

CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar, 190008

Website: www.cusrinagar.edu.in

E-mail: info@cusrinagar.edu.in

Contact No: 0194-2311340

Employment Notice No: 02 -CUS of 2022

The Advertisement Notice issued under endorsement No; CUS/Adv/Non-Teach/514/2019 dated 21.02.2019 is hereby cancelled as ab-initio.

Consequent upon the above, Cluster University of Srinagar invites fresh online applications, on prescribed format from the eligible candidates, who are domicile of UT of Jammu and Kashmir, for the following non-teaching posts:-

S. No.	Name of the post	Pay Scale with Level	No. of posts	Category
1	Assistant Controller of Examinations	Pre-revised: (9300-34800+5400) Revised: (56100-1,77,500)	01	Open
2	Private Secretary	Pre-revised: (9300-34800+4800) Revised: (47600-1,51,100)	01	Open
3	Estates Officer	Pre-revised: (9300-34800+4800) Revised: (47600-1,51,100)	01	Open
4	Section Officer	Pre-revised: (9300-34800+4600) Revised: (44900-1,42,400)	01	Open
5	P.A.	Pre-revised: (9300-34800+4600) Revised: (44900-1,42,400)	01	Open
6	Head Assistant	Pre-revised: (9300-34800+4200) Revised: (35600-1,12,400)	01	Open
7	Jr. Librarian	Pre-revised: (9300-34800+4200) Revised: (35600-1,12,400)	02	Open: 01 RBA: 01
8	Hostel Warden	Pre-revised: (9300-34800+4200) Revised: (35600-1,12,400)	01	Open
9	Senior Assistant	Pre-revised: 5200-20200+2400 Revised: 29200-92,300)	01	Open
10	Junior Assistant	Pre-revised: 5200-20200+1900 Revised: (25500-81100)	02	Open: 01 RBA: 01
11	Library Assistant	Pre-revised: 5200-20200+1900 Revised: (19900-63200)	02	Open: 01 RBA: 01
12	Lab. Assistant	Pre-revised: 5200-20200+1900 Revised: (19900-63200)	03	Open: 01 RBA: 01 SC: 01
13	Lab. Bearer	Pre-revised: 4440-7440+1300 Revised: (14800-47100)	03	Open: 01 RBA: 01 SC: 01
14	Library Bearer	Pre-revised: 4440-7440+1300 Revised: (14800-47100)	03	Open: 01 RBA: 01 SC: 01

Requirement of Qualification and Experience

S.No.	Name of post	Qualification and Experience
1	Assistant Controller of Examinations	Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale wherever grading system is followed alongwith a good academic record.
2	Private Secretary	1. Graduate with 50% marks in any stream from a recognized University; 2. Three years Secretarial / Administrative experience; 3. Minimum six months computer course from a registered institute;
3	Estates officer	1. B.Tech (Civil Engineering) with 3 years experience as working Engineer. 2. Minimum six months computer course from a registered institute;
4	Section Officer	1. Graduate with 50% marks with any stream from a recognized University. 2. At least three years experience as Assistant in the grade of Rs. 4200 (Pre-revised) or 08 years experience as Sr. Assistant or equivalent post in the Grade Pay of Rs. 2400/- (pre-revised) of any Central/State/Govt. University/Public Sector undertaking; 3. Minimum six months computer course from a registered institute;
5	P.A.	1. Graduate with 50% marks in any stream from a recognized University; 2. Proficiency in Stenography in English with minimum speed of 80 words per minute; 3. Proficiency in typing with minimum speed of 35 words per minute; 4. Minimum six months computer course from a registered institute; 5. One years' experience as Stenographer in State/Central Government University / Autonomous organisation.
6	Head Assistant	1. Graduate with 50% marks in any stream from a recognized University; 2. At least three years' experience as Senior Assistant or equivalent Pay Band of Rs. 5200-20200+GP of Rs. 1900 from any State /Central Government / University / Public Sector Undertaking and other Central or State Autonomous bodies; 3. Minimum six months computer course from a registered institute;
7	Jr. Librarian	1. Bachelor's degree in Library Science with 50% marks from a recognized university. 2. Three years' experience as Library / R.R. Assistant from any State / Central / Government University / Autonomous Organisation; 3. Minimum six months computer course from a registered institute;
8	Hostel Warden	1. Graduate with 50% marks in any Stream from any recognized University. Preferably three years working experience in public relations / Diploma in Hotel Management from a recognized University; 2. Minimum six months computer course from a registered institute;
9	Senior Assistant	1. Graduate with 50% marks in any stream from a recognized University; 2. At least three years' experience as Jr. Assistant or equivalent Pay Band of Rs. 5200-20200+GP of Rs. 1900 (pre-revised) of any State / Central / Government University / Public Sector Undertaking and other Central or State Autonomous bodies; 3. Minimum six months computer course from a registered institute.
10	Junior Assistant	1. Graduate with 50% marks in any stream from a recognized University; 2. Minimum six months computer course from a registered institute; 3. Proficiency in Typing in English with minimum speed of 35 words per minute;
11	Library Assistant	1. Bachelors in Library Science with 50% marks from a recognized university 2. Minimum six months computer course from a registered institute
12	Lab. Assistant	1. Graduate in Science Stream with 50% marks from a recognised university; 2. Minimum six months computer course from a registered institute
13	Lab. Bearer	Matriculate or its equivalent from a recognized Board /University.
14	Library Bearer	Matriculate or its equivalent from a recognized Board /University.

Age as on 01.01.2022

- | | | |
|-----|---|----------|
| i. | Minimum: | 18 years |
| ii. | Maximum: | |
| | a. Open Category Candidates: | 40 years |
| | b. Socially and Educationally backward Classes viz.
Weak and under privileged classes (Social Caste),
AL/SC/ST/RBA category candidates; | 43 years |
| | c. Physically handicapped: | 42 years |
| | d. Ex-Serviceman; | 48 years |
| | e. In case of candidates already in government service /
Contractual employees; | 40 years |

IMPORTANT DATES:

I	Submission of Online Forms	From 01.03.2022
II	Last date for submission of Online Forms	30.03.2022
III	Last date for submission of Hard copy	04.04.2022

Hard copy of the downloaded application form should reach in the office of **Registrar Cluster University Gogji Bagh Srinagar** along with the receipt of the online payment of Rs. 700/- by or before **04.04.2022**.

General Conditions

1. 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 conducting a screening test.
2. The Government servants should send their application forms through the Administrative authority concerned and the University Employees through the Registrars of their respective Universities and the persons employed in private firms and Institutions through the Heads of the Firms/Institutions concerned. Application not routed through the respective channels are liable to be rejected. Candidates may send an advance copy of the application form along with the requisite fee before the last date of the receipt of the application(s).
3. Applications received late or on plain paper or incomplete in any respect will not be entertained.
4. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the Selection Committee.
5. 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 he/she is appointed.
6. Terms and conditions of appointment of selected candidates shall be governed by the provisions of the Srinagar and Jammu Cluster Universities Act, 2016 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 UT for its employees are, mutates mutandis applicable to the University employees also.
7. Candidates who are eligible for applying for more than one post are required to apply on the prescribed application form separately for each post. The single application form filled in for more than one post shall render the application liable to rejection without notice.
8. Candidates invited for the interview/screening test will have to present themselves for interview / screening test at Srinagar at their own expenses.
9. Impersonation or submission of false / fabricated / tampered documents or making incorrect / false statement by candidates, 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.

10. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
11. For age and relaxation thereof, the norms of the UT Government shall apply for the posts mentioned in the advertisement notice.
12. 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.
13. Only those candidates should apply for the post, who fulfil the eligibility criteria on or before the last date for receipt of application.
14. The candidates are advised to write their name and date of birth strictly as per matriculation / Higher Secondary Certificate.
15. Candidates are required to remain in contact with the Cluster University office / website regarding the date of interview.
16. Addendum / Corrigendum, if issued to this advertisement notice shall be uploaded on the Cluster University website: www.cusrinagar.edu.in.
17. Fee of the candidates, who had applied in response to the earlier Advertisement Notice dated 21.02.2019, shall be refunded. For this purpose Refund Form can be downloaded from the official University website under download section.

Sd/-

Registrar
Cluster University Srinagar

No: US/30/Adv/Non-Teach/713-27 /2022

Dated: 26 - 02- 2022

Copy to the:-

1. Principal Secretary to Hon'ble Lt. Governor (Chancellor of the Universities) Raj Bhavan Jammu;
2. Principal Secretary to Government, Higher Education Department J&K Jammu.
3. Principals of all Constituent Colleges;
4. Special Assistant to Advisor (B) to Hon'ble Lt. Governor, Civil Secretariat Srinagar for information of Hon'ble Advisor;
5. Joint Director Information, J&K, Srinagar for giving wide publicity through Electronic and Print Media.
6. FA/CAO;
7. Producer News, Doordarshan, Srinagar for making repeated announcements in the News Bulletins;
8. Producer News, Radio Kashmir, Srinagar for making repeated announcements in the News Bulletins;
9. Bureau Chief, ETV Urdu for making repeated announcements in the News Bulletins;
10. Producer Shaherbeen, Radio Kashmir, Srinagar for repeated announcements.