



CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar-190008

Website: www.cusrinagar.edu.in

E-mail: info@cusrinagar.edu.in

EMPLOYMENT NOTIFICATION NO: 05 -CUS OF 2020

DATED: 28 - 09 – 2020

Online Applications are invited from eligible candidates for the post of **Registrar** (Un-reserved) in the Cluster University Srinagar.

Pay Scale: Level 14 of Pay Matrix Rs. 144200-218200/-
Pre- revised:PB4, Rs. 37,400-67,000 with GP of Rs. 10,000 /- and other benefits as admissible from time to time.

Important dates:

Date of availability of online application : 30 --09-2020

Last date of submission of online application : 29 - 10 - 2020

Last date of submission of hardcopies of the online application : 01-11- 2020

Qualifications:

- a) Master's degree with at least 55% marks or an equivalent grade of "B" in the UGC 7 point scales.
- b) At least 15 years of experience as Assistant Professor in level 11 of Pay Matrix of Rs. 68900-117200/- (Pre-revised; PB-3, AGP Rs. 7000/-) and above or with 8 years of service in level 12 of Pay Matrix Rs. 101500-167400/- (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 shall be as Deputy Registrar in level 12 of Pay Matrix Rs. 78800-209200/- (Pre-revised: PB-3, GP Rs. 7600/-) or an equivalent post.

Age: Preferably below 57 years as on 1st January of the year of advertisement.

Tenure: The post is tenured for a period of 05 years or upto the age of superannuation of 60 years, whichever is earlier;

Other Conditions:

- 1) Candidates who are desirous to be considered for appointment on deputation basis may also apply.
- 2) The terms and conditions governing the service shall be as per the UGC Guidelines / University Statutes /JKUT as may be notified from time to time.
- 3) Candidates are required to apply online through University website www.cusrinagar.edu.in. The non – refundable processing fee of Rs. 1500/- (Rupees One thousand and five hundred only) shall have to be deposited through online mode by debit card/ credit card/ net banking.
- 4) The in service candidates should forward their hard copy of online application form through their employer and shall submit his/her application through proper channel along with Vigilance Clearance Certificate from the Competent Authority. However, he/she may send an advance copy of application form and in case his/her application form is not forwarded due to whatever reasons till the time of 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 he/she shall not be allowed to appear in the interview.
- 5) Hard copy of online application form complete in all respects duly supported by attested copies of all relevant documents, certificates and testimonials is mandatory to be submitted in the office of Registrar by or before the last date of submission of hardcopies of the application forms i.e (01-11-2020) failing which the online application form submitted by the candidates shall not be considered. Applications received after the expiry of the due date shall not be entertained.
- 6) Candidates who have been awarded post-graduate / Ph.D degree from foreign University should enclose “Equivalence Certificate” issued by the Association of Indian Universities (AIU), New Delhi, without which their candidature will not be considered.
- 7) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by recognized University shall also be considered eligible.
Note: In the seven point scale with letter grades O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the system is followed:-

SEVEN POINT SCALE

Grade	Grade Point	Percentage 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

- 8) If the number of applications received in response to this notification is large, the University may shortlist the candidates on the basis of qualifications and experience higher than the minimum prescribed or by conducting a screening test;

- 9) The interview letters shall be sent under Registered/Speed post or through e.mail: reg.selection@cusrinagar.edu.in. However, the candidates are advised to remain in touch with the university website www.cusrinagar.edu.in.
- 10) Terms and conditions of appointment of candidates shall be governed by the provisions of the Srinagar and Jammu Cluster Universities Act, 2016 and the University Statutes and Regulations, made there under, from time to time. Where the University does not have its own service rules, those prescribed by the Jammu & Kashmir UT Government for its employees are, mutatis mutandis, applicable to the University employees also;
- 11) Mere possession of eligibility conditions shall not entitle a candidate to be called for interview, wherever applicable;
- 12) 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;
- 13) The post shall not be inter-changeable with any other post/s in the similar Pay Band and Grade Pay;
- 14) Only those candidates shall apply for the post, who fulfill all the eligibility criteria by the last date laid down in the advertisement notice by the University;
- 15) The University reserves the right not to fill the vacancy advertised, if circumstances so warrant, without assigning any reason thereof;
- 16) Incomplete Application Forms shall be summarily rejected;
- 17) It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience; etc. and submit his/her application duly filled in along with the desired information and documents as per the advertisement notification. 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 his disqualification;
- 18) 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 his/her appointment, as the case may be;
- 19) The candidate shall bring all original certificates relating to his age, qualifications, experience, etc., at the time interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear in the interview and his/her candidature may be treated as cancelled without any further communication in this regard;
- 20) Requirement of experience wherever mentioned in this advertisement notification shall mean post-qualification experience only.
- 21) The appointment of a candidate shall be subject to verification of character and antecedents issued by the Competent Authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents,

- etc. are found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith;
- 22) Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to cancellation of candidature;
- 23) The recruitment to the advertised post shall be carried out in accordance with the prevalent UGC/University/JKUT;

General Instructions:

- a. Candidates sending their hard copies of online application form by post should ensure that the envelope containing application form is super-scribed as “Application for the post of ‘Registrar’ advertised vide Notification No: 05-CUS of 2020 dated: 28-09-2020, should reach the office of the Registrar, Cluster University Srinagar, Gogji Bagh, Srinagar;
- b. No TA/DA shall be paid to the candidates invited for interview;
- c. Canvassing in any form by or on behalf of the candidate will lead to dis-qualification;
- d. All enclosures attached with the hard copy of the online Application Form should be self-attested by the candidate;
- e. Addendum / corrigendum, if issued, to this advertisement notification shall be uploaded on the University website only;
- f. No hard copy of the online Application form shall be entertained after the last date i.e (01-11-2020).

Documents to be attached with the Application Form:

- i) Self attested copy of Date of Birth Certificate;
- ii) Self attested copies of all qualification / experience certificates;

Sd/-
Registrar
Cluster University Srinagar

No: CUS/Adm/160/Adv.Reg/3208-14 /2020 Dated: 28 - 09 – 2020

Copy to the:-

1. Principal Secretary to Hon’ble Lt. Governor (Chancellor) for kind information of the Hon’ble Lt. Governor.
2. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi for circulation of the Advertisement notification among all the Universities.
3. OSD to Pro-Chancellor (Advisor-K) for information of Hon’ble Pro-Chancellor.
4. Joint Director Information Kashmir for publication in the two leading News Papers of Kashmir and Jammu Provinces.
5. Pvt. Secy. to Commissioner/Secretary to Government, Higher Education Department for information of Commissioner Secretary.
6. In-charge I.T. Section for uploading on the University website.
7. Special Secretary to Vice-Chancellor for information of Hon’ble Vice-Chancellor.