



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.

