



CENTRAL UNIVERSITY OF KASHMIR

Green Campus, Ganderbal – 191201 (J&K)

Website www.cukashmir.ac.in

EMPLOYMENT NOTIFICATION FOR LIBRARY STAFF AND VARIOUS NON-TEACHING POSTS

Notification No: 03 of 2020 (NT) Dated: 27-04-2020

Online Applications are invited from the eligible candidates for appointment to the following non-teaching/ library positions to submit on or before 17th May, 2020:

- 1) Librarian: (01-UR)
- 2) Deputy Librarian: (01-UR)
- 3) Assistant Registrar: (01:OBC) (Lien vacancy)
- 4) Private Secretary: (01-OBC)
- 5) Personal Assistant: 02 (01-UR, 01-OBC)
- 6) Technical Assistant: (01:OBC)
- 7) Laboratory Assistant: (01-UR)
- 8) Library Assistant: (01-OBC)

TOTAL = 09 Posts

UR = Unreserved, OBC = Other Backward Classes

Note:1). Those candidates who have already applied for the post of Deputy Librarian vide Employment Notification No.03 of 2019 dated 04-02-2019 need to apply again as per the latest UGC Regulations (on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education,2018) along with required documents for fresh screening without any fee.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS:

01. University Librarian (Pay Matrix Academic Level -14 of 7th CPC, UGC)

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

02. University Deputy Librarian (Pay Matrix Academic Level -12 of 7th CPC, UGC):

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
- ii) Eight years' experience as an Assistant University Librarian /College Librarian.
- iii) Evidence of Innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/Information science/Documentation Science/ Archives and manuscript keeping/ computerization of library.

03. Assistant Registrar (Pay Matrix Level -10 of 7th CPC)

Minimum Qualifications:

Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale.

Desirable:

- i. Five Years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academics of the University in the Scale of Rs. 9, 300 – 34,800/- with Grade pay Rs. 4,600/- or holding analogous post.
- ii. Knowledge of Computer Applications.

Age: Not exceeding 40 years

04. Private Secretary (Pay Matrix Level -7 of 7th CPC)

Minimum Qualifications:

- i) A Bachelor's Degree from a recognized University/Institute.
- ii) At least 03 years experience as Personal Assistant in a University/Research establishment/ Central/ State Govt./ PSU and other autonomous bodies.
- iii) English/Hindi Stenography speed: 80 wpm in English or 60 wpm in Hindi.
- iv) English/Hindi type speed: 35 wpm in English or 30 wpm in Hindi.
- v) Knowledge of computer applications.

Skill Test Norms:

Dictation: 10 minutes @ 80 w.p.m(English)/60 w.p.m(Hindi)

Transcription : 50 minutes (English)/ 60 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Age: Not exceeding 35 years

Desirable: Proficiency in English and good communication skills.

05. Personal Assistant (Pay Matrix Level -6 of 7th CPC)

Minimum Qualifications:

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) English/Hindi Stenography speed: 60 wpm in English/Hindi.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.
- v) Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution.

Skill Test Norms:

Dictation: 10 minutes @ 60 w.p.m(English)/ 40 w.p.m(Hindi)

Transcription : 40 minutes (English)/55 minutes (Hindi)

Typing test: 35 wpm in English or 30 wpm in Hindi

Age: Not exceeding 35 years

Desirable: Proficiency in English and good communication skills

06. Technical Assistant (Pay Matrix Level -5 of 7th CPC)

Minimum Qualifications:

1. Graduation in relevant subject/discipline from any recognized Institution/University with at least 50% marks as per the requirement of the department.
2. At least two years experience of working in a research laboratory preferably attached with a Recognized University or two years experience in audiovisual Productions/New Media Technology (NMT) in any Govt. Organisation/ PSU/ Govt. Autonomous Institution.

Age: Not exceeding 30 years

Desirable: Knowledge of Computer Applications

07. Laboratory Assistant (Pay Matrix Level -4 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications:

Bachelors' Degree in Science or any other degree in the relevant field from a recognized Institute/University **OR** Three year diploma in relevant field.

Age: Not exceeding 32 years

Desirable: Two Years Experience in Laboratory of Academic/ Research Institution.

08. Library Assistant (Pay Matrix Level -3 of 7th CPC)

Method of Recruitment: Direct

Minimum Qualifications:

- i) Bachelor's Degree in Library & Information Science or equivalent from a recognized University.
- ii) Typing speed of 30 words per minute in English
- iii) Knowledge of Computer Applications.

Age: Not exceeding 30 years.

General Terms & Conditions of Recruitment:

1. All the appointees including in-service candidates shall be placed in New Pension System (NPS).
2. Candidates who are already in service shall submit their applications through proper channel along with vigilance clearance certificate from the Competent Authority. However, they may send an advance copy of the applications and in case their application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover "from the employer failing which they shall not be allowed to appear at the test/interview as the case may be.
3. It shall be the responsibility of the candidates to assess their own eligibility for the posts for which they are applying in accordance with the prescribed qualifications, experience, etc. and submit their applications duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to their disqualification.
4. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of the appointment, as the case may be.
5. The candidates shall bring all original certificates relating to their age, qualifications, experience, etc., at the time of tests/ interview. In case the candidates fails to submit the original documents for verification of the certified photocopies of the enclosures to their applications, they may not be allowed to appear at the tests/interview and their candidature may be treated as cancelled without any further communication in this regard.
6. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
7. The Appointment of a candidates shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedent's reports are received, the appointment shall be treated as provisional. In case the report/s with regard to their conduct, character, antecedents etc., are found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
8. Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to cancellation of candidature.

9. The reservation for the SC/ST/OBC/ PWD candidates has been arrived as per the Govt of India rules.
10. 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.
11. 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 candidates belonging to Other Backward Classes or not to belonging to creamy layer is false, their 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 Penal Code for production of false certificates.
12. Selection to Group B&C posts: The University shall conduct written test at two stages for Group B and C posts (i) A qualifying test consisting of the objective-type questions carrying 100 marks, and (ii) Descriptive-type test carrying 100 marks. *“The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for skill test, wherever applicable. The skill test shall be of qualifying nature only. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) subject to qualifying the skill test”.*
Notwithstanding the above, the University at its discretion may hold single written test and skill test depending upon the number of candidates, job requirements (Such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)
13. For **Group - A posts**, if the number of the candidates exceeds the prescribed ratio of the post/s as per the Cadre Recruitment Rules (CRR) of the University, the University shall conduct a common written test of eligible candidates to shortlist the number of the candidates for interview.
14. Candidates with foreign degrees shall be required to enclose Association of Indian Universities (AIU) equivalence certificate with their application form without which application/s can't be considered.
15. 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 less, the University reserves the right to consider the pre-qualification experience also.
16. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
17. The selected candidates shall be appointed under a written contract.
18. Age of superannuation for Librarian & Deputy Librarian posts at present is **62 years** & the age of superannuation of rest of the above mentioned non-teaching posts is **60 years**.

OTHER CONDITIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained thereof.
2. The University reserves the right to fill or not to fill up the posts advertised for any valid reasons whatsoever. The University has a discretion to decrease or increase the number of advertised posts in case any vacancy arises. The panel however remain valid only for a period of one year from the date of approval.
3. The University reserve the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
4. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
5. 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.
6. Relaxation in the upper age limit to the candidates belonging to SC, ST, OBC, PWD or any other category shall be given as per the guidelines of the Govt of India issued from time to time.
 7. 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/written test, the candidate shall be treated as fresh and previous service shall not be counted.
 8. 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.
 9. 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.
 10. 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.
 11. The University shall strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
 12. The University will not be responsible for any postal delay.
 13. Any change of address given in the application form should at once be communicated to the University.
 14. 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.
 15. Separate application form must be submitted for each category of post.
 16. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)-2017 notified by the University along with amendments from time to time and not mentioned in the advertisement & placed on the University website shall be deemed to have been included on the conditions associated with this advertisement.
 17. In case of any dispute, any suit 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 online prescribed application form is available on the University website (www.cukashmir.ac.in). The application form along with payment of application fee Rs. 300/- is to be submitted online. However, the 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. Only online application form shall be accepted on or before **17th May, 2020**. Hard copy of the application form will not be accepted.

Sd/-

REGISTRAR (I/C)

No. 03 of 2020 (NT)

Dated: 27-04-2020

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Copy forwarded for information to the:

1. Secretary, Ministry of Human Resource Development, Department of Higher Education, Govt. of India, Shastr 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, Jammu.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
8. Daily local & national newspapers.