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Central University of Jammu

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Rahya- Suchani (Bagla), District Samba-181143 Jammu (J &K)

Ph. No. 01923-249658; website: www.cujammu.ac.in

**EMPLOYMENT NOTIFICATION NO 30
(For Non-Teaching posts)**

Applications through online mode are invited from the eligible candidates possessing prescribed qualifications and age as indicated against each post read with Cadre Recruitment Rules of the University and Govt. of India norms.

Only online applications complete in all respects along with online non-refundable fee payment of **Rs. 1000/-** (except in case of candidates belonging SC/ST/PwBD/regular employees of Central University of Jammu) will be accepted. Candidates shall satisfy themselves about eligibility and other conditions prior to submission of online application. The portal / link for submission of online applications will remain open from **15.02.2024 (10:00 AM) to 07.03.2024 (11:59 PM)** at www.cujammu.ac.in

For further details: Eligibility, Number of Posts and other conditions please visit University website www.cujammu.ac.in

The University reserves the right not to fill any of the posts advertised.

Sd/-
REGISTRAR

No. CUJ/Estab.NT/EN 30/2024/66

Date: 09.02.2024



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EMPLOYMENT NOTIFICATION NO. 30 (For Non-Teaching posts)

Applications through online mode only from the eligible candidates possessing eligibility conditions as indicated against each post read with Cadre Recruitment Rules of the University available on the University website www.cujammu.ac.in under direct recruitment are invited from candidates for appointment to the various non-teaching positions.

The vacancy* details are as under:

Sl. No	Name of the Post	Pay Scale (as per 7 th CPC)	No. of Posts
1.	Registrar** (Tenure post for a period of 5 years or 62 years age whichever is earlier)	Rs.144200 – 218200, (Level-14)	01 - UR
2.	Finance Officer** (Tenure post for a period of 3 years or 62 years age whichever is earlier)	Rs.144200 – 218200, (Level-14)	01 - UR
3.	Controller of Examinations (Tenure post for a period of 5 years or 62 years age whichever is earlier)	Rs.144200 – 218200, (Level-14)	01-UR
4.	Librarian** (Tenure post for a period of 5 years or 62 years age whichever is earlier)	Rs.144200 – 218200, (Level-14)	01 - UR
5.	Deputy Librarian	Rs.131400 –217100 , (Level –13A)	01- UR
6.	Internal Audit Officer***	Rs.78800 – 209200, (Level-12)	01 – UR(PwD)

Note: UR-Unreserved, PwD – Person with Disability (Benchmark)

*The University reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

** Candidates who have already applied under Employment Notification No. 23 & 27 are required to apply afresh through online mode. However, they need not pay application fee. They are required to mention their date of birth and application form number allotted to them under Employment Notification No. 27.

*** On deputation basis

- 1. REGISTRAR** (Level 14 i.e. Rs. 144200-218200 as per 7th CPC)
(Tenure Post: 5 years)
Age: Preferably below 57 Years
Essential Qualifications and experience:

- i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

- ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration

OR

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

OR

15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.

2. FINANCE OFFICER (Level 14 i.e. Rs. 144200-218200 as per 7th CPC)

(Tenure Post: 3 years)

Age: Preferably below 57 Years

Essential Qualifications and experience:

- i. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

- ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration

OR

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

OR

15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.

3. CONTROLLER OF EXAMINATIONS (Level 14 i.e. Rs. 144200-218200 as per 7th CPC)

(Tenure Post: 5 years)

Age: Preferably below 57 Years

Essential Qualifications and experience:

- i. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

- ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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 or an equivalent post.

4. LIBRARIAN (Academic Level – 14 i.e. Rs. 144200-218200 as per 7th CPC)

(Tenure Post: 5 years)

Age: Preferably below 57 Years

Essential Qualifications and Experience: As per UGC Regulations 2018, as amended from time to time:

- i. A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.
- ii. At least ten years as a Librarian at any level in University Library or ten

years of teaching as Assistant / Associate Professor in Library Science or ten years' experience as a College Librarian.

- iii. Evidence of innovative Library services, including integration of ICT in a library.
- iv. A Ph.D Degree in Library Science / Documentation /Archives and manuscript keeping.

5. DEPUTY LIBRARIAN (Academic Level–13 A i.e. Rs. 131400 –217100 as per 7th CPC)
(Direct Recruitment)

Age: 50 Years

- i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii. Eight years experience as an Assistant University Librarian/ College Librarian.
- iii. Evidence of innovative library services including integration of ICT in library.
- iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library.

6. INTERNAL AUDIT OFFICER (Level–12 i.e. Rs.78800 - 209200 as per 7th CPC)
(Deputation post)

Age: 56 Years

Essential Qualifications and experience:

- i. By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Govt., holding analogous posts on regular basis.

OR

with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department or Autonomous bodies.

OR

with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department or Autonomous bodies.

GENERAL TERMS & CONDITIONS

1. Eligibility Conditions: Candidates are advised to confirm their eligibility prior to submission of online application form. Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the online applications. Candidate may not be called for Interview if he / she does not possess the minimum qualification and experience etc. as on the closing date of the online application for a particular post.

2. Fee: Applicants are required to apply on separate online application form for each post. Application Forms without the required online application fee shall be rejected. Submission of online application with requisite fee of Rs 1000/- is mandatory for all applicants. Application fee once paid shall not be refunded under any circumstance.

Candidates belonging to SC, ST, PwBD & regular employees of Central University of Jammu are exempted from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed format is produced at the time of Interview. Except in case of SC/ST/PwBD & regular employees of Central University of Jammu, applications without the requisite online fee payment will not be considered.

3. In-service candidate(s) must submit his/her application through proper channel. However, he / she may send an advance copy of his / her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he / she shall not be interviewed. In-Service candidates must submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated

against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.

4. Reservations and Relaxations: Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste / Schedule Tribes / OBC / PwBD / EWS or other reserved categories as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority must be produced. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC / Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Scrutiny Committee.

5. Qualifications, Experience & Other documents: It is the sole responsibility of the candidate to assess his / her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his / her online application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Candidature will be cancelled at any stage of the recruitment / appointment in case of any anomaly observed. Only one representation to disqualified candidates will be entertained by the scrutiny committee. Therefore, all candidates are advised to ascertain their eligibility strictly as per eligibility criteria of the post(s) prescribed in this Notification.

- a. Candidate should bring all certificates & testimonials in original along with one set of self-attested photocopies relating to his / her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the documents, he / she shall not be allowed to appear in the interview and his / her candidature shall be treated as cancelled without any further communication in this regard.
- b. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi.
- c. The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- d. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of Hon'ble Vice Chancellor shall be final.
- e. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of scrutiny / interview due to whatever circumstances, his / her appointment shall be liable to termination forthwith as per this clause and also based on his / her undertaking in online application form.
- f. Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities / sources. If, any claim / certificate / document is found to be false / fake / incorrect / *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his / her appointment, if already appointed.
- g. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled or services shall be terminated forthwith, if already appointed, as the case may be.

6. Nature of Duties: The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The selected candidate is liable to serve anywhere in the country or outside the country where the

offices, Campuses or projects of the University are located or may be located in future. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.

7. Selection Process:

- a. The University shall not be responsible for any delay. Online application must be submitted prior to closing date and time of online application on the portal. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the online application which will facilitate communication at any point of time.
- b. For all positions, candidates must possess good knowledge of computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.)
- c. The University reserves the right to place reasonable limit on the total number of candidates to be called for interviews.
- d. The selected candidates shall be appointed under written contract.
- e. The selected candidate will have to undergo a medical examination / test to ascertain his / her medical fitness for the post prior to joining. In case, he / she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies may submit Medical Fitness Certificate from any Government Hospital at the place of his / her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district at the time of joining of applicant.
- f. The persons appointed against any post shall be governed by the University Act, Statutes, Ordinances, Regulations & Rules governing the service conditions / method of recruitments, CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India / Guidelines of the UGC adopted by the University from time to time.
- g. Age of superannuation for all the positions shall be as per GoI / UGC norms as amended from time to time.
- h. Offer of appointment to selected candidates shall remain valid for 30 days from the date of issue of appointment order. Non-reporting / joining of appointed candidates within the prescribed time limit will automatically cancel the appointment. Such posts may be offered to next candidate as per merit list.

8. Rejection of Applications Forms:

- a. Interim enquiries shall not be entertained.
- b. Conditional application forms will not be entertained by the University.
- c. Canvassing in any form shall disqualify the candidature of the candidate
- d. Online Applications not filled up on the basis of supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete online applications shall be rejected summarily.
- e. Application forms received after the last date of receipt of online application or incomplete application form in any respect.
- f. No amendments in online application will be allowed. Thus, candidates are advised to be careful while filling the online application.

9. Other Conditions:

- a. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of meeting of selection committee.
- b. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

- c. Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check University website for updates / corrigendum. Issuance of notifications in the newspapers is not obligatory on the part of the University. All correspondence including intimation of Interview will be sent by University in the login id / registered email of the candidate. Any change of postal address given in the application form should at once be communicated to the University.
- d. In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
- e. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.

10. Selection Criteria: The recruitment to the advertised posts shall be carried out in accordance with the UGC Regulations as amended from time to time / University / GOI norms.

Sd/-
REGISTRAR

No. CUJ/Estab.NT/EN 30/2024/66
Date: 09.02.2024

Check list of Documents (as applicable) to be enclosed/uploaded		
S.No.	Documents	
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelor's Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M.Phil Marks Sheet	
10.	M.Phil Degree	
11.	Ph.D. Degree	
12.	Experience Certificate(s) from previous employers	
13.	Application Endorsement from the present employer	
14.	Online Application fee payment receipt for the application fees	
15.	API Score Sheet for Librarian / Deputy Librarian	
16.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
17.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
18.	Vigilance Clearance Certificate from employer	
19.	No disciplinary proceeding pending / contemplated certificate from employer	
20.	Any other (Please Specify)	