



UNIVERSITY OF KASHMIR

NAAC Accredited A++

University Campus, Hazratbal, Srinagar-190006, J&K

Web: www.kashmiruniversity.net Email id: recoff@uok.edu.in

Advertisement Notice No. 09 of 2025 Dated 26/11/2025

Online applications are invited from eligible candidates for the below mentioned posts in the University of Kashmir as per the details mentioned against each:

S. No	Post ID	Post	Campus	Pay Level	No. of Posts	Category
1.	PGD-UNV-41	Controller of Examinations (Tenure based)	Main Campus	level 14 (Rs. 1,44,200-2,18,200/-) Entry Pay Rs. 1,44,200/-	1	Open/UR
2.	PGD-UNV-42	Additional Controller of Examinations	Main Campus	level 13-A (Rs. 1,31,100-2,16,600/-) Entry Pay Rs. 1,31,100/-	1	Open/UR

Note:-

- The appointment to post of Controller of Examinations shall be on tenure basis for a period of five years and the age of the applicants should preferably be not more than 55 years.
- For the post of Additional Controller of Examinations, only domiciles of the Union Territory of Jammu & Kashmir are eligible.

I) IMPORTANT DATES:

i	Submission of Online Forms/ Hard Copy from	28 th November, 2025
ii	Last date for Submission of Online Forms	27 th December, 2025
iii	Last date for submission of Hard copy	2 nd January, 2026

II) QUALIFICATIONS AND OTHER ESSENTIAL REQUIREMENTS FOR THE POST OF:

1. Controller of Examinations

- Master's degree with at least 55% marks or an equivalent grade "B" in UGC 7 point scale.
- At least 15 years of experience as Assistant Professor in Level 11 of Pay Matrix 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 establishment 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/- or an equivalent post.

2. Additional Controller of Examinations:

- A. Master's degree in any discipline with 55% marks or its equivalent grade of "B" in UGC 7 point scale from a recognized University.
- B. At least 12 years of Administrative/ Teaching experience/ Comparable experience in research establishment and/or other institutions of Higher Education, with 5 years experience as Associate Professor/ Deputy Registrar or equivalent position.

III) PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

In the Seven Point Scale with letter grades O, A, B, C, D, E & F, "B" shall be regarded as equivalent of 55%, wherever the grading system is followed:

Grade	Grade Point	%age 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

IV) SUBMISSION OF ON-LINE APPLICATION FORMS:

Step 1: Visit <http://www.kashmiruniversity.net> and Click on Jobs/Recruitment link. Read detailed Important Instructions and preview of whole process for Registration and submission of Application Form before proceeding ahead.

Step 2: Candidate needs to register him/herself before submitting the Online Application. For Registration, Click on the Register as an Applicant link. Remember the Username and Password for future reference. Use valid Email ID and mobile number during registration process.

Step 3: After successful Registration, Login into the system by using your Username and Password.

Step 4: Key in the personal details, educational qualifications, experience etc then Preview the Form, if details are correct, Click on Submit. If there is variation or you want to update, Click on Preview button, make corrections, updations and then Submit. Remember, no editing or updating is allowed after the Form is submitted. Get a print out of the application form and note the Form No. for future reference.

Step 5: Deposit the Application Fee of Rs. 1200/-, through Online mode.

However, persons with benchmark disabilities (PwD) are exempted from payment of application fee.

V) SUBMISSION OF DOWNLOADED APPLICATION FORM (HARD COPY)

Submit a Print-out of the Application Form submitted online along with the enclosures, duly numbered at right hand top margin, as per the auto-generated serial numbers against each entry, bank pay-in-slip/online payment acknowledgement, properly bounded, either personally or through Speed Post/Registered Post to the Office of the Recruitment, New Administrative Block, University Campus, Hazratbal, Srinagar-190006, J&K,. Candidates sending print-out of their Application Forms by post should ensure that the envelope containing Application Form is superscribed as “*Application for the post of, Post ID Advertisement notice No. Dated*” and reaches by or before the last date. Application Form received by post after the last date shall be subject to rejection without any notice in this regard.

VI) OTHER TERMS AND CONDITIONS:

1. Only those candidates should apply for the post, who fulfill all the eligibility conditions by the last date of submission of online Application Form;
2. 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;
3. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
4. Application Form found incomplete in any respect shall be rejected without any notice;
5. The candidates applying for the post of Additional Controller of Examinations should be domiciles of the Union Territory of Jammu & Kashmir and have to attach the Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose.
6. Application of Government servants should be sent through the Administrative Authority concerned, University Employees through the Registrar of their respective Universities. Applications not routed through the respective channels are liable to be rejected. Candidates may send advance copy of the Application form alongwith the requisite enclosures and application fee (whichever applicable) before the last date of receipt of application form;
7. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.
8. Candidates called for interview shall have to produce the original documents relating to their age, educational qualifications, experience and fitness etc., as required, at the time of interview;
9. Candidates invited for interview shall not be paid any TA and DA;
10. Terms and conditions of appointment of the candidates shall be governed by the provisions of UGC/ J&K CSR/ the Kashmir & Jammu Universities Act, 1969 and Statutes & Regulations made there under from time to time and the Union Ministry of Education, wherever applicable.
11. The University shall verify the antecedents of all documents submitted at the time of appointment or during the tenure of service. In cases, 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 service shall be terminated forthwith/abinitio;
12. Services are transferable between the different Satellite Campuses of the University of Kashmir;
13. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof;

14. Candidates having degrees from a Foreign University should enclose “Equivalence Certificate” issued by Association of Indian Universities (AIU), New Delhi, without which their degree/s will not be considered;
15. The Application fee once paid will not be refunded or re-adjusted under any circumstances.
16. In case of any Corrigendum/ Addendum/ Notice pertaining to this advertisement, the same shall be published on the University website only. Accordingly, all applicants in their own interest are advised to keep track of University website.
17. Candidates are advised to regularly login to his/her profile using username and password for latest updates/important instructions, released by the University from time to time.
18. The salary of the appointee/s shall not be released until a satisfactory verification report about his/her character & antecedents and qualifications/experiences/NOC, in case of in-service candidates is received from relevant Departments /Institutions/ agencies.
19. This is subject to the outcome of writ petition(s) if any, pending before any competent court of law.

Sd/-
Mushtaq Ahmad Mir
Deputy Registrar
(Recruitment)

No. KU/Rect/Advt-Officer/25
Dated: November 26th, 2025