



CLUSTER UNIVERSITY SRINAGAR

Gogji-Bagh, Srinagar-190008

Website: www.cusrinagar.edu.in

E-mail: info@cusrinagar.edu.in

EMPLOYMENT NOTIFICATION NO: 01-CUS OF 2019

DATED: 28 - 05 - 2019

Applications; on the prescribed Format along with details of qualification, experience and contribution to profession / research; are invited for the position of **Controller of Examinations** 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.

Last date for submission of the Application Form: 29.06.2019

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 Rs. 68900-117200/- (Pre-revised; PB-3, AGPRs. 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 experienced 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.

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 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.
- 2) 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

- 3) 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;
- 4) The interview letters shall be sent under Registered/Speed post or through e-mail;
- 5) Applications of Government servants should be sent through the Administrative authority concerned, by the University Employees through the Registrars of their respective Universities. Applications not routed through the respective channels are liable to be rejected. Candidates may send an advance copy of the application along with the requisite fee (wherever applicable) before the last date of the receipt of the application(s);
- 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 University 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, mutatis mutandis, applicable to the University employees also;
- 7) Candidates invited for the interview(s) will have to present themselves for interview at Srinagar at their own expenses;

- 8) 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;
- 9) The post shall not be inter-changeable with any other post/s in the similar PB and GP;
- 10) Only those candidates should apply for the post, who fulfill all the eligibility criteria by the last date laid down in the advertisement notice by the University;
- 11) The University reserves the right not to fill the vacancy advertised, if circumstances so warrant, without assigning any reason thereof;
- 12) Appointee shall be required to join his / her parent Department / Institute after completing the term, if applicable;
- 13) Incomplete Application Forms will be summarily rejected;
- 14) In-service candidates need to forward his / her application through proper channel.

General Instructions:

- a. Application form available on the university website at www.cusrinagar.edu.in complete in all respects along-with the Bank Draft of Rs. 1500/- (non-refundable) drawn in favour of the Registrar, Cluster University Srinagar and payable at Srinagar should be submitted in the office of Registrar, Cluster University, office, Gogji Bagh, Srinagar -190008 J&K. Post order will not be accepted;
- b. Candidates sending their application forms by post should ensure that the envelope containing application form is super-scribed as "Application for the post of Controller of Examinations advertised vide Notice No_____ dated_____", should reach the office of the Registrar, Cluster University Srinagar, Gogji Bagh, Srinagar;
- c. Candidates invited for interview shall not be paid any TA/DA;
- d. Canvassing in any form by or on behalf of the candidate will lead to dis-qualification;
- e. All enclosures attached with the Application Form should be self-attested by the candidate;
- f. The Vice-Chancellor is empowered to place before the Selection Committee suitable persons for its consideration along with the applications received in response to the advertisement;
- g. The University shall verify the authenticity of all documents submitted by the candidates at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules;
- h. Addendum / corrigendum, if issued, to this advertisement shall be uploaded on the University website only;

- i. No Application form shall be entertained after the last date.

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;
- iii) Bank Draft of Rs. 1500/-.

Sd/-
Registrar
Cluster University Srinagar

No: CUS/Adv/Controller/2199-205/2019

Dated: 28 - 05 - 2019