



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया सूचानी (बागला), जिला सांबा 181143 जम्मू (जम्मू एवं कश्मीर)

Rahya-Suchani (Bagla), District Samba – 181 143, Jammu (J&K)

Ph: 01923 – 249643 & Website: www.cujammu.ac.in

Employment Notification No. 16

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Applications on prescribed form, available on the University website www.cujammu.ac.in are invited from eligible candidates for appointment to the post of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Librarian and Internal Audit Officer.

The downloaded application form, complete in all respects along with Demand Draft of Rs. 500/- (except in case candidates belonging SC / ST/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 REGISTRAR, CENTRAL UNIVERSITY OF JAMMU, RAHYA SUCHANI (BAGLA), DISTRICT SAMBA-181143, JAMMU (J&K) so as to reach on or before 27.09.2016 by 05:00 PM.

NOTE: The candidates who have already applied against Employment Notification No. 15 dated 22.02.2016 for the post of Librarian, Deputy Librarian and Internal Audit Officer need to apply fresh. However, they need not pay fee provided they mention the details about fee already paid while applying for the posts under said Notification.

For further details and terms and conditions please visit University website www.cujammu.ac.in


REGISTRAR


No. CUJ/Admin/10-12/ (Advt. Rect.)/2016 / 10303

Dated: 26th August, 2016



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राधा सूचानी (बागला), जिला सोंबा-181143 जम्मू (जम्मू एवं कश्मीर)

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

Ph: 01923 249 643 & Website: www.cujammu.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Employment Notification No.: 16

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 **27.09.2016**:

Sl. No	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Registrar (Tenure Post: 5 years)	Rs. 37400-67000 + GP Rs. 10,000/-	01-UR
2	Finance Officer (Tenure Post: 3 years)	Rs. 37400-67000 + GP Rs. 10,000/-	01-UR
3	Controller of Examinations (Tenure Post: 5 years)	Rs. 37400-67000 + GP Rs. 10,000/-	01-UR
4	Librarian (Appointment is for term of 5 years or till attaining the age of 62, whichever is earlier (eligible for re-appointment))	Rs.37400-67000 + AGP Rs. 10000/-	01-UR
5	Deputy Librarian	Rs.15600-39100 + AGP Rs. 8000/-	01-UR
6	Internal Audit Officer	Rs.15600-39100 + GP Rs. 7600/-	01- PwD (OH)

NOTE: The candidates who have already applied against Employment Notification No. 15 dated 22.02.2016 for the post of Librarian, Deputy Librarian and Internal Audit Officer need to apply fresh. However, they need not pay fee provided they mention the details about fee already paid while applying for the posts under said Notification.

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS:

1. REGISTRAR (PB Rs. 37400-67000 + GP Rs. 10,000/-)

(Tenure Post: 5 years)

Age: Preferably below 57 Years

Essential Qualifications and / or experience:

i.) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.

ii.) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- 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.

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2. **FINANCE OFFICER** (PB Rs. 37400-67000 + GP Rs. 10,000/-)
(Tenure Post: 3 years)
Age: Preferably below 57 Years

Essential Qualifications and / or experience:

- i.) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
ii.) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- 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.

Desirable: Persons possessing Master's degree in Business Administration (Finance) / Commerce or possessing CA / ICWA qualification.

3. **CONTROLLER OF EXAMINATIONS** (PB Rs. 37400-67000 + GP Rs. 10,000/-)
(Tenure Post: 5 years)
Age: Preferably below 57 Years

Essential Qualifications and/or experience:

- i.) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
ii.) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with at least 8 years of service in the AGP of Rs. 8000/- 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.

Desirable: Relevant experience in conducting University / National level educational institutions examinations or other comparable examinations.

4. **LIBRARIAN** (PB Rs.37400-67000+AGP Rs.10000)

Age: Preferably below 55 Years

Essential Qualifications and/or experience:

A.

- a. 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.



- b. At least thirteen years as Deputy Librarian in a University or eighteen years experience as a College Librarian.
- c. Evidence of innovative library service and organization of published work.

Desirable:

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

OR

B.

- a. Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification.

Note: API score and other conditions as per UGC Regulations, 2010 as amended from time to time.

5. DEPUTY LIBRARIAN (PB Rs. 15600-39100 + AGP Rs.8000)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

- a. 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.
- b. Five years experience as an Assistant University Librarian/College Librarian.
- c. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

Desirable:

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

3. INTERNAL AUDIT OFFICER (PB RS. 15600-39100 + GP RS.7600)
(Appointment shall be on deputation basis)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

Officers belonging to Audit and Accounts Services or other similar organized services in Central/State Govt., holding analogous posts on regular basis

OR

with three years regular service in PB-3 (Rs.15600-39100) + G.P. Rs. 6600/-

OR

with five years regular service in PB-3 (Rs.15600-39100) + G.P. Rs. 5400/-



OTHER CONDITIONS:

1. Candidates applying for the post of **Librarian** and **Deputy 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.** The API score shall be calculated as per **UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities, College and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.**
2. The candidate selected for the post shall be required to serve at any place notified as the Campus of Central University of Jammu.
3. Relaxation of 5% marks (from 55% to 50%) may be provided at the Master's Level in case of SC/ST/PwD candidates, based on only the qualifying marks without including any grace mark procedures.
4. As per **UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities, College and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016,** relaxation of 5% marks (from 55% to 50%) may be provided at the Master's Level for OBC (non-creamy layer) candidates applying for the post of **Librarian** and **Deputy Librarian,** 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 prescribed enclosed 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. The Ph.D. candidates shall submit a certificate for having been awarded the degree as per **UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff**

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in Universities, College and Measures for the Maintenance of Standards in Higher Education) (3rd Amendment), Regulations, 2016 dated 4th May, 2016.

10. Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
11. The selected candidates shall be appointed under written contract.
12. 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.
13. Age of superannuation for all the positions shall be as per UGC / GOI norms.
14. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
15. 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.
16. 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 failing which he/she shall not be interviewed.
17. Person serving and willing to be considered for appointment on deputation basis can also apply.
18. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
19. 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.
20. 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.
21. 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.



22. 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.
23. 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.
24. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. 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 and his/her candidature shall be treated as cancelled without any further communication in this regard.
25. (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.
26. Interim enquiries shall not be entertained.
27. Canvassing in any form shall disqualify the candidature of the candidate.
28. Applicants are required to apply on separate form for each post. Each application without the required application fee by way of demand payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances

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.

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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 will not be responsible for any postal delay.
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. 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.
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 reserves the right not to fill up any of the posts advertised without assigning any reason.
15. 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.
16. 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.
17. Application fee once paid shall not be refunded under any circumstances.
18. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
19. 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). The downloaded application form, complete in all respect must be sent to the **Registrar, 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/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 **27.09.2016**. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. 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.

NOTE: The candidates who have already applied against Employment Notification No. 15 dated 22.02.2016 for the post of Librarian, Deputy Librarian and Internal Audit Officer need to apply fresh. However, they need not pay fee provided they mention the details about fee already paid while applying for the posts under said Notification.


REGISTRAR

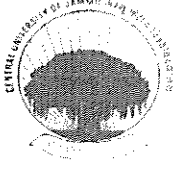

No. CUJ/Admin/10-12/(Advt. Rect.)/2016 /10302
Date: 26th August, 2016

Encl:

1. Application form
2. Caste Certificates / Disability Certificates (if applicable)
3. Checklist

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

1. Secretary, Ministry of Human Resource Department, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi-110002
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., Bahadur Shah Zafar Marg, 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 for information



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: 01923 249 643 & Website: www.cujammu.ac.in

APPLICATION FORM FOR APPOINTMENT

Name of the post applied for

Paste a self
attested recent
passport size
photograph

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

Demand Draft Details

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

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

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
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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 Passin	Marks Obtaine	Maximum	% of Mark	Div. / Grade	Subjects
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)

H. State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick YES or NO)

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.

Signature of the Applicant

Place.....

Date.....

(The endorsement below is to be signed and forwarded by the Head of 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

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
_____ Village/Town _____ /District/Division*
_____ of the _____ State/Union Territory belongs to the
_____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- *The Constitution Scheduled Castes Order, 1950.
- *The Constitution Scheduled Tribes Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951.
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951.
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- *The Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 2003

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in _____ /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____
Date _____ Designation _____
(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable
@ Please quote specific Presidential Order
% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950
The following Officers are authorised to issue caste certificates

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presiding Officer, Magistrate
3. Revenue Officer not below the rank of Tehsildar
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Andaman, Nicobar and Ammichev Islands)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
In District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify
that he/she does not belong to the persons/sections (Creamy layer) mentioned in Column 3
of the Schedule to the Government of India, Department of Personnel & Training
O. M. No. 36012/22/93 – Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- the authority issuing the certificate may have to mention the details of Resolution of government of India, in which the case of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

1. This is certified that Shri/Smt/Kum _____
 _____ son/wife/daughter of Shri _____ age _____
 Sex _____ identification mark(S) _____ is suffering from permanent disability of following category :

A. Locomotors or cerebral palsy :

- | | | |
|-------|--|--|
| (i) | BL-Both legs affected by not arms. | |
| (ii) | BA-Both arms affected. | (a) Impaired reach
(b) Weakness of grip |
| (iii) | BLA-Both legs and both arms affected. | |
| (iv) | OL-One leg affected (Right or Left). | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (v) | OA-One arm affected. | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (vi) | BH Stiff back and hips (Cannot sit or stoop). | |
| (vii) | MW-Muscular weakness and limited physical endurance. | |

B. Blindness or Low Vision :

- (i) B-Blind
 (ii) PB-Partially Blind

C. Hearing impairment :

- (i) D-Deaf
 (ii) PD-Partially Deaf
 (Delete the category whichever is not applicable)

2. This condition is progressive/non progressive/likely to improve/not likely to improve.
 Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ Months.

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt/Kum _____ meets the following physical requirements for discharge of his/her duties :

- | | | |
|--------|--|--------|
| (i) | F-can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP-can perform work by pulling and pushing. | Yes/No |
| (iii) | L-can perform work by lifting. | Yes/No |
| (iv) | KC-can perform work by kneeling and crouching. | Yes/No |
| (v) | B-can perform work by bending. | Yes/No |
| (vi) | S-can perform work by sitting. | Yes/No |
| (vii) | ST-can perform work by standing. | Yes/No |
| (viii) | W-can perform work by walking. | Yes/No |
| (ix) | SE-can perform work by seeing. | Yes/No |
| (x) | H-can perform work by hearing/speaking. | Yes/No |
| (xi) | RW-can perform work by reading and writing. | Yes/No |

(Dr _____)

Member
Medical Board

(Dr _____)

Member
Medical Board

(Dr _____)

Member
Medical Board

Countersigned by the
 Medical Superintendent/CMO/Head of
 Hospital (with seal)

Check list of Documents Enclosed	
S.No.	Documents
1	Matric/Secondary/High School (10 th Class) Marks Sheet
2	Matric/Secondary/High School (10 th Class) Certificates
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	Endorsement from the present employer
14	DD for the application fees (in original)
15.	API Score Sheet for Librarian and 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.	Any other (Please Specify)

Date:

Signature of the Candidate

NOTE: Document should be attached alongwith the application form in the same sequence as mentioned above.

(On the letter head of the University / Institute)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. _____ (Reg.No _____)
has successfully completed Ph.D. programme in the Subject _____,
Faculty of _____ during the year _____. The degree
has been awarded in compliance of 'UGC (Minimum standards and procedure
for awards of M.Phil/Ph.D degree) Regulation 2009'.

No.....

Dated.....

Seal & Sign of the Competent Authority

APPENDIX- III TABLE VII

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

Assistant Librarian/College Librarian	Direct working hours per week	Weightage
Deputy Librarian	10	100
Librarian	36+4*	90
	32+8*	80

Based on the Librarian Cadre's self assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening committee / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	Univ. Assistant Librarian/College Librarian		Deputy Librarian		Librarian	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20
Development, organization and management of e resources including their accessibility over Intranet / Internet, digitization of library						

resources, e delivery of information, etc (15 Points)					
User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)					
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15
c). Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library literary work through different channels.	15	Actual hours spent per academic year ÷ 10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
c) Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the

promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University/College Librarians	Max. score *
III (A)	Research Publications in	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International 10 per Chapter National 5 per Chapter
III (C)	RESEARCH PROJECTS		
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 2 lakhs
III (C)(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	International bodies 30 Central Government 20 State Govt. 10 Local bodies 5
III (D)	RESEARCH GUIDANCE		
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate
III E	Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars		
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship
		National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship
		State / University Award/Fellowship from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			

III(E) (iii)	Development of e-delivery process/material	10 per module
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* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - VIII (A)

MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities Minimum score required to be assessed cumulatively	50/ Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions Minimum Score required to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage 100).	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% Library related research papers evaluation 50% Assessment of domain knowledge on Library automation and	50% Library publication work 30% Assessment of innovative Library service and organization of digital library

Minimum required 50))	Organizational skills 20 % Interview performance	services 20% Interview performance
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* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

APPENDIX - III TABLE - VIII (B)

Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
API score (Research and Academic Contribution Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance (30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) b) Library automation skills and Organizational Plans (20%) c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

APPENDIX-III - TABLE IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sl.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication

4.	to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4) University Librarian (Stage 5) (For universities only)	(Selection Grade) with three years of completed service in Stage 3. Deputy Librarian in universities with three years of completed service in Stage 4.	will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A) (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3 (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)
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Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.