

UNIVERSITY OF JAMMU

SHORT ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited for for the post of (1) Registrar (2) Controller of Examinations (3) Director (CDC) (4) Administrator (GZSA) and (5) Deputy Registrar so as to reach in the office of Assistant Registrar, Estab. (NTW/C&R), First Floor, Administration Block-II, B.R. Ambedkar Road, University of Jammu, Jammu- 180006, on or before **31.07.2017**

The candidates who have applied in response to the earlier Advertisement(s) notice issued from time to time need not to apply and shall be considered provided they meet the eligibility criteria. However, they may send their latest resume/additional information, if any.

Complete detail of the advertisement is available on the University website www.jammuuniversity.in

No. Estab. /NTW/C&R/17/2575

Dated: 03.07.2017

27.



M. S. S.
REGISTRAR

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UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited for the following posts:-

S.No.	Name of the post	Pay Scale Rs.	Grade Pay Rs.	No.of Posts	Category
1	Registrar*	37400-67000	10000	01	Open
2	Controller of Examination*	37400-67000	10000	01	Open
3	Director, (CDC)I*	37400-67000	10000	01	Open
4	Administrator (GZSA)\$	37400-67000	10000	01	Open
5	Deputy Registrar	15600-39100	7600	05	Open

* The selection shall be made for a tenure of 5 years, which may be renewed for similar terms.

\$ Post mentioned at S.No.4 shall be tenure based for a period of five years.

Qualifications: -

(A) Registrar / Controller of Examinations / Director, Colleges Development Council

- a) 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(Sr. Scale) /Assistant Professor with 8 years in Associate Professor's grade alongwith 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 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.)

(B) Administrator (General Zorawar Singh Auditorium)

- a. Master's Degree with 55% marks in any discipline or its equivalent grade of B in UGC Seven Point Scale from a recognized University.
- b. Ph.D in any discipline.
- c. Atleast 15 years of Administrative and /or teaching experience of which 8 years as Deputy Registrar OR an equivalent post or position.

OR

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Atleast 15 years of experience as Assistant Professor with eight years in Reader/Associate Professor grade/ Assistant Professor (selection grade) alongwith experience in Educational Administration.

OR

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

(c) **Deputy Registrar**

- i. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii. Five years of experience as Assistant Professor in a College or a University with experience in Educational Administration.

OR

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

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Application Form

1. Prescribed application forms can be obtained from the Forms & Stationery Section of the University of Jammu, Jammu, personally on a payment of Rs. 1330/- or by post by sending a Bank Draft of Rs. 1380/- drawn in favour of the REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006, payable at Jammu.
2. The application form(s) can also be downloaded from the University Website www.jammuuniversity.in. Those who submit the downloaded application form(s) shall be required to enclose **Bank Draft worth Rs. 1330/- drawn in favour of the Registrar, University of Jammu, Jammu, encashable at Jammu**. The candidate shall, however, be required to put his/her signatures with date on the bottom of each page of the downloaded application form.
3. Application forms accompanied with self attested copies of qualification certificates/testimonials including experience certificates issued by the Competent Authority, alongwith self-addressed envelope affixed with postal stamps worth Rs. 50/- be sent only by Registered/Speed Post to the **Assistant Registrar, Estab.(NTW/C&R), First Floor, Administration Block-II, B.R. Ambedkar Road, University of Jammu,180006**, so as to reach on or before 31.07.2017 Employee(s) of the University of Jammu desirous of applying can deposit their form(s) by hand till the last date.

Complete detail is also available on the University Website www.jammuuniversity.in.

Note:

1. In the seven point scale with letter grades O,A,B,C,D,E & F 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

2. If the number of applications received in response to this advertisement in respect of any of the posts is large, the University may shortlist the candidates on the basis of qualifications and experience higher than the minimum prescribed.
3. The interview letters shall be sent under Registered/Speed Post. The University shall, however, be not responsible for any postal delay/lapse.
4. The Government Servants should sent their application form through the Administrative Authority concerned and 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 respective channels are liable to be rejected. Candidates may send an advance copy of the application along with the requisite fee (wherever applicable) before the last date of the receipt of the application(s).
5. Applications received late or on plain paper or incomplete in any respect will not be entertained.
6. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the selection committee.
7. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience and fitness, etc., before joining the post to which they are appointed.
8. 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 State Government for its employees are, mutatis mutandis, applicable to the University employees also.
9. Candidates invited for the interview(s) will have to present themselves for interview at Jammu at their own expenses.
10. 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.
11. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
12. There shall be no upper age limit for the posts under reference except the date of superannuation. However for the tenure post(s), the applicants should have clear cut remaining period of active service of 2 years on the last date of Advertisement(s), issued from time to time.

(4)

13. This is subject to the outcome of writ petition(s), /if any, pending before any Competent Court of Law.
14. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof and number of vacancies may increase or decrease at the time of selection process.
15. For the post at S. No. 5, Deputy Registrar, only permanent residents of Jammu and Kashmir State can apply.
16. In accordance with the decision taken in the 82nd University Council at its meeting held on 22.04.2017 vide resolution No. 82.49 and dated 22.04.2017 with regard to filling up of Administrative positions in the University of Jammu, it has been resolved that-
 - a. The applicability of Permanent Resident Certificates upto the post of Deputy Registrar be maintained and post/s be filled up accordingly.
 - b. For the lateral entry posts, there shall be no age bar except for the age of superannuation, as prescribed from time to time.
 - c. For higher administrative positions, the norms prescribed by the UGC shall be applicable and for the "Tenure" posts, the applicant/candidate should have two years remaining service as on the date of issuance of the advertisement notice.
17. The candidates who have applied in response to the earlier advertisement notice issued from time to time need not to apply again and shall be considered, provided they meet the eligibility criteria. However, they may send their latest resume/additional information, if any.


REGISTRAR

No .Estab./NTW/C&R/17/2475-2574

Dated: 03.07.2017

Copy to:-

1. Spl. Secretary to 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 Campuses of the University.
7. All Directors of the Satellite Centres
8. Dean Students Welfare/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

UNIVERSITY OF JAMMU

(NAAC ACCREDITED (UGC) A* GRADE)

1330

Price : Rs. 1330/-

CASH RECEIPT



For All Candidates

Affix Attested
recent Passport
Size Photograph

Sl. No.

APPLICATION FOR APPOINTMENT OF TEACHERS / OFFICERS

(To be filled in by the applicant)

- Post applied for : _____
- Campus/Department for which applied : _____
- Advertisement No. & date : _____
- Name of the applicant (in block letters) : _____
- Father's Name : _____
- Address : _____
(i) Permanent : _____
_____ Pin Code _____
(ii) For Correspondence : _____ Fax No. (if any) _____
_____ Pin Code _____
Email _____ Mobile Phone No _____
Tel. No. (if any) _____ Fax No. (if any) _____
(in figure) _____ (in words) _____
- Date of Birth : _____ / _____ / _____ (in figure)
- State of which you belong : _____ (in words)
- Nationality : _____
- Do you belong to the category, if Yes, please mention : _____
(documentary evidence in support is essential)

11. Particulars of examinations passed :-

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	University/Board	Remarks
Matric							
B.A./B.sc / B.Com/BBA / BCA(Final) Graduate							
M.A./M.sc /M.Com Final Post Graduate							
M. Phil							
Ph. D.							
NET / SLET							
Specialization							
Any other Course							

12. Field of Specialization : _____

13. Prize, Medal & Scholarship received, if any : _____

14. Particulars of previous employment :

Name of Employer	Date of Joining	Date of leaving	Position & Nature of duties	Salary & Grade	Reason for leaving the job, if any

(If the space is not sufficient please attach a separate sheet)

15. Teaching Experience, if any (Indicate period in years)

a) College Level : _____

b) University Level : _____

16. Research Experience, if any : _____

(Indicate period in years excluding period spent for completing Ph. D /M. Phil)

17. Detail of Publication (State number of publications in each case and attach list of publications)

Books	Papers	Abstract	Articles	Patents	Review

18. Languages Known :

Give particulars of examination (s), if any, passed in each.

Read only	Speak only	Read & Speak	Examination (s) passed

19. Present Salary and Pay Scale :

Salary..... Pay Scale.....

Basic Pay..... GP..... DA..... HRA..... CCA..... MA..... Any other.....

20. If appointed, what notice would you required before joining.....

21. Are you willing to accept the minimum initial pay offered ? If not. Indicate clearly the initial pay you would accept

22. Have you ever been disqualified from appearing in any examination or undertaking to cross University work (Yes or No) :

23. Have you ever been placed under suspension / dismissed from service or stopped to cross efficiency Bar? (Yes or No)

24. Reference :-

(These should be persons residing in India and holder of responsible positions and intimately be acquainted with the applicant's character and work but must not be in relations).

1. Name.....

Occupation or position.....

Address.....

..... Telephone No./Mob. No..... E-mail.....

2. Name.....

Occupation or position.....

Address.....

..... Telephone No.....

25. Additional remarks.....

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(Applicants may mention here any special qualification or experience which has not been given under the above heads. If the space below is insufficient for this purpose, please give full particulars on a separate sheet and attach it to this application inserting here a reference to the sheet attached).

DECLARATION

I hereby declare that the entries in this form and the particulars furnished are true to the best of my knowledge and belief.

Place.....

Date.....

Signature of the applicant

Remarks of the Employer / Head of the Institution

I hereby declare that the entries in this form and the particulars furnished are true to the best of my knowledge and belief.

Place.....

Date.....

Signature

Designation : _____

Seal : _____

IMPORTANT INSTRUCTIONS

1. Application should be sent to the Registrar, University of Jammu, Baba Saheb Ambedkar Road, Jammu (Tawi), Jammu & Kashmir State, Jammu-180006 so as to reach him not later than the last date mentioned in the Advertisement Notice.
2. Any change of address given at Sr. 6 (ii) should at once be communicated to the Registrar. The candidate must arrange for redirection of communication to the new address, if necessary. The University will make every effort to take account of change in candidate's address but will not accept any responsibility in this matter.
3. Candidate who wish to apply for more than one post should submit separate prescribed application form complete in all respect.
4. In case of published work to be mentioned, only number of publications already published may be mentioned. The publications in press, under preparation, etc. Will not be taken into account.
5. The application form should be filled up by the candidate himself/herself with neat and clean handwriting and should be sent to the University under a registered cover(AD).
6. Incomplete Form, in any respect, will not be entertained.
7. The percentage of marks in Sr. '10' Col. '3' should be out of total aggregate of marks of the examinations passed. Percentage in each subject/paper need not be mentioned.
8. The candidate are advised to attach a self addressed envelope of 23cmx10cm size with the application form bearing postage stamp of proper value to cover the cost of letter to be sent for interview.