

CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar, 190008

Website: www.cusrinagar.edu.in

E-mail: info@cusrinagar.edu.in

Contact No: 0194-2311340

Advertisement Notice

Applications, complete in all respects, in prescribed format are invited from the permanent residents of the Jammu and Kashmir State for the following posts:-

S. No.	Name of the Post	Department	Pay Band with Grade Pay (Pre-revised)	Category	No. of Posts
1	P.A.	General Administration	9300-34800+4600	Open	01
2	Head Assistant	-do-	9300-34800+4200	Open	01
3	Jr. Librarian	Central Library	9300-34800+4200	Open: 01 RBA: 01	02
4	Hostel Warden	University Hostel	9300-34800+4200	Open	01
5	Senior Assistant	General Administration	5200-20200+2400	Open	01
6	Junior Assistant	-do-	5200-20200+1900	Open: 01 RBA: 01	02
7	Library Assistant	Central Library	5200-20200+1900	Open: 01 RBA: 01	02
8	Lab. Assistant	School of Science	5200-20200+1900	Open	01
9	Lab. Assistant	School of Engg. & Technology	5200-20200+1900	Open	01
10	Lab. Assistant	School of Social Sciences	5200-20200+1900	Open	01
11	Lab. Bearer	School of Science	4440-7440+1300	Open	01
12	Lab. Bearer	School of Engg. & Technology	4440-7440+1300	Open	01
13	Lab. Bearer	School of Social Sciences	4440-7440+1300	Open	01
14	Library Bearer	Central Library	4440-7440+1300	Open: 01 RBA: 01	02
15	Library Attendant	Central Library	4440-7440+1300	Open	01

Requirement of Qualification and Experience

S. No.	Name of post	Qualification and Experience
1	P.A.	<ol style="list-style-type: none">1. Graduate in any stream from a recognised University;2. Proficiency in Stenography in English with minimum speed of 80 words per minute;3. Proficiency in Typing in English with minimum speed of 35 words per minute;4. Six months Computer Course from a recognised Institute;5. One years' Experience as Stenographer in State / Central Government Department / State / Central University / Autonomous recognized Organisation/ Institutions;
2	Head Assistant	<ol style="list-style-type: none">1. Graduate in any stream from a recognised University;2. At least three years' experience as Senior Assistant or equivalent Pay Band of Rs. 5200-20200+GP of Rs. 1900 in any State / Central Government Department / State / Central University / Autonomous recognized Organisation/ Institutions;3. Working knowledge of Computer Applications, noting and drafting.
3	Jr. Librarian	<ol style="list-style-type: none">1. Graduate with B. Lib. Degree from a recognised University;2. Three years' experience as Library / R. R. Assistant from any State / Central / Government University / Autonomous Organisation;3. Six months Computer Course from a recognised Institute;
4	Hostel Warden	<ol style="list-style-type: none">1. Graduate in any stream from a recognised University;2. Three years working experience in Public Relations / Diploma in Hotel Management from a recognised University;
5	Senior Assistant	<ol style="list-style-type: none">1. Graduate in any stream from a recognised University;2. At least three years' Experience as Junior Assistant or equivalent Pay Band of Rs. 5200-20200+GP of Rs. 1900 of any State / Central / Government University / Autonomous Organisation;3. Six months Computer Course from a recognised Institute;
6	Junior Assistant	<ol style="list-style-type: none">1. Graduate in any stream from a recognised University;2. Six months Computer Course from a recognised Institute;3. Proficiency in Typing in English with minimum speed of 35 words per minute;
7	Library Assistant	Graduate in any stream with C. Lib. Course from a recognised University.

8	Lab. Assistant (School of Science)	Bachelor's degree in Medical/Non-medical stream having at least 50% marks from a recognised University. Preference will be given to the candidates with Lab. Technology Course from a recognised University;
9	Lab. Assistant (School of Engg: & Technology)	Bachelor's degree in Non-medical subjects with Lab. Technology Course from a recognised University;
10	Lab. Assistant (School of Social Sciences)	B.Sc. with Computer Applications as one of the subjects or B.Sc. Information Technology preferably with Lab. Technology Course from a recognised University;
11	Lab. Bearer (School of Science)	Hr. Sec. Part II with Medical subjects from any recognised Board of School Education.
12	Lab. Bearer (School of Engg: Technology)	Hr. Sec. Part II with Non-Medical subjects from any recognised Board of School Education.
13	Lab. Bearer (School of Social Science)	Hr. Sec. Part II from any recognised Board of School Education with Computers as one of the subjects
14	Library Bearer	Hr. Sec. Part II or its equivalent from any recognised Board of School Education.
15	Library Attendant	Hr. Sec. Part II or its equivalent from any recognised Board of School Education.

Age as on 01.01.2019

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| 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 |

Application Form

Prescribed application form can be downloaded from the Cluster University Website www.cusrinagar.edu.in and should be submitted in the office of Registrar Cluster University Srinagar alongwith a demand draft of Rs. 700/- pledged to Registrar Cluster University Srinagar by or before **18.03.2019** upto **4:00 PM**

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 by 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 (wherever applicable) 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 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 State Government 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 J&K State 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 further course of action.
16. Addendum / Corrigendum, if issued to this advertisement notice shall be uploaded on the Cluster University website: www.cusrinagar.edu.in.

Sd/
Registrar
Cluster University Srinagar

No: US/Adv/Non-Teach/ 514 /2019

Dated: **21 - 02 – 2019**