



Cluster University of Srinagar

Gogji-Bagh, Srinagar – 190008

Established by Government of Jammu & Kashmir through Srinagar and Jammu Cluster Universities Act of 2016
Recognised by UGC under Section 2(f) of UGC Act of 1956

Website: www.cusrinagar.edu.in

Email: registrar@cusrinagar.edu.in

EMPLOYMENT NOTIFICATION NO: 07-CUS OF 2025

DATED: 16.09.2025

Online applications along with details of qualification, experience and contribution to profession/research, are invited from the eligible domiciles of Jammu & Kashmir for the following non-teaching positions:

S. No.	Name of the post	Level	Posts	OM	RBA	SC	ST-1	ST-2	EWS	LAC/IB	OBC
01	Assistant Librarian	Academic Level - 10 57700-182400	01	01	-	-	-	-	-	-	-
02	Assistant Registrar	Level-10 56100-177500	05	02	-	01	01	01	-	-	-

Application Processing Fee:

- For General Category Candidates: ₹ 1500/-
- Candidates belonging to specified Category: ₹ 1000/-

A: IMPORTANT DATES

Date of availability of online application / Start Date of Submission of Online Employment Application Form	16.09.2025 (10:00AM)
Last date for submission of online application	06.10.2025 (11:59PM)
Last date of submission of hardcopies of the online applications	13 .10.2025 (04:30PM)

Printout of the online employment application form, submitted through the official website of the university www.cusrinagar.edu.in, self-attested by the candidate is to be submitted compulsorily along with a fee receipt as application fee. Payment of application fee is to be made only through a link available on university website.

Printout of the online employment application form along with all required documents may either be delivered personally or sent by post to the Registrar, Cluster University of Srinagar, Goji Bagh, Srinagar, 190008 by or before 13th of October 2025.

B: ELIGIBILITY CRITERIA:

S.No.	Name of the post	Requirement of Qualification and Experience
01	Assistant Librarian Pay Level 10 ₹57700-182400 (₹15600-39100+GP6000)	<p>1. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>2. A consistently good academic record with knowledge of computerization of library.</p> <p>3. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <p>a. The Ph.D. degree of the candidate has been awarded in regular mode.</p> <p>b. The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c. Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d. The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e. The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p>
02	Assistant Registrar Level-10 56100-177500 (₹15600-39100+GP5400)	<p>Essential Qualification: A Master degree or equivalent in any discipline with at least (a.) 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations for UR students and (b.) 50% or equivalent grade for ST/SC/OBC and other category students.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Communication skill both oral and written. 2. A good Knowledge / proficiency in the use of Computer Applications. 3. Good Knowledge of rules / regulations of University/ Research & Development Institutions. 4. Experience of working with University ERP / University Management System 5. Good Knowledge of NEP-2020 / Digital open and Distance Learning /UGC Regulations / Knowledge of University Administration. 6. Well versed in General Financial Rules and Service Rules.

C) PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINT SCALE:

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:

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

D: AGE OF CANDIDATE

The age of an applicant as on 01.01.2025 must be as under:

01	General Category (UR)	18 – 40 years
02	Reserved Category (ST/SC/OBC)	18 – 43 years
03	Persons with disability (PWDs)	18 – 42 years
04	Inservice candidates	18 – 50 years

E- GENERAL TERMS AND CONDITIONS:

1. All the relevant information / updates shall be uploaded on the University website. The candidates are advised to remain in touch with the University website <http://www.cusrinagar.edu.in>. To notify the same in newspapers shall not be obligatory on the University.
2. Candidates seeking reservation under different reserved categories are required to submit certificate on the format prescribed by the competent authority.
3. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. If, at any stage, it is found that the applicant is not eligible as per the prescribed eligibility criteria, which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
4. A candidate, if applying for more than one post, should submit separate prescribed form for each post with separate processing fee receipt.
5. The number of posts shown above may vary during the recruitment process. The university reserves the right not to fill any/ all posts advertised and to reject any/all application without assigning any reason.
6. Applications that are not in prescribed form / without relevant supporting enclosures shall be summarily be rejected. No correspondence will be entertained in this regard.
7. The appointment to the notified positions is provisional and subject to the verification of documents/claims through proper channels. If the verification at any point of time reveals that the claim of the candidate/s belonging to a particular category is false, his/her services will be terminated forthwith without assigning any further reason(s) and without prejudice to such further action as may be taken under the provisions in Bharatiya Nyaya Sanhita for production of false certificates;
8. The eligibility of candidates will be determined as on the last date fixed for submission of online application forms;
9. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of J&K Government or Govt. of India must apply through proper channel. In such cases, the candidates are asked to send an advance copy so as to reach before the stipulated deadline. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test / Personal Interview.
10. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
11. Age of superannuation shall be as per the Jammu & Kashmir University Norms;
12. All the appointees including the in-service candidates shall be governed by the New Pension System/Scheme (NPS) introduced by the Government of J&K.

13. The University reserves the right:
- To withdraw the advertisement either partly or wholly at any time without assigning any reason to that effect;
 - To fill or not to fill up some or all the posts advertised for any reason whatsoever;
 - To increase/decrease the number of posts at the time of selection and make appointments accordingly;
 - Amendments/Corrigendum, if any, in the advertisement notice shall be published on the university website.
14. Cluster University of Srinagar will not be responsible for loss of any communication due to wrong address provided by the candidate or unsuccessful transaction through Payment Gateway etc.
15. A valid e-mail ID and Mobile Number are mandatory for submitting application online and should be kept active till final selection. The Institute will send call letter for written test/interview to the registered e-mail ID. No correspondence will be sent by post/courier.
16. The persons with benchmark disability (PWD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the reservation policy of the UT. The disability certificate must be issued by medical board constituted either by Central or State government, no other certificates will be accepted.
17. Any addendum/corrigendum and related notifications will be published at the university website: www.cusrinagar.edu.in only. Applicants are advised to regularly visit the university website for any update/notification. No separate communication will be sent to any individual candidate.
18. Legal disputes, if any, with Cluster University of Srinagar, the jurisdiction will be restricted within Srinagar city only.
19. The University shall retain data of online application of shortlisted/non-shortlisted candidates for up to six months only after the date of completion of the recruitment process.
20. Candidates are requested to bring all relevant certificates and testimonials at the time when called during interview (Original and one set of self-attested copies).
21. Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for screening test and / or personal interview. The university reserves the right to restrict the number of candidates for screening test and personal interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement and as per merit decided by the university.
22. The selection for the post Assistant Registrar shall be made on the basis of the written test followed by interview. The weightage of the written test and interview shall be 80/100 (80%) and 20/100 (20%) (written test-80 marks + interview- 20 marks Total=100 marks) and for Assistant Librarian the selection shall be made as per UGC guidelines.
23. For PwD candidates extra time will be given in the written test for shortlisting purpose as per UGC norms.
24. The syllabus for written test shall be notified separately and shall be made available on the official website of the university www.cusrinagar.edu.in
25. The service conditions including mode of appointment shall be governed in accordance with the Srinagar & Jammu Cluster Universities Act, 2016 and Statutes.
26. No TA/DA will be paid for attending the written test / interview.

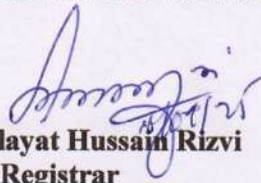


F- GENERAL INSTRUCTIONS:

1. Applicants are required to apply only through online recruitment portal of the university website: <https://cusrinagar.edu.in>.
2. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
3. In-service candidates shall route their applications through proper channel which should essentially reach the office by or before the conduct of the interviews. However, they must submit an advance copy of the print out of the online application form before the last date.
4. Applications not accompanied by following supporting and self-attested documents shall be rejected summarily;
 - i. High School certificate from a recognized board;
 - ii. Marks sheet and degree of graduation;
 - iii. Marks sheet and degree of post-graduation;
 - iv. Certificate of NET/JRF/SET/SLET/CSIR etc (if applicable);
 - v. MPhil /PhD degree certificate (if applicable);
 - vi. Experience certificates wherever applicable;
 - vii. Category certificate, if any, duly authenticated by the concerned authority;
 - viii. NOC from parent department (for in-service candidates)
 - ix. Any other certificate /documents as required under qualifications

In case self-attested hard copies of above aforementioned documents are not enclosed with the employment form, the employment application form will be summarily rejected.

5. Any change of address given in the application form should be at once communicated to the University;
6. The University will not be responsible for any postal delay;
7. In case the last date fixed for submission of printout of the online employment application form is declared a holiday/closed day, next working day shall be deemed to be the last date for submitting the forms;
8. Applicants facing any difficulty while filling the application form are advised to contact on the mobile numbers 9469554962 & 9419022022.


Prof. Wilayat Hussain Rizvi
Registrar
Cluster University of Srinagar

No: CUS/Adm-Adv/2025/4671-87 Date: 16.09.2025

Copy for information and favour of necessary action forwarded to the:

1. Principal Secretary to Hon'ble Lt. Governor (Chancellor of Universities) for information of the Hon'ble Lt Governor;
2. Financial Commissioner / Additional Chief Secretary, Higher Education Department, Civil Secretariat, Srinagar/Jammu;
3. Secretary Association of Indian Universities (AIU), New Delhi, for wide publicity;
4. Dean Academic Affairs, Deans of all the faculties & Controller of examinations;
5. The Principals of all the constituent and affiliated colleges;
6. Joint Director Information, J&K, Srinagar for publication of the brief advertisement notice in two leading National and local News Papers.
7. Producer News, Door Darshan, Srinagar, for making repeated announcements in the News Bulletins
8. Producer News, Radio Kashmir, Srinagar, for making repeated announcements in the News Bulletins
9. Producer Shaherbeen, Radio Kashmir, Srinagar for repeated announcements.
10. In charge IT Cell Cluster University of Srinagar, for necessary action.
11. PS, HVC and Office file.

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