

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

ONLINE applications are invited from the Domiciles of the Union Territory of Jammu and Kashmir for the following positions in the University Institute of Engineering and Technology (UIET), Janglote, Kathua, a Constituent College of the University of Jammu:

<u>S. No.</u>	<u>Name of the post</u>	<u>No. of vacant post/s</u>	<u>Campus/College & Category-wise breakup</u>	<u>Pay Level & matrix as per 7th pay scale</u>
1.	Foreman	01	UIET = 01 (UR)	Level-6E (35,900-1,13,500)
2.	Junior Stenographer	02	UIET = 02 (UR=01, SC=01)	Level-6B (35,600-1,12,800)
3.	Workshop Assistant	02	UIET = 02 (UR=01, SC=01)	Level-5 (29,200-92,300)
4.	Accounts Assistant	01	UIET = 01 (UR)	Level-5 (29,200-92,300)
5.	Workshop Instructor	02	UIET = 02 (UR=01, SC=01)	Level-4 (25,500-81,100)
6.	Lab. Technician	02	UIET = 02 i) Civil = 01 (UR=01) ii) CSE = 01 (SC=01)	Level-4 (25,500-81,100)
7.	Pharmacist	01	UIET = 01 (UR)	Level-4 (25,500-81,100)
8.	Junior Assistant.	01	UIET = 01 (UR)	Level-4 (25,500-81,100)
9.	Store Keeper	01	UIET = 01 (UR)	Level-4 (25,500-81,100)
10.	Maintenance Assistant	01	UIET = 01 (UR)	Level-2 (19,900-63,200)
11.	Library Assistant	01	UIET = 01 (UR)	Level-2 (19,900-63,200)
12.	Driver	02	UIET = 02 (UR=01, SC=01)	Level-2 (19,900-63,200)
13.	Multi-Tasking Staff (MTS)	06	UIET = 06 (UR=03, SC=01, ST1= 01, ST2= 01)	SL1 (14,800-47,100)

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

<u>S.No</u>	<u>Details</u>	<u>Date</u>
1	Opening of online Application Portal- www.jammuuniversity.ac.in	15.06.2026
2.	Last date for submission of the complete online application form through the above portal	14.07.2026

QUALIFICATIONS AND ELIGIBILITY CRITERIA

1. Foreman

B.E/B.Tech. first class in Mechanical/Production Engineering or its equivalent from a recognized University.

2. Junior Stenographer

Graduate from any recognized University having minimum speed of 65 and 35 words per minutes in shorthand and type writing respectively and a six months certificate course in Computer Applications from a recognized Institute.

3. Workshop Assistant

Matriculate with National Trade Certificate from recognized Technical Institute with three years experience in -

1. Foundary Smithery
2. Sheet Metal
3. Machine Shop
4. Carpentry/Woodworking
5. Fitting and Welding

Handwritten signature and initials in the bottom left corner.

4. **Accounts Assistant**

Graduate in any stream from any recognized University with minimum of 50% marks for open merit and 45% marks for reserved categories. However, candidates having Post-Graduate Degree with 50% marks or holding Ph.D. Degree or equivalent shall also be eligible for selection to the post of Accounts Assistant.

5. **Workshop Instructor**

Matriculation with 3 year Diploma in concerned Trade from recognized Institute.

6. **Lab. Technician (Civil/CSE)**

Diploma in the appropriate discipline i.e. Civil/Computer Engineering with five years experience.

7. **Pharmacist**

10+2 with Diploma from State Medical Faculty OR Diploma in Pharmacy with 5 years experience.

8. **Junior Assistant**

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

9. **Store Keeper**

B.Sc. with experience of handling stores.

10. **Maintenance Assistant**

Matriculate having National Trade certificate in Electrical Trade.

11. **Library Assistant**

Bachelor's of Library Sciences from a recognized University.

12. **Driver**

Middle pass with driving license in hill roads (Commercial) with five years experience.

13. **Multi-Tasking Staff (MTS)**

Minimum Matric & Maximum 10+2

GENERAL INSTRUCTIONS:

1. 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.
2. 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.
3. Horizontal reservation shall be granted as per the norms.
4. Age as on 01/01/2026
 - i) Minimum for all candidates: = 18 years
 - ii) Maximum for:
 - a) General Candidates = 40 years
 - b) SC/ST1/ST2/Backward Area (RBA)/EWS (Economically weaker Section)/Other Backward Classes (OBC)/ALC/IB candidates = 43 years
 - c) Physically challenged candidates = 42 years
 - d) In case of candidates already in Government Service/ Contractual employees = 40 years
 - e) Ex-Serviceman = 48 years
 - f) For in-service permanent employees of the University of Jammu = 50 years

- 5. 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 follows:

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

- 6. 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.

- 7. **Fee of 1300/-** 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.
- 8. 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/application form Id 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.
- 9. Only those candidates should apply for these posts who fulfil the eligibility criteria on or before the last date of submission of the 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 a 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.
- 10. The candidates 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.
- 11. Correspondence with the applicants for intimation of written tests/interviews will be done by email and/ OR by uploading the notice on the 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.
- 12. 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.
- 13. Canvassing, in any form, by or on behalf of the candidate will summarily disqualify the candidate.
- 14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding.
- 15. The Government Servants apart from online submission of the application form should also send the printout of the 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 a 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"

16. Incomplete applications will be summarily rejected.
17. For any technical support or system error during the submission of the 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 - 2256 & 2229).
18. Candidates selected for appointment will be placed on probation for one or two years as per the recommendations of the selection committee.
19. 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 J&K Government for its employees are, mutatis mutandis, applicable to the University employees also.
20. 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 expense.
21. 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.
22. 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.
23. 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.
24. 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 the University Website.
25. The number of vacancies shown above is tentative, and the same may increase or decrease, at the time of selection.
26. The posts for UIET, Janglote are non-transferable and are exclusively for the UIET, Janglote, a Constituent College of the University of Jammu.
27. This is subject to the outcome of writ petition (s) if any, pending before any competent court of law.
28. **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**
29. If the Degree Certificate is not available at the time of filling up the online application form, the candidates may upload the Provisional Degree/Final Semester Mark sheet in place of the Degree. However, the candidates shall have to submit the Degree at the time of verification of documents.


REGISTRAR


No.Estab./NTW/C&R/26/677-776
Dated: 09-06-2026

Copy to:-

1. Spl. Secretary to the Vice-Chancellor for the kind information of the Hon'ble Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Dean Students Welfare/Dean Students Placement
3. Sr. P.A. to the Registrar/Controller of Examinations/Finance Officer

4. All Deans of Faculties
5. Director, CD&OE/DIQA/CITES&ET (with a request to direct the concerned to upload the same on the University website)/CDC/Computer Centre
6. Chief Coordinator Campuses/Rectors/Directors of the various Campuses of the University
7. All Heads of the Teaching Departments of the University/Directors of Centres
8. I/C Librarian, Dhanvantri Library
9. Director, Information Department, J&K Government, Jammu
10. The Chief Accounts Officer, University of Jammu
11. Chief Medical Officer
12. All Wardens of University Hostels
13. All Dy. Registrars/Assistant Registrars
14. All the Branch Officers of the Registry
15. Executive Engineer/Manager Guest House
16. President, JUTA/JUOWA/NTEU/JUNGEA
17. All Sections
18. Guard file

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For n/a.
Jammu
10-6-26