# Cluster University of Srinagar

**Gogji-Bagh, Srinagar – 190008**

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

Website: www.cusrinagar.edu.in                Email: registrar@cusrinagar.edu.in

## EMPLOYMENT NOTIFICATION NO:   03 - CUS OF 2026
## DATED:   14-03-2026

Online Applications along with details of qualification and experience are invited from the eligible domiciles of the UT of Jammu & Kashmir for filling up the following non-teaching positions in the University.

| S. No. | Name of the post | Department/Section/ Unit/Campus | Pay Level/Band | Category | No. of posts |
|---|---|---|---|---|---|
| 1. | Head Assistant | General Administration | Pay Level-6 ₹35400-112400 | UR | 01 |
| 2. | Semi-Professional Assistant | Central Library | Pay Level-6 ₹35400-112400 | UR - 2 SC – 1 ST1 – 1 | 04 |
| 3. | Hostel Warden | Hospitality & Protocol | Pay Level-6 ₹35400-112400 | UR | 01 |
| 4. | Senior Assistant | General Administration | Pay Level-5 ₹29200-92300 | UR | 01 |
| 5. | Junior Assistant | General Administration | Pay Level-4 ₹25500-81100 | UR – 1 SC – 1 | 02 |
| 6. | Laboratory Assistant (Chemistry) | Chemistry | Pay Level-2 ₹19900-63200 | UR – 1 | 01 |
| 7. | Laboratory Assistant (Biochemistry) | Biochemistry | Pay Level-2 ₹19900-63200 | UR – 1 | 01 |
| 8. | Laboratory Assistant (Zoology) | Zoology | Pay Level-2 ₹19900-63200 | UR – 1 | 01 |
| 9. | Laboratory Bearer (Geography) | Geography | Pay Level SL-01 ₹14800-47100 | UR – 1 | 01 |
| 10. | Laboratory Bearer (AI & ML) | AI & ML | Pay Level SL-01 ₹14800-47100 | UR – 1 | 01 |
| 11. | Laboratory Bearer (Botany) | Botany | Pay Level SL-01 ₹14800-47100 | UR – 1 | 01 |
| 12. | Library Bearer (Pay Level-SL-1) ₹14800-47100 | Central Library | Pay Level SL-01 ₹14800-47100 | UR - 2 SC – 1 | 03 |

## Application Fee:

    **i.** For General Category Candidates: ₹ 1000/-
    **ii.** Candidates belonging to Reserved Categories: ₹ 700/-

## A. Important Dates:

| Submission of Online application forms w.e.f. | 16-03-2026 |
|---|---|
| Last date for submission of online application forms | 05-04-2026 |

## B. Requirement of Qualification and Experience

| S. No. | Name of post | Essential Qualifications and Experience |
|---|---|---|
| 1. | Head Assistant | **Essential Qualifications**<br>1. Bachelor's degree in any discipline from a recognised university.<br>2. At least three years' experience as Senior Assistant or equivalent pay band or 6 year's experience as Junior Assistant or equivalent pay band in any central/state Govt./University/PSU and other central or state Autonomous institutions.<br>3. **Skill test:** Speed in English typing @ 35 words per minute on computer with 90% accuracy. |
| 2. | Semi-Professional Assistant | **Essential Qualifications**<br>1. Master's Degree in Library/Library and Information Science from a recognised University with 55% marks or equivalent grade point average from a recognised university;<br>**OR**<br>2. Bachelor's degree in Library/Library and Information Science with a minimum of 55% marks or equivalent grade point average from a recognised university and with two year's experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU/Autonomous Institutions.<br>**Desirable:** Working knowledge of Computers and library system |
| 3. | Hostel Warden | **Essential Qualifications:**<br>1. Bachelor's degree in Hotel Management with a minimum of 55% marks or equivalent grade point average from a recognised university with two years relevant experience;<br>**OR**<br>1. Bachelor's degree in any discipline with a minimum of 55% marks or equivalent grade point average from a recognised university; and<br>2. Diploma in Hotel Management with a minimum of 55% marks or equivalent grade point average from a recognised university/institute with two years relevant experience. |

| 4. | Senior Assistant | **Essential Qualifications:** |
|----|------------------|-------------------------------|
| | | 1. Bachelor's degree in any discipline from a recognised university. |
| | | 2. At least three years' Experience as Junior Assistant or equivalent Pay Band in any State / Central / Government Department/University / Autonomous Organisation; |
| | | 3. **Skill test:** Speed in English typing @ 35 words per minute on computer with 90% accuracy. |
| 5. | Junior Assistant | **Essential Qualifications:** |
| | | 1. Bachelor's degree with a minimum of 55% marks or equivalent grade point average from a recognised university; |
| | | 2. **Skill test:** Speed in English typing @ 35 words per minute on computer with 90% accuracy. |
| 6. | Laboratory Assistant | Chemistry | **Essential Qualifications**: Bachelor's degree with a minimum of 55% marks or equivalent grade point average from a recognised university with Chemistry as one of the subjects. |
| | | Biochemistry | **Essential Qualifications**: Bachelor's degree with a minimum of 55% marks or equivalent grade point average from a recognised university with Biochemistry/ Clinical Biochemistry/Chemistry as one of the subjects. |
| | | Zoology | **Essential Qualifications**: Bachelor's degree with a minimum of 55% marks or equivalent grade point average from a recognised university with Zoology as one of the subjects. |
| 7. | Laboratory Bearer | Geography | **Essential Qualifications:** 10+2 or its equivalent from a recognised Board. |
| | | AI & ML | **Essential Qualifications:** 10+2 or its equivalent from a recognised Board. |
| | | Botany | **Essential Qualifications:** 10+2 or its equivalent from a recognised Board. |
| 8. | Library Bearer | Central Library | **Essential Qualifications:** 10+2 or its equivalent from a recognised Board |

C. **Age of Candidates**

The age of candidates as on last date of submission of application forms:

a. Not below 18 years; and
b. Not above
   1. 40 years in case of General category candidates,
   2. 43 years in case of Reserved category candidates,
   3. 42 years in case of Persons with Disability (PWD)
   4. 50 years in case of In service candidates

## D. Selection Procedure

The mode of selection shall be as follows:

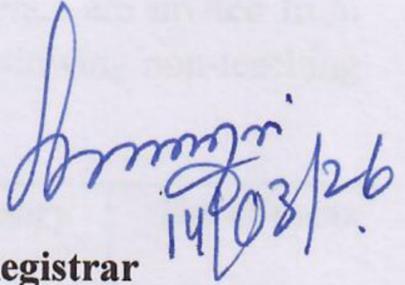| S. No. | Name of the post | Mode of Selection |
|--------|------------------|-------------------|
| 1. | Head Assistant | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks) provided the candidate has qualified the mandatory skill test. |
| 2. | Semi-Professional Assistant | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 3. | Hostel Warden | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 4. | Senior Assistant | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks) provided the candidate has qualified the mandatory skill test. |
| 5. | Junior Assistant | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks) provided the candidate has qualified the mandatory skill test. |
| 6. | Laboratory Assistant (Chemistry) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 7. | Laboratory Assistant (Biochemistry) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 8. | Laboratory Assistant (Zoology) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 9. | Laboratory Bearer (Geography) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 10. | Laboratory Bearer (AI & ML) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 11. | Laboratory Bearer (Botany) | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |
| 12. | Lib Bearer | The selection for the post shall be made on the basis of merit obtained in written examination (100 marks). |

**Note:**

a. The candidates are required to obtain 50% marks in the written examination to qualify for the skill test.
b. For all those posts where a skill test is to be conducted, the university shall call candidates in the ratio of 1:10.
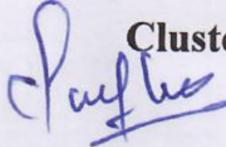
## E. General Terms and Conditions:

1. Candidates are required to apply online through online recruitment portal of the university website: https://cusrinagar.edu.in. No other means/mode of application will be accepted.

2. All the relevant information/updates shall be uploaded on the University website from time to time. 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.

3. The applicants shall carefully fill the details in the online application form and the information /details so submitted shall be treated as final for the purpose of determining eligibility of the candidate and no claim, whatsoever, on this account, shall be entertained subsequently.

4. The intending eligible candidates, who wish to apply for more than one post, must submit separate Application Forms along with the prescribed fee for each post.

5. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.

6. 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.

7. Application form found incomplete at any stage in any respect shall be rejected without any Notice;

8. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances not will it be adjusted against any other examination or selection.

9. 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 reasons thereof.

10. 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;

11. The eligibility of candidates will be determined as on the last date fixed for submission of online application forms;

12. Candidates who have successfully submitted their online application form have to ensure that their name appears in the list which would be available on the University website in due course of time.

13. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by the candidate will, in addition to debarring him/her

permanently or for a specific period from any employment in the University and also liable for criminal prosecution;

14. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are advised to submit correct information in the application form.

15. Age of superannuation shall be as per the Jammu & Kashmir University Norms;

16. 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.

17. The shortlisted applicants are required to produce printout of ONLINE application form (Hardcopy) completed and duly self-attested along with supporting documents (Original and one set of self-attested copies) for the document verification as and when notified by the university;

18. Candidates called for document verification shall have to produce the original documents relating to their age, educational qualifications, experience and fitness etc. before the Verification Committee;

19. Mere appearance in the written examination/Skill Test does not automatically entitle a candidate to be considered for appointment.

20. A candidate seeking his/her consideration under any reserved category must be in possession of valid category certificate as on the last date of the submission of online application forms. Under process certificate(s) shall not be considered/entertained. Further, the Category certificates issued after the last date shall in no case be entertained.

21. Eligible candidates will be informed about the date and place of written examination/skill test through University website.

22. A valid e-mail ID and Mobile Number are mandatory for submitting application online and should be kept active till final selection. The university will send call letter for written test/skill test to the registered e-mail ID. No correspondence will be sent by post/courier.

23. 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.

24. Legal disputes, if any, with Cluster University of Srinagar, the jurisdiction will be restricted within Srinagar city only.

25. 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

26. No TA/DA will be paid for attending the written/skill test.

27. Candidates who have been awarded Bachelor's/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 and application form will be rejected.

28. All the appointees including the in-service candidates shall be governed by the National Pension System/Scheme (NPS) introduced by J&K Government;

29. The service conditions including mode of appointment shall be governed in accordance with the CUS Statutes and rules of the University as are in force with amendments as may come into force from time to time, together read with provisions of J&K CSR, wherever applicable at the time of appointment.

30. In-service candidates shall route their applications through proper channel from their respective employer to Registrar, Cluster University of Srinagar which should essentially reach the office by or before the conduct of the written test.

31. The University will not be responsible for any postal delay;

32. Candidates, in their own interest, are advised to keep visiting University Website for updates in this regard.

**Registrar** 14/03/26
**Cluster University of Srinagar**

No: CUS/Adv.Non-Teach/1287-95

Dated: 14.03.2026.

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. Commissioner/Secretary to the Government, Higher Education Department, Government of Jammu and Kashmir, Civil Secretariat, Jammu/Srinagar.
3. All Officers of the University.
4. Joint Director information, J&K, Srinagar for publication in leading newspapers of UT of J&K and two National Newspapers;
5. Producer News, Doordarshan, Srinagar for making repeated announcements in the News Bulletins.
6. Producer News, Radio Kashmir, Srinagar for making repeated announcements in the News Bulletins
7. Producer Shaherbeen, Radio Kashmir, Srinagar for repeated announcements.
8. Incharge IT Cell Cluster University of Srinagar for necessary action and placing advertisement notice on university website.
9. PS to HVC CUS for information of Hon'ble Vice Chancellor.
10. Office file.