



University of Kashmir

NAAC Accredited Grade "A+"

University Campus, Hazratbal, Srinagar-190006

Advertisement Notice No. 02 of 2019

Dated: 24-10-2019

Online Applications are invited from the permanent residents of Jammu & Kashmir for **07** positions of **Assistant Registrars/Assistant Controllers of Examinations** (Post Code: **PGD-UNV-6**) in Pay Level 10 (Rs. 56100-177500), available in Main Campus and various Satellite Campuses of the University.

Eligibility:

Good Academic record with Masters Degree with at least 55% marks or its equivalent grade "B" in seven point scale.

Age:

The age of candidates as on 01.01.2019 should be:

- a) Not below 18 years; and
- b) Not above
 1. 40 years in case of Open merit
 2. 42 years in case of Physically Challenged candidates

Important Dates:

01	Submission of Online Form/ Hard Copy from	October 28, 2019
02	Last date for submission of Online Forms	November 25, 2019
03	Last date for submission of Hard copies	November 25, 2019

Submission of Online Application Form:

- Step 1:** Visit <http://www.kashmiruniversity.net> and Click on **Jobs** 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 Non-Teaching Jobs 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. **Preview** the Form, if details are correct, Click on **Submit**. If there is variation or you want to update, Click on **Edit**, make corrections, updations and then **Submit**. **Remember, no editing or updating is allowed after the Form is submitted.** Get print-out of the Application Form and note the Form No. for future reference.
- Step 5:** **Select** payment mode for depositing Application Fee (Online mode or against the Pay-in-slip). Deposit the Application Fee of Rs. 750.00, through Online mode or against the bank Pay-in-Slip generated with the Application Form in any of the branches of J&K Bank, across the country.

Candidates can submit online Application Forms at IT Centres located at Main Campus (Main Gate), North & South Campuses and IT Centres located at various Degree Colleges on KUWAN (intranet). Candidates can also submit Application Form manually on the prescribed Form in the Recruitment Section, Main Campus, University of Kashmir, Hazratbal, Srinagar.

Submission of Downloaded Application Form (Hard copy):

Submit a Print-out (hard copy) of the Application Form submitted Online along with the enclosures, duly numbered at right hand top margin, as per the auto-generated serial number against each entry and Online Payment Acknowledgement / Bank Pay-in-Slip, either personally deposited against Proper Receipt *or* through Speed Post addressed to Deputy Registrar (Recruitment), Administrative Block, University Campus, Hazratbal, Srinagar-190006, J&K or deposited against Proper Receipt.

Candidates sending their Application Forms by post should ensure that the envelop is super-scribed as “*Application for the post of Post ID Advertisement No. dated.....*” and reaches by or before the last date. Application Form received by post after the last date should be rejected summarily without any notice in this regard.

Other terms and conditions:

1. Candidates who had already applied for the post of Assistant Registrar (Leh/Kargil/Kupwara Campuses) in response to the Advertisement Notice dated 28.07.2015, need to apply afresh for consideration of their candidature. However, they shall be exempted from payment of Application Fee, for which hand written application should be accompanied;
2. 3% horizontal reservation should be provided to Physically Handicapped Category candidates in accordance with the Notification No. F(Res-Policy-Speciallyabled)KU/Gen.Admin dated 03.05.2017;
3. The appointment shall be governed by the rules & regulations of the State Government/ University Grants Commission/ MHRD Regulations (whichever is applicable);
4. The Vice-Chancellor is empowered to place before the Selection Committee, suitable persons for its consideration;
5. Services are transferable between the different Satellite Campuses of the University of Kashmir;
6. Only those candidates should apply for the post, who fulfil all the eligibility conditions by the last date of submission of Application Form;
7. 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 fee;
8. Candidates called for interview shall have to produce the original documents relating to their age, educational qualifications, experience and fitness etc. at the time of interview;
9. 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;
10. Candidates invited for interview shall not be paid any TA and DA;
11. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
12. Application Form found incomplete in any respect shall be rejected without any notice;
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. 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;
15. 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;

16. The number of vacancies indicated in Advertisement notice is tentative. The University reserves the right to increase/decrease the number of posts at the time of Selection.
17. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.

Sd/-

(Dr. Nisar Ahmad Mir)
Registrar

No. F/Rect/NT-02/KU/19
October 24th, 2019