv) Good communication skills.

10. Hindi Translator (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4200)

Minimum Qualifications

Age: Not more than 30 years

- i) Master's degree of a recognised University in Hindi/English with English/Hindi as one of the subjects at degree level.

OR

Master's degree of a recognised University in Hindi/English with English/Hindi as medium of instruction at the degree level.

- ii) Recognised Diploma/Certificate course in translation from Hindi to English or vice versa

OR

Two years experience of translation work from Hindi to English and vice versa in Central/State Government offices/Autonomous bodies.

Desirables:

- i) Knowledge of Sanskrit or any Indian Languages.

Relaxation of five years in upper age limit will be given to the candidates working in Central/State Govt. offices/Universities/Autonomous bodies.

11. Personal Assistant (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4200)

Minimum Qualifications

Age: Preferably below 35 Years

- i) Graduation in any discipline with at least 50% marks from a recognized University.
- ii) Two years of experience of Stenography with typing speed of 40 wpm

- iii) Knowledge of computers
- iv) Good communication skills along with comprehension of drafting.

12. Professional Assistant (Pay Band Rs. 9300-34800+ Grade Pay Rs. 4200)

Minimum Qualifications

Age: Preferably below 35 Years

Master's in Library Science or PG with Bachelor's in Library and Information Science with 3 years experience.

OR

Bachelor's in Library Science with 5 years experience.

13. Semi Professional Assistant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 2800)

Minimum Qualifications

Age: Preferably below 30 years

Graduation in Library Science/Library and Information Science with at least 50% marks from a recognised University.

14. Technical Assistant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 2800)

Minimum Qualifications

Age: Preferably below 30 Years

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

Desirables:

At least one-year experience of working in a Computer Laboratory.

15. Laboratory Assistant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 2000)

Minimum Qualifications

Age: Preferably below 35 Years

Bachelor's Degree in Science with at least 50% marks from a recognised University/Institution.

16. Library Assistant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 2000)

Minimum Qualifications

Age: Preferably below 35 years

Bachelors Degree with diploma in Library Science from a recognised University/Institution with at least 50% marks.

17. Hindi Typist (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1900)

Minimum Qualifications

Age: Not more than 25 years

- i) At least 10+2 pass from any recognised Board or colleges;

ii) Hindi Typing Speed minimum 25 words per minute.

Relaxation of five years in upper age limit will be given to the candidates working in Central/State Govt. offices/Universities/Autonomous bodies.

18. Lower Division Clerk (LDC) (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1900)

Minimum Qualifications:

Age: Preferably below 35 Years

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

ii) Proficiency in typing/computer applications.

19. Peon/Office Attendant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1800)

Minimum Qualifications

Age: Preferably below 25 Years

Matriculation from a recognised Board of School Education.

20. MTS (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1800)

Minimum Qualifications

Age: Preferably below 25 Years

Matriculation from a recognised Board of School Education.

21. Library Attendant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1800)

Minimum Qualifications

Age: Preferably below 25 Years

Matriculation from a recognised Board of School Education

22. Laboratory Attendant (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1800)

Minimum Qualifications

Age: Preferably below 25 Years

Matriculation from a recognised Board of School Education

23. Medical Attendant/Dresser (Pay Band Rs. 5200-20200+ Grade Pay Rs. 1800)

Minimum Qualifications

Age: Preferably below 25 years

Matriculation from a recognised Board of School Education

OTHER CONDITIONS:

1. The candidate selected for the post shall be required to serve at any place notified as the campus of the Central University of Jammu.
2. Persons serving in Higher Educational Institutions and willing to be considered for appointment on deputation basis can also apply.
3. The reservation for the SC/ST/OBC/ differently abled candidates will be as per the Govt. of India rules.

GENERAL INSTRUCTIONS:

1. The university reserves the right not to fill up 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 eligibility to the candidates belonging to SC, ST and persons with disabilities will be given as per the guidelines of the Govt. of India.
4. Candidates belonging to SC, ST and differently abled persons are exempted from the payment of application fee, provided the necessary certificate to that effect from the competent authority in the prescribed format 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, 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 form.
8. The eligibility of candidates will be determined as on the last date fixed for receipt of Application Forms.
9. The University will not be responsible for postal delay in delivering the application forms of the candidates.
10. Any change of postal address given in the application form should at once be communicated to the University.
11. Except in the case of SC/ST/ differently abled persons, applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they fulfil the eligibility conditions. No inquiry seeking advice as to eligibility 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 found that any document submitted is fake or the candidate has 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. The University will have the right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or by any other criteria that it may deem fit.
15. Candidates applying under reserved category must attach category certificates from the Competent Authority in the formats prescribed by the Government of India.
16. Minimum age shall be as per Government of India Rules.
17. All the appointees including the in service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Government of India.
18. Separate application should be submitted for each post.
19. In case of any dispute, suit or legal proceeding with the University, Courts within whose local Jurisdiction, Headquarter of the University is located shall have the Jurisdiction.

HOW TO APPLY?

The detailed eligibility conditions and prescribed application form is available on the University website www.cujammu.ac.in. The downloaded application form, complete in all respects must be sent to the Central University of Jammu along with Demand Draft of Rs.500/- (except in case of SC/ST and Persons with Disability) from any National/Scheduled Bank drawn in favour of OSD (Administration) Central University of Jammu, payable at Jammu, through Registered/ Speed Post to 8/8, Trikuta Nagar, Jammu, (J&K)- 180012 so as to reach on or before **30th September, 2013**. The post applied for, 'advertisement number and date shall be superscribed on the left top side of the cover. The University shall not be responsible for postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

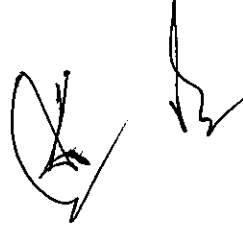
No. CUJ/Adm/2011-12/A=wt.(2)/1830-1835
Date: 02-9-2013.


OSD (Administration) 2/9/13


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, Bahadur Shah 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 Department, Govt. of J&K, Civil Secretariat, Srinagar.
6. Registrar of all Indian Universities for publicity.

Two handwritten signatures in black ink. The signature on the left is more complex, with a large loop and a checkmark-like stroke. The signature on the right is simpler, consisting of a few vertical and diagonal strokes.