



CENTRAL UNIVERSITY OF JAMMU

Bagla (Rahya Suchani), District-Samba,
Jammu, J&K. Pin Code 181143
Website: www.cujammu.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS Employment Notification No.- 13

Applications on prescribed form are invited from eligible candidates for appointment to the following posts in the University so as to reach this office by 7th October, 2015:

| S. No | Name of the Post | Pay Band & Grade Pay | No. of Posts |
|-------|--|------------------------------|--------------|
| 1. | Librarian | Rs.37400-67000+AGP Rs. 10000 | 01-UR |
| 2. | Internal Audit Officer (on deputation) | Rs.15600-39100+GP Rs.7600 | 01-UR |

UR-Unreserved, OBC- Other Backward Classes, SC- Scheduled Castes, ST- Scheduled Tribes,
PwD- Persons with Disabilities

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS.

1. LIBRARIAN (PB Rs.37400-67000+AGP Rs.10 000)

Age: Preferably below 55 Years

Essential Qualifications and/or experience:

- Master's Degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- At least thirteen years as Deputy Librarian in a University or eighteen years experience as a College Librarian.
- Evidence of innovative library service and organization of published work.
- A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 as amended in 2013 (to be supported by the documentary evidence).
- Five Library Research Papers.

Desirable:

M.Phil./Ph.D. Degree in Library Science/ Information Science/ Documentation/
Archives and Manuscript-keeping.

2. INTERNAL AUDIT OFFICER (Pay Band Rs. 15600-39100+ Grade Pay Rs.7600)
(Appointment shall be on deputation basis)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

a. (i) All India/SAS organized Audit and Accounts Services Officer holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs.7600/-

OR

(ii) Officer qualified in SAS or its equivalent Accounts Services examination of Centre/ State Government holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs.6600/- with three years experience.

OR

(iii) Officer with at least 09 years experience in the Pay Band of Rs.15600-39100+ G.P. Rs.5400/- as Senior Audit Officer/ Accounts Officer (Audit)/ Assistant Registrar with experience in Audit & Accounts work department of various organization/ University etc.

The selection will be made on the basis of panel received after interviews of candidates.

OTHER CONDITIONS:

1. Candidates applying for the post of Librarian must enter the relevant score in the Academic Performance Indicator (API) based on Performance Based Appraisal System as given in API Score Sheet in the application form. Each API Score must be supported by the documentary evidence, without which no claim on account of API score would be entertained.
2. Candidates applying for the post of Librarian shall necessarily submit copies of five Library research paper published in Journals/books, along with their application.
3. The candidate selected for the post shall be required to serve at any place notified as the Campus of then Central University of Jammu.
4. Relaxation of 5% marks (from 55% to 50%) may be provided at the Master's Level in case of SC/ST/PwD candidates and to those Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in the point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
5. The period put in by the candidates as Residency Period to acquire M.Phil. and/or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form.
6. (i) The reservation for the SC/ST/OBC/Persons with Disabilities in appointments for the SC/ST/OBC/PwD candidates will be as per the Govt. of India/UGC rules.
(ii) Candidates applying against post reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable.

- (iii) Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Persons with Disabilities.
7. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.
 8. The appointment under reserved category will be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belonging to particular category is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code/Ranbir Penal Code for production of false certificates.
 9. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected.
 10. The selected candidates shall be appointed under written contract.
 11. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GOI norms.
 12. Age of superannuation for all the positions shall be as per UGC/GOI norms.
 13. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
 14. Applicants not found suitable for the post applied for may be considered for lower posts in the same area of specialization with the consent of the candidate.
 15. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
 16. Person serving and willing to be considered for appointment on deputation basis can also apply.

GENERAL INSTRUCTIONS:

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/ bus fare by shortest route on production of tickets.
2. In-service candidates shall route their applications through proper channel. However, candidates are advised to submit an advance copy of application form well before the last date.
3. Applications not accompanied with necessary 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 applications shall be rejected summarily.
4. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
5. If the space provided in application form is insufficient, information may be given on separate sheet duly signed by the candidate and same may be securely attached with the application form.

6. Candidates are advised to attach a duly signed list of enclosures with the application form.
7. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
8. The University will not be responsible for any postal delay.
9. Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check their email account for updates. Issuance of notifications in the newspapers is not obligatory on the part of the University.
10. Any change of postal address given in the application form should at once be communicated to the University.
11. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.
12. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
13. The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the services. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
14. Separate application form should be submitted for each post.
15. 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.
16. Relaxation in upper age limit to the candidates belonging to SC, ST, OBC and Persons with Disabilities will be given as per the guidelines of the Govt. of India.
17. Candidates belonging to SC, ST and PwD categories are exempt from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is enclosed with the application. Except in case of SC/ST/Persons with Disability Categories, applications without the requisite fee will not be considered.
18. The University reserves the right not to fill up any of the posts advertised without assigning any reason.
19. The University reserves the right to increase or decrease the number of posts.
20. The University will have the right to restrict the number of the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
21. Application form (i) received after the last date of receipt of application, or (ii) incomplete in any respect or (iii) any fresh paper/enclosures after the last date of receipt of application, shall not be entertained.
22. Canvassing in any form may lead to cancellation of candidature.
23. Application fee once paid shall not be refunded under any circumstances.
24. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
25. The envelope should be superscribed as "Application for the post of _____".



HOW TO APPLY?

The detailed eligibility conditions and prescribed application form is available on the university [website www.cujammu.ac.in](http://www.cujammu.ac.in). The downloaded application form, complete in all respect must be sent to the **Registrar, Central University of Jammu Bagla (Rahya Suchani), District Samba, Pin 181143, Jammu, J&K** along with a demand draft of Rs. 500/- (except in case Candidates belonging to SC/ST and Persons with Disability categories) from any National/ Scheduled Bank drawn in favour of **Finance Officer, Central University of Jammu**, payable at Jammu, through Registered/Speed Post only, so as to reach on or before 7th October, 2015. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. The University shall not be responsible for postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

The Candidates are requested to regularly visit the University Website www.cujammu.ac.in for future references.


REGISTRAR


No. CUJ/ICT/2015/120

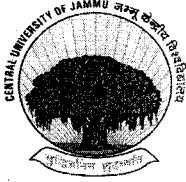
Date: - 22 .09.2015

Encl:

1. Application Form.
2. API Score Sheet.
3. Caste Certificates (if applicable).
4. Disability Certificates.
5. Checklist.

Copy forward for information to the:-

1. Secretary, Ministry of Human Resource Department, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Secretary, U.G.C., Bahadur Shah Zafar Marg, New Delhi.-110002
3. Secretary General, Association of Indian University, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002.
4. Joint Secretary (CU), U.G.C., New Delhi-110002.
5. Commissioner Secretary to Govt., Higher Education Department, Govt. of J&K, Civil Secretariat, Srinagar.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Jammu and Kashmir, Panjtirthi, Jammu.
8. Daily local and national newspapers.



CENTRAL UNIVERSITY OF JAMMU

Bagla (Rahya Suchani), District-Samba,

Pin Code 181143, Jammu (J&K)

Phone: 01923-247658, website: www.cujammu.ac.in

APPLICATION FORM FOR APPOINTMENT

Name of the post applied for

Advt. No..... Date.....

Demand Draft Details

Name of the Bank.....Bank Draft Number.....

Date..... Amount Rs. 500/-.

Paste a self
attested recent
passport size
photograph

A. General Information:

1. Name in Full.....

(IN BLOCK LETTERS)

2. Parentage i. Fathers name.....

ii. Mothers name.....

3. Date of Birth: Day..... Month..... Year

4. Gender: Male Female

5. Please tick the Category

| | | | | |
|-----|----|----|-----|---------------------------|
| Gen | SC | ST | OBC | Differently abled persons |
|-----|----|----|-----|---------------------------|

6.Nationality..... 7. Religion.....

8. State to which the applicant belongs.....

9. Permanent Address.....

.....

..... Pin Code.....

Address for Correspondence.....

..... Pin Code.....

Email ID..... Phone No..... Mobile

10. If selected how much time will you require to join?.....

*Fee is exempted in case of SC/ST candidate and PwD Candidates.

B. Educational Qualifications:

| Exam. Passed | Board/ University | Year of Passing | Marks Obtained | Maximum Marks | % of Marks | Div/Grade | Subjects |
|--------------------------|-------------------|-----------------|----------------|---------------|------------|-----------|----------|
| VIII Standard | | | | | | | |
| Matriculation | | | | | | | |
| Higher Secondary | | | | | | | |
| Bachelor's degree | | | | | | | |
| Master's Degree | | | | | | | |
| M.Phil | | | | | | | |
| Ph.D | | | | | | | |
| Any other Qualifications | | | | | | | |

C. Teaching Experience (if any).

| Designation | Name of the Organization | Scale of Pay | | Nature of appointment | Period of service | | |
|-------------|--------------------------|--------------|----|-----------------------|-------------------|----|--------|
| | | PB | GP | | From | to | Period |
| I. | | | | | | | |
| II. | | | | | | | |
| III. | | | | | | | |

D. Research Experience (if any).

| Designation | Name of the Organization | Scale of Pay | | Nature of appointment | Period of service | | |
|-------------|--------------------------|--------------|----|-----------------------|-------------------|----|--------|
| | | PB | GP | | From | to | Period |
| I. | | | | | | | |
| II. | | | | | | | |
| III. | | | | | | | |

E. Technical Experience (if any).

| Designation | Name of the Organization | Scale of Pay | | Nature of appointment | Period of service | | |
|-------------|--------------------------|--------------|----|-----------------------|-------------------|----|--------|
| | | PB | GP | | From | to | Period |
| I. | | | | | | | |
| II. | | | | | | | |
| III. | | | | | | | |
| IV | | | | | | | |

F. Administrative Experience (if any)

| Designation | Name of the Organization | Scale of Pay | | Nature of appointment | Period of service | | |
|-------------|--------------------------|--------------|----|-----------------------|-------------------|----|--------|
| | | PB | GP | | From | to | Period |
| I. | | | | | | | |
| II. | | | | | | | |
| III. | | | | | | | |
| IV | | | | | | | |

G. Details of the current employment (if any)

I hereby declare that all entries made by me in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature/appointment is liable to be cancelled/terminated .

Place.....
Date.....

Signature of the Applicant

(The endorsement below is to be signed and forwarded by the Head of the Department /Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected)

ENDORSEMENT OF THE EMPLOYER

Ref. No.
Date.....

Forwarded

The applicant(name) is holding the post of in this College/University/Institution/Department on a temporary/substantive basis since (date). His /Her present Pay is Rs..... in the Pay structure of Rs..... with AGP/GP of Rs..... and he/she is drawing salary of Rs..... per month. His/ Her next date of increment is We have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

Note: The candidate must mention his/her name and Post for at the back of the Demand Draft.

DECLARATION/ UNDERTAKING
(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident of
village / town / city _____ district _____ State hereby declare
that I belong to the _____ community which is recognized as backward class by the Government of
India for the purpose of reservation in services as per orders contained in Department of Personnel and
Training Office Memorandum No. 360 12/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not
belong to persons /sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office
Memorandum,
dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum
No.36033/3/2004 Estt. (Res) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

False declaration will render the applicant liable for termination of registration at any time