

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

ONLINE applications are invited from the Domiciles of Union Territory of Jammu and Kashmir for the following positions in the University of Jammu:

S. No.	Name of the post	No. of vacant post/s	Campus & Category- wise breakup	Pay Level & matrix as per 7 th pay scale
1.	Junior Engineer, Civil	02	Main Campus = 02 (UR)	Level-6 (35,400-1.12.,400)
2.	Semi-Professional Assistant	04	Main Campus = 04 (UR= 02, RBA=01, PSP = 01)	Level-6 (35,400-1.12.,400)
3.	Lab. Assistant (Geography)	01	Main Campus = 01 (RBA)	Level-6 (35,400-1.12.,400)
4.	Data Entry Operator	14	Main Campus = 14 (UR= 07, RBA=02, SC=01, ST=01, EWS = 01, ALC/IB=01, PSP = 01)	Level-5 (29,200 -92,300)
5.	Steno-Typist	05	Main Campus = 05 (UR= 03, RBA = 01, SC = 01)	Level-5 (29,200 -92,300)
6.	Junior Assistant	15	Main Campus = 15 (UR= 06, RBA=02, SC=01, ST=02, ALC/IB=01, EWS = 01, PSP = 01, Social Caste = 01)	Level-4 (25500-81100)
7.	Section Cutter (Geology)	01	Main Campus = 01 (UR)	SL3(16900-53500)

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS FOR SUBMISSION OF APPLICATION FORM

S.No.	Details	Date
1	Opening of online Application Portal visit www.Jammuuniversity.ac.in	05.03.2024
2.	Last date for submission of complete online application form through above portal	04.04.2024

QUALIFICATIONS AND ELIGIBILITY CRITERIA

1. Junior Engineer (Civil)

Must hold Diploma in Civil Engineering of a recognized Institute with at least 2-3 years experience as J.E OR Bachelor of Engineering.

2. Semi- Professional Assistant

Graduate with Bachelors in Library Science

3. Laboratory Assistant (Geography)

M.Sc. in the subject concerned.

4. Data Entry Operator

BCA/Graduation in any discipline with PGDCA

5. Steno-Typist

Graduate having minimum speed of 60 w.p.m in shorthand and 40 w.p.m in typing

6. Junior Assistant

Graduate with a Computer typing speed of 40 words per minute.

7. Section Cutter

Middle Pass and Certificate Course from ITI OR Middle Passed with skill in the trade



GENERAL INSTRUCTIONS:

1. The applicants are required to produce printout of completed ONLINE application form (Hardcopy) duly self-attested along with supporting documents at the time of skill test/trade test/Computer Test/Interview etc. or as and when sought by the University failing which such candidates shall not be allowed to participate in the further process of selection.
2. Keep a printout of completed online application (Hardcopy) form for future reference also.
3. The Candidates applying for the aforesaid positions should be domiciles of the Union Territory of Jammu and Kashmir and have to upload the Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose.
4. Horizontal reservation shall be granted as per the norms.
5. EWSs certificate for the purpose of applying for jobs at the level of Union territory of Jammu and Kashmir must have been issued as per Form XIV-A in terms of J&K Reservation Rules, 2005, read with amendments carried out vide SRO 518 of 2019 dated 02.09.2019 only.
6. Age as on 01/01/2024

i)	Minimum for all candidates:	= 18 years
ii)	Maximum for:	
a)	General Candidates	= 40 years
b)	Socially and Educationally backward classes viz. weak and under privileged classes OSC (other Social Caste)/SC/ST/RBA/EWS (Economically weaker Section) /ALC/IB /PSP (Pahari Speaking people) candidates	= 43 years
c)	Physically challenged candidates	= 42 years
d)	In case of candidates already in Government Service / Contractual employees	= 40 years
e)	Every Ex-Serviceman having served in the Armed Forces shall be allowed to deduct the period of such Service from his Actual Age and if the Resultant Age does not exceed the maximum age limit prescribed for the post by more than 3 years, he shall be deemed to satisfy the condition regarding Age limit.	
7. 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

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

8. Candidates should carefully read the requisite minimum essential qualifications and experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of information submitted by the candidates in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

Application once submitted cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particular entered by the candidate in the online



Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details/documents ready before you start filling up the Application online.

9. Fee of Rs 1070/- has to be paid for the above mentioned positions through the recruitment portal payment gateway. The application shall be considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances.
10. Candidates who have successfully submitted their applications have to ensure that their name appears in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the online application form their names would appear in the list. If there is any discrepancy/query, please contact creationandrecruitment@jammuuniversity.ac.in within one week from the date of display of the list.
11. Only those candidates should apply for these posts who fulfill the eligibility criteria on or before the last date of submission of online application. Further, the prescribed qualifications and experience are the minimum and the mere fact that a candidate possessing them will not entitle him/her for being called for screening test and/or interview and/ or Trade test /skill test etc. The University reserves the right to restrict the candidates to be called for interview/Trade/skill test to a reasonable number on the basis of a screening test and/or qualifications and /or experience/or any other screening criteria higher than the minimum prescribed.
12. The candidate applying against reserved posts are required to upload the self-attested copy of relevant valid 'Reserved Category Certificate' issued by the Competent Authority in the performa as prescribed by the Jammu and Kashmir Government alongwith domicile certificate.
13. Correspondence with the applicants for intimation of written tests/interviews will be done by email and/ OR by uploading the notice on University website. No correspondence will be made with applicants who are not shortlisted/called for screening test and/or interview and/ OR Trade/skill test etc. The University shall, however, not be responsible for any postal delay/lapse.
14. The list of shortlisted candidates will be uploaded on the University website. (www.jammuuniversity.ac.in). As such, the applicants are advised to keep checking the website for information and other updates.
15. Canvassing, in any form, by or on behalf of the candidate will summarily disqualify the candidate.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
17. The Government Servants apart from online submission of application form should also send the print out of complete application form (hard copy) through the Administrative Authority concerned, 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 proper channels are liable to be rejected. However such applicants shall be provisionally allowed to appear in the Interview/Trade Test/Skill Test etc. on the submission of No objection Certificate (NOC) from the employer.

Mailing address for forwarding hardcopy of Application Form and documents:
**"Assistant Registrar, Creation and Recruitment (NTW) First Floor, Administration Block-II,
Baba Saheb Ambedkar Road, University of Jammu, Jammu-180006"**

18. Incomplete applications will be summarily rejected.
19. For any technical support or system error during the submission of online application form, the candidates may approach the creation and recruitment section at e-mail creationandrecruitment@jammuuniversity.ac.in contact at 0191-2435248, 2435259 (Extn - 2265 & 2229).
20. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the selection committee.
21. 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 there under from time to time. Where the University does not have its own service rules, those prescribed by the J&K Government for its employees are, mutatis mutandis, applicable to the University employees also.

22. Candidates invited for the screening test and/or interview and/ or Trade test /skill test etc will have to present themselves at Jammu at their own expenses.
23. 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.
24. The University also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the University.
25. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience etc., at the time of interview and/ or Trade test /skill test etc and also before joining the post to which they are appointed.
26. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the University Website only. Accordingly, all applicants in their own interest are advised to keep track of University Website.
27. The number of vacancies shown above is tentative and the same may increase or decrease, at the time of selection.
28. This is subject to the outcome of writ petition (s) if any, pending before any competent court of law.
29. **Selection Criteria and scheme of entrance test and the syllabi for the above mentioned positions, shall be notified separately and uploaded on the University website www.jammuuniversity.ac.in**
30. If the Degree Certificate is not available at the time of filling up the on-line application form, the candidates may upload the Provisional Degree/Final Semester Mark sheet in place of Degree. However, the candidates shall have to submit the Degree at the time of verification of documents



REGISTRAR
W.S.

No.Estab./NTW/C&R/24/ 3111 - 3210

Dated: 26 - 02 - 2024

Copy to:-

1. Spl. Secretary to The Vice-Chancellor
2. Dean Academic Affairs / DRS
3. Registrar
4. Sr. P.A. to Controller of Examinations.
5. Director, DIQA/DDE/CDC/CACE&E/ Computer Centre/ Physical Education/ Academic Staff College/Centre for Studies in Museology & Sheikh-ud-Din-Noorani Museum of Heritage/DSRS/Centre for History of Culture of Jammu & Ladakh region/SHTM/ICCR&HRM/ Disaster Management Cell.
6. All Rectors of the various Campuses of the University.
7. All Directors of the Satellite Centers
8. Dear, Planning & Development/ Students Welfare/ Dean, Student Placement and Provost, Hostels (Boys / Girls)
9. All Heads of the Teaching Departments of the University
10. I/C Librarian, Dhanvantri Library
11. Director Information department, J&K Government, Jammu.
12. Employment Information-cum-Advisory Bureau, University of Jammu
13. Sr. P.A. to Joint Registrar / Joint Registrar(Finance)
14. Director, Disaster Management Cell/OSD Foreign Collaborations
15. Programme Coordinator, NSS
16. Chief Medical Officer
17. All Wardens of University Hostels
18. All Dy. Registrars/Assistant Registrars
19. Director, Centre for ITES for uploading the same on the University website.
20. Executive Engineer/Manager Guest House
21. President, JUTA/JUOWA/NTEU/JUNGEA
22. Station Director, Radio Kashmir, Jammu.
23. Director, Doordarshan Kendra, Jammu.
24. All Sections
25. Forms & Stationery Section, with 3 spare copies.
26. Guard file