



जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी ;बागला, जिला सांबा-181143 जम्मू, जम्मू एवं कश्मीर
Rahya- Suchani (Bagla), District Samba-181143 Jammu (J &K)
Ph. No. 01923-249658; Website: www.cujammu.ac.in

Employment Notification No. 20

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POST

Applications on the prescribed form, available on the University website www.cujammu.ac.in, are invited from eligible candidates for appointment to the Non-Teaching position.

The downloaded application form, complete in all respects along with Demand Draft of **Rs. 500/-** (except in case candidates belonging SC/ST and Persons with Disability categories) from any Nationalized / Scheduled Bank drawn in favour of **Finance Officer Central University of Jammu**, payable at Jammu must be sent through **Registered / Speed Post only** to the **Deputy Registrar (Admin), Central University of Jammu, Rahya Suchani (Bagla), District Samba-181143, Jammu, (J&K)**, so as to reach on or before **31st May, 2017 by 5:30 PM**.

For further details as to eligibility, number of posts, category wise reservation (SC/ST/OBC/PwD) and terms and conditions please visit University website www.cujammu.ac.in

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

Sd/xxx
REGISTRAR

No. CUJ/Admin/10-12/ (Advt. Rect.) /2017/360
Dated: 28th April, 2017



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EMPLOYMENT NOTIFICATION FOR NON-TEACHING POST **Employment Notification No. - 20**

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 **31st May, 2017** through **registered / speed post only**:

Sl. No	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Public Relation Officer	Rs.15600-39100+GP Rs.5400	01-UR

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

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

1. PUBLIC RELATION OFFICER (PB Rs. 15600-39100+GP Rs.5400/-)

Age: Below 40 years

Essential Qualifications and / or experience:

- Master's degree in Mass Communication and Journalism or equivalent degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record from a recognized University/ Institute.
or
Master's Degree in any discipline with at least 55% marks or its equivalent and Post Graduate Diploma in Journalism and Mass Communications.
- At least five years of experience in the centre of any established English News paper/periodical, national news agency, radio or television or film media or equivalent experience as Public Relation Officer in a recognized University.

Desirable:

Working knowledge of Computer applications.

Ability to communicate in local languages.

OTHER CONDITIONS:

- The candidate selected for the post shall be required to serve at any place notified as the Campus of Central University of Jammu.

2. Relaxation in qualification may be provided to SC/ST/PwD candidates, based on only the qualifying marks without including any grace mark procedures will be as per the Govt. of India/UGC rules.
3. 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.
4. (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.
5. 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 prescribed enclosed format. Further, they shall submit the declaration given in the application form.
6. 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.
7. The person appointed against the post shall be governed by the Act/Statutes/Ordinances/Recruitment Rules governing the service conditions/method of recruitments 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.
8. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/terminated forthwith without notice.

9. Candidates who have been awarded degrees from foreign Universities should enclose “*Equivalence Certificates*” issued by the Association of Indian Universities, New Delhi.
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 UGC Regulations as amended from time to time / University / GOI norms.
12. Age of superannuation for all the positions shall be as per UGC / GOI norms.
13. Candidate who is already in service should 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/test.
14. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application before the last date and should produce a "No Objection Certificate" from the employer at the time of interview/test failing which he/she shall not be interviewed/permitted to appear in the test.
15. 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.
16. It is the 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 application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. 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 interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause.
17. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
18. 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.

19. 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.
20. The selected candidates including in-service candidates shall be governed by the Act / Statutes / Ordinances / Regulations / Rules of the University and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other Rule / Resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
21. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview/test. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the interview/test and his/her candidature shall be treated as cancelled without any further communication in this regard.
22. (i) 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 selection committee.

(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

(iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

(iv) The University reserves the right to reject any application without assigning any reason thereof.
23. Interim enquiries shall not be entertained.
24. Canvassing in any form shall disqualify the candidature of the candidate.

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. 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.

3. 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.
4. If the space provided in application form is insufficient, information may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
5. Candidates are advised to attach a duly signed list of enclosures with the application form.
6. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
7. 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.
8. 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 etc. Issuance of notifications in the newspapers is not obligatory on the part of the University.
9. Any change of postal address given in the application form should at once be communicated to the University.
10. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview/test.
11. 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.
12. 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.
13. 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.
14. The University will have the right to restrict the number of the candidates to be called for interview/test on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.

15. 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.
16. Application fee once paid shall not be refunded under any circumstances.
17. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
18. The envelope should be superscribed as “Application for the post of Public Relation Officer”.

HOW TO APPLY

The detailed eligibility conditions and prescribed application form is available on the university website www.cujammu.ac.in. The downloaded application form, complete in all respect must be sent to the **Deputy Registrar (Admin), Central University of Jammu Rahya-Suchani (Bagla), District Samba-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 **31st May, 2017**.

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

Sd/xxx
REGISTRAR

No. CUJ/Adm/10-12/(Advt. Rect.) /2017/360

Date: 28th April, 2017

Encl:

1. Application Form
2. Caste Certificates (if applicable)
3. Disability Certificates (if applicable)
4. Checklist

Copy forward for information to: (with a request to display on notice board):

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 Central Universities for publicity
7. Director Information, Govt. of Jammu and Kashmir, Panjtirthi, Jammu



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Master's Degree in any discipline with at least 55% marks or its equivalent and Post Graduate Diploma in Journalism and Mass Communications.
- At least five years of experience in the centre of any established English News paper/periodical, national news agency, radio or television or film media or equivalent experience as Public Relation Officer in a recognized University.

Desirable:

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OTHER CONDITIONS:

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Date: 28th April, 2017

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2. Caste Certificates (if applicable)
3. Disability Certificates (if applicable)
4. Checklist

Copy forward for information to: *(with a request to display on notice board):*

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 Central Universities for publicity
7. Director Information, Govt. of Jammu and Kashmir, Panjtirthi, Jammu