

UNIVERSITY OF JAMMU

SHORT ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited for the following posts so as to reach in the Office of Assistant Registrar, Estab.(NTW/C&R), First Floor, New Administrative Block, B.R. Ambedkar Road, University of Jammu, Jammu, 180006. on or before **Oct 08, 2015**.

<u>Name of Post</u>	<u>Pay Scale(Rs.)</u>	<u>Grade Pay(Rs.)</u>	<u>No. of Posts</u>
1. Registrar	37400-67000	10000	01
2. Controller of Examination	37400-67000	10000	01
3. Director, College Development Council	37400-67000	10000	01
4. Director, DDE	37400-67000	10000	01
5. Director, Physical Education	37400-67000	10000	01
6. Administrator (GZSA)	37400-67000	10000	01
7. Deputy Registrar	15600-39100	7600	05
8. Assistant Registrar	15600-39100	5400	03
9. Assistant Registrar (Bhaderwah Campus)	15600-39100	5400	01
10. Assistant Registrar (Kathua Campus)	15600-39100	5400	01
11. Scientific Officer (USIC)	15600-39100	5400	01

Prescribed application forms can be obtained from the Forms & Stationery Section, University of Jammu, Jammu, personally on payment of Rs. 1100/- or by post by sending a Bank Draft of Rs. 1150/- drawn in favour of the **REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006,** payable at Jammu.

The application form can also be downloaded from the University Website www.jammuuniversity.in. Those who submit the downloaded application form shall be required to enclose a **Bank Draft worth Rs. 1100/- drawn in favour of the Registrar, University of Jammu, Jammu 180006 Payable at Jammu**

Complete detail is available on the University website www.jammuuniversity.in

Sd/-
REGISTRAR

No. Estab. /NTW/C&R/15/149-200
Dated: 01.09.2015

UNIVERSITY OF JAMMU
ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited for the following posts:-

S.no.	Name of the post	Pay Scale Rs.	Grade Pay Rs.	No.of Posts	Category
1	Registrar*	37400-67000	10000	01	Open
2	Controller of Examination*	37400-67000	10000	01	Open
3	Director, (CDC)l*	37400-67000	10000	01	Open
4	Director, Directorate of Distance Education	37400-67000	10000	01	Open
5	Director, Physical Education	37400-67000	10000	01	Open
6	Administrator (GZSA)\$	37400-67000	10000	01	Open
7	Deputy Registrar	15600-39100	7600	05	Open
8	Assistant Registrar #	15600-39100	5400	03	Main Campus (^SC=01,ST=01,^Open=01)
9	Assistant Registrar # Bhaderwah Campus	15600-39100	5400	01	Bhaderwah Campus (Open=01)
10	Assistant Registrar # Kathua Campus	15600-39100	5400	01	Kathua Campus (Open=01)
11	Scientific Officer (USIC)	15600-39100	5400	01	Open

* The selection shall be made for a tenure of 5 years, which may be renewed as per Statutes in force.

The earlier notification issued vide No. Adm./C&R/11/1677-1776 dated 29.08.2011 stand withdrawn & positions are being re-advertised as per the approval of the competent authority and selection process initiated, if any, stand cancelled.

^ Lien Bound posts, Likely to be free.

\$ Post mentioned at S.No.6 shall be tenure based for period of five years.

Note : For vacancies at S.no. 8,9 & 10 Candidates should apply separately. The posts of Assistant Registrar for the Bhaderwah Campus and the Kathua Campus are non-transferable and are exclusively for the Bhaderwah Campus & the Kathua Campus.

Qualifications: -

(A) Registrar / Controller of Examinations / Director, Colleges Development Council

- a) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- b) At least 15 years of experience as(Assistant Professor(Sr. Scale) /Assistant Professor with 8 years in Associate Professor's grade alongwith experience in Educational Administration.
OR
Comparable experience in research establishments and/or other institutions of higher education.
OR
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Note : (The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers/ Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level.)

(B) Director, Directorate of Distance Education

- A. (i) An eminent scholar with Ph.D qualification(s) in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and / or research/ policy papers.
- (ii) A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)

OR

B. An outstanding professional with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned / allied / relevant discipline, to be substantiated by credentials.

(C) Director, Physical Education

- i. Ph.D in Physical Education.
- ii. Experience of at least ten years as University Dy. DPEs or 15 years as University Assistant DPEs/College DPEs (Selection Grade)
- iii. Participated in atleast two National / International seminars / conferences.
- iv. Consistently good appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of atleast two weeks duration.
- vi. Evidence of having produced good performances teams / athletes for competitions like State / National/ Inter-University/ Combined University etc.

(D) Administrator (General Zorawar Singh Auditorium)

- a. Master's Degree with 55% marks in any discipline or its equivalent grade of B in UGC Seven Point Scale from a recognized University.
- b. Ph.D in any discipline.
- c. Atleast 15 years of Administrative and /or teaching experience of which 8 years as Deputy Registrar OR an equivalent post or position.

OR

Atleast 15 years of experience as Assistant Professor with eight years in Reader/Associate Professor grade/ Assistant Professor (selection grade) alongwith experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

(E) Deputy Registrar

- i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii) Five years of experience as Lecturer in a College or a University with experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

(F) Assistant Registrar

Good academic record plus Master's Degree with at least 55% (50% in case of SC/ST) of the marks or its equivalent grade of B in the UGC Seven Point Scale.

(G) Scientific Officer (USIC)

Ph.D./M.E./M.Tech. in instrumentation. Minimum five years experience in profession.

**The following shall be the criteria for selection to the posts of Assistant Registrar
(The Main Campus, Baderwah & Kathua Campuses) of the University.**

1. There shall be a written test consisting of two papers --- Paper I and Paper II.

PAPER-I

Maximum Marks= 160

Duration: 3 Hours

Part (A)

(General Awareness- Objective type)

- | | |
|--|------------|
| i) Test of reasoning (20 questions of one marks each) | = 20 Marks |
| ii) Numerical Ability (20 questions of one mark each) | = 20 Marks |
| iii) General Knowledge Ability (20 questions of one mark each) | = 20 Marks |

Part (B)

- | | |
|--|---|
| i) 20 Questions about the Kashmir & Jammu Universities Act, 1969.
Statutes and Regulations under the Act (as amended upto 68 th University
Council,2009) Jammu University Calendar, Vol. I & II, 2010. | = 100 Marks (each
question shall be of 5
marks) |
|--|---|

PAPER-II

(English Comprehension)

Maximum Marks= 100

Duration: 1 ½ Hours

Components:-

- | | |
|--|------------|
| i) Short Essay of 200 words | = 30 Marks |
| ii) Letter Writing | = 20 Marks |
| iii) Precis writing (1/3 rd of the length of a given Paragraph) | = 20 Marks |
| iv) Grammer (Antonyms, Synonyms, Prepositions, One word substitution,
fill in the blanks, Correct-Incorrect & Idioms)
30 questions of one mark each. | = 30 Marks |

2. The following percentile weightage of marks shall be awarded while computing the overall merit of the candidates:-

I.	Written Test Component	80%
II.	Viva-Voce Component	20%
	Total	100 %

3. The final merit list shall be prepared strictly in accordance with the performance of the applicants in both the papers. Out of this merit list, the number of candidates equal to six times the number of vacancies shall be called for interview.

4. The University Calendar Volumes I & II (2010), can be obtained from the Assistant Registrar (Forms & Stationery), University of Jammu, on cash payment of Rs. 950/-. The University Calendar Volumes I & II (2010) can also be downloaded from University website www.jammuuniversity.in.

Application Form

1. Prescribed application forms can be obtained from the (Forms & Stationery Section of the University of Jammu, Jammu, personally on a payment of **Rs. 1100/-** or by post by sending a Bank Draft of **Rs. 1150/-** drawn in favour of the **REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006**, payable at Jammu.
2. The application form(s) can also be downloaded from the University Website www.jammuuniversity.in. Those who submit the downloaded application form(s) shall be required to enclose **Bank Draft worth Rs. 1100/- drawn in favour of the Registrar, University of Jammu, Jammu 180006 encashable at Jammu**. The candidate shall, however, be required to put his/her signatures with date on the bottom of each page of the downloaded application form.
3. Application forms accompanied with attested copies of qualification certificates/testimonials including experience certificates issued by the Competent Authority, alongwith self-addressed envelope affixed with postal stamps worth Rs. 50/- be sent only by Registered/Speed Post to the **Assistant Registrar, Estab.(NTW/C&R), New Administrative Block, B.R. Ambedkar Road, University of Jammu,180006**. so as to reach on or before **Oct 08, 2015**. **Employee(s) of the University of Jammu desirous of applying can deposit their form(s) by hand till the last date.**

Complete detail is also available on the University Website www.jammuuniversity.in.

Note:

1. In the seven point scale with letter grades O,A,B,C,D,E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE		
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

2. 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 qualifications and experience higher than the minimum prescribed or by conducting a screening test.
3. The interview letters shall be sent under Registered/Speed Post. The University shall, however, not be responsible for any postal delay/lapse.
4. Applications of Government Servants should be sent through the Administrative Authority concerned, by the University Employees through the Registrars of their respective Universities and by the persons employed in the private Firms and Institutions through the Heads of the Firms/Institutions concerned. 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).
5. Applications received late or on plain paper or incomplete in any respect will not be entertained.
6. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the selection committee.
7. 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 they are appointed.

8. Terms and conditions of appointment of candidates shall be governed by the provisions of the Kashmir and Jammu Universities Act, 1969, 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, mutatis mutandis, applicable to the University employees also.
9. Candidates invited for the interview(s) will have to present themselves for interview at Jammu at their own expenses.
10. 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.
11. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
12. All enclosures attached with the application form should be self-attested by the candidate.
13. For age & relaxation thereof, the norms of the J&K State Govt. shall apply for the posts mentioned at S.No. 7,8,9,10 & 11 of the advertisement. The Maximum age shall be calculated with 01.01.2015 as the cut off date.
14. This is subject to the outcome of writ petition(s),/if any, pending before any Competent Court of Law.
15. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof and numbers of vacancies may increase or decrease at the time of selection process.
16. The posts of Assistant Registrar for Bhandarwah Campus and the Kathua Campus are non- transferable and are exclusively for the Bhandarwah Campus & the Kathua Campus.
17. For positions at S.No.7,8,9,10 & 11 only the permanent residents of the J&K State can apply.
18. The candidates who have already applied earlier (except for the post at S.no. 8,9 & 10) need not to apply again. However, they can submit their fresh Bio-data / Supporting documents, if any , upto the last date of submission of application form.

**Sd/-
REGISTRAR**

**No .Estab./NTW/C&R/15/149-200
Dated: 01.09.2015**