

# UNIVERSITY OF JAMMU

## JAMMU

### ADVERTISEMENT NOTICE

Online applications are invited from the eligible candidates for the following tenure based positions (five years) in the University of Jammu:

S. No.	Name of the post	No. of vacant post/s	Pay Level & matrix as per 7 <sup>th</sup> pay scale	Campus
1.	Registrar	1	Level 14(Rs.1,44,200-2,18,200)	Main Campus
2.	Controller of Examinations	1	Level 14(Rs.1,44,200-2,18,200)	Main Campus
3.	Director, Colleges Development Council	1	Level 14(Rs.1,44,200-2,18,200)	Main Campus
4.	Administrator, General Zorawar Singh Auditorium Complex	1	Level 14(Rs.1,44,200-2,18,200)	Main Campus

**AGE:** The age of superannuation for the above mentioned posts is 60 years. The applicant should have clear cut remaining period of active service of 2 years on the date of issuance of the advertisement notice.

### IMPORTANT DATES TO BE NOTED BY THE APPLICANTS FOR SUBMISSION OF APPLICATION FORM

S.No	Details	Date
1	Opening of online Application Portal visit website <a href="http://www.jammuuniversity.ac.in">www.jammuuniversity.ac.in</a>	24.12.2020
2.	Last date for submission of complete online application form through above portal	15.01.2021
3.	Last date for receiving hardcopy of application form along with copy of all the documents /certificates by registered /speed post. The envelope containing the application form should be super-scribed as "Application for the post of _____, Advertisement notice No. _____ dated _____" Application form received by post after the last date shall be rejected summarily without any notice in this regard.  MAILING ADDRESS for forwarding hardcopy of Application Form and documents:  "Assistant Registrar, Creation and Recruitment (NTW) First Floor, Administration Block-II, Baba Saheb Ambedkar Road University of Jammu, Jammu -180006"	22.01.2021

**NOTE:** Please note that hardcopies of online application will not be accepted by hand and must be sent through 'Speed Post or Registered Post'. However, employees of the University of Jammu desirous of applying can deposit the hardcopy of application form(s) by hand till the last date.

### QUALIFICATIONS AND ELIGIBILITY CRITERIA

- Registrar / Controller of Examinations / Director, Colleges Development Council/Administrator, General Zorawar Singh Auditorium Complex**
  - A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

- b) At least 15 years of experience as Assistant Professor in Academic Pay Level 11 (Rs.68,900-2,05,500) (pre-revised : PB-3 AGP Rs.7000/-) and above or with 8 years of service in Academic Pay Level 12 (Rs.79,800-2,11,500) (Pre-revised :PB-3 AGP Rs. 8000/-) and above including as Associate Professor along with experience in educational administration.

OR

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

OR

15 years of administrative experience of which 8 years as Deputy Registrar in Pay Level 12 (Rs.78800-209200) (pre-revised: PB-3 GP Rs. 7600/-) or an equivalent post.

**Note:** (The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers/ Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level.).

In the seven-point scale with letter grades O, A, B, C, D, E& F, "B" shall be regarded as equivalent of 55%, wherever the grading system is followed.

#### Seven point scale

Grade	Grade point	% Age equivalent
O=Outstanding	5.50-6.00	75-100
A=Very good	4.50-5.49	65-74
B=Good	3.50-4.49	55-64
C= Average	2.50-3.49	45-54
D=Below average	1.50-2.49	35-44
E=Poor	0.50-1.49	25-34
F=Fail	0.00-0.49	00-24

#### **GENERAL INSTRUCTIONS:**

1. Candidates should carefully read the requisite minimum essential qualifications and experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of information submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Application once submitted cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details/documents ready before you start filling up the Application Online.
3. **Fee of Rs.1610/- has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. This advertisement is issued in supersession of all the earlier advertisements for these posts. The applicants who have applied earlier for the above mentioned posts in response to different advertisements issued from time to time will also need to apply afresh, if eligible in accordance to this advertisement notice. They shall, however, be exempted from paying any application fees, provided they mention the details about the fee paid in response to the earlier advertisement in the hard copy of their application form. In**

**absence of any evidence of fee already paid, the applicant shall be required to pay the fees again.**

4. Candidates who have successfully submitted their application have to ensure that their name appears in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fee and successfully submitted the application, their names would appear in the list. If there is any discrepancy/query, please contact [recruitmentandcreation@gmail.com](mailto:recruitmentandcreation@gmail.com) within one week from the date of display of the list.
5. The prescribed qualifications and experience are the minimum and the mere fact that a candidate possessing them will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on qualifications and /or experience/or any other screening criteria higher than the minimum prescribed.
6. Call letters to attend interviews will be sent only to the shortlisted candidates by email and registered/speed post. No correspondence will be made with applicants who are not shortlisted/called for interview. The University shall, however, not be responsible for any postal delay/lapse.
7. The list of shortlisted candidates will be uploaded on the University website([www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in)).As such, the applicants are advised to keep checking the website for information and updates.
8. Canvassing, in any form, by or in behalf of, any candidate will summarily disqualify the candidate.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
10. The Government servants should send their application form through the Administrative Authority concerned, the University Employees through the Registrars of their respective Universities and by the persons employed in the private firms and institutions through the Heads of the Firms/Institutions concerned. Applications not routed through the proper channels are liable to be rejected. No Objection Certificate (NOC) from the employer, if not available at the time of submission of application form, shall have to however, be submitted on or before the interview.
11. Incomplete application will be summarily rejected.
12. For any help or support or system error, the candidates may approach the creation and recruitment section at e-mail [recruitmentandcreation@gmail.com](mailto:recruitmentandcreation@gmail.com) or contact at [9419204665/9419187614](tel:9419204665)
13. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the selection committee.
14. Terms and conditions of appointment of candidates shall be governed by the provisions of the Kashmir and Jammu Universities Act, 1969, and the Statutes and Regulations made thereunder from time to time. Where the University does not have its own service rules, those prescribed by the J&K Government for its employees are, *mutatis mutandis*, applicable to the University employees also.
15. Candidates invited for the interview(s) will have to present themselves for interview at Jammu on their own expenses.
16. Impersonation or submission of false / fabricated / tampered documents or making incorrect / false statements by a candidate, will, in addition to debarring him / her permanently or for a specific period from any employment in the University, shall also render him/her liable for criminal prosecution.
17. The University also reserves the right to fill or NOT to fill any of the post advertised, in the event or exigency so decided by the University.
18. Candidates selected for appointment will have to produce the original documents relating to their age, qualification, experience etc., at the time of interview and also before joining the post to which they are appointed.

19. Any addition/ deletion/ modification subsequently prescribed by the UGC/any other relevant statutory body in the terms and conditions for appointment including qualification etc. for the aforesaid positions shall be deemed to have been made applicable for recruitment of these positions from the date of notification of any such amendments.
20. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the University Website only. Accordingly, all applicants in their own interest are advised to keep track of University Website.

*Sd/-*  
**REGISTRAR**

**No .Estab./NTW/C&R/20/766-865**

**Dated: 18/12/2020**

**Copy to:-**

1. Spl. Secretary to The Vice-Chancellor for the information of the Vice-Chancellor.
2. Sr.P.A. to Dean Academic Affairs / DRS
3. Sr. P.A. to Registrar
4. Sr. P.A. to Controller of Examinations.
5. Director, DIQA/DDE/CDC/CACE&E/ Computer Centre/ Physical Education/ Academic Staff College/Centre for Studies in Museology & Sheikh-ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu &Ladakh region/SHTM/ICCR&HRM/ Disaster Management Cell.
6. All Rectors of the various offsite Campuses of the University.
7. All Directors of the Satellite Centres
8. Dean, Planning & Development / Students Welfare/ Placement &Provost, Hostels (Boys / Girls)
9. All Heads of the Teaching Departments of the University
10. I/C Librarian, Dhanvantri Library
11. Director Information Department, J&K Government, Jammu.
12. Employment Information-cum-Advisory Bureau, University of Jammu
13. Sr. P.A. to Joint Registrar / Joint Registrar(Finance)
14. Director, Disaster Management Cell/OSD Foreign Collaborations
15. Programme Coordinator, NSS
16. Chief Medical Officer
17. All Wardens of University Hostels
18. All Dy. Registrars/Assistant Registrars
19. Director, Centre for ITES for uploading the same on the University website.
20. Executive Engineer/Manager Guest House
21. President, JUTA/JUOWA/NTEU/JUNGEA
22. Station Director, Radio Kashmir, Jammu.
23. Director, Doordarshan Kendra, Jammu.
24. All sections
25. Forms & Stationery Section, with 3 spare copies.
26. Guard file