



Central University of Jammu

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

Ph No: 7051522075 & Website: www.cujammu.ac.in

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Employment Notification No.: 23

Applications on prescribed form are invited from eligible candidates for appointment to the following post under deputation / direct recruitment basis so as to reach the University by **02.04.2019**:

Sl. No	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Librarian <i>Tenure post of 5 years</i>	Level – XIV i.e. Rs. 144200-218200	01-UR

A. DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS:

LIBRARIAN (Level – XIV i.e. Rs. 144200-218200)

Age: Below 55 Years

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

- A Master's Degree in Library Science / Information Science / documentation science with atleast 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.
- Atleast ten years as a Librarian at any level in University Library or ten years of teaching as Assistant / Associate Professor in Library Science or ten years' experience as a College Librarian.
- Evidence of innovative library services including integration of ICT in library.
- A Ph.D Degree in Library Science / Information Science / Documentation science / Archives and manuscript keeping.

B. TERMS & CONDITIONS:

- Applications must be submitted along with necessary self-attested supporting documents, clearly xeroxed copies of degree certificates, marks sheets, experience certificate, category certificate (if applicable) issued by the competent authorities. Incomplete applications shall be rejected summarily. 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 page numbered and securely attached with the application form.
- Prescribed qualifications and experience are minimum and mere possession of the same will not entitle candidates to be called for the interview. In addition to minimum qualification prescribed in advertisement, selection process and criteria for the post of Librarian will be as per UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018 (hereinafter called UGC Regulations 2018) read with Cadre Recruitment Rules of the University and Competent Authority decisions.
- Relaxations of marks wherever applicable will be as per UGC Regulations 2018 / GOI norms.

3. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date of receipt of applications as prescribed in the advertisement.
4. Candidates who have been awarded degrees from foreign Universities should enclose “*Equivalence Certificates*” issued by the Association of Indian Universities, New Delhi.
5. 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 Competent Authority shall be final.
6. If any suitable PWD candidate(s) is found against any post (if eligible otherwise), the university, may consider to give preference to such candidates in order to give prescribed quota to PWD category candidates, irrespective of fact that the post was not earmarked for PWD candidates in the advertisement.
7. 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. Any type of corrigendum / addendum / amendments / notice / updation etc. related to this advertisement shall be uploaded on University websites www.cujammu.ac.in only. Further, the university will not send any further information / call letters by post / newspapers. CUJ will not be responsible for invalid / wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their email, SMS and CUJ website for updates.
8. Person serving and willing to be considered for appointment on deputation basis can also apply. 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 last 5 years periods through proper channel.
9. Candidate must bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of document verification / 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 / she shall not be allowed to appear in interview and his candidature shall be treated as cancelled without any further communication in this regard.
10. The selected candidate including in-service candidate 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.
11. 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 / her 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 written test / interview due to whatever circumstances, his / her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
12. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false / fake / incorrect / malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his / her candidature which shall lead to termination of his / her appointment, if already appointed.

13. The reservations / relaxations to SC / ST / OBC / PWD Candidates will be provided as per the existing Govt. of India / UGC policy. The SC / ST / OBC / PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India. OBC certificate (Non Creamy Layer) should be issued on or after 01.04.2018.
14. In case of selection, the appointment will be provisional and is subject to the caste / disability certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC / ST / OBC (non creamy layer) / PWD 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 Indian / Ranbir Penal Code for production of false certificate.
15. The appointment of a fresh candidate will be subject to police verification. 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.
16. The selected candidate will also have to undergo a medical examination / test to ascertain his / her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies / PSU, may submit Medical Fitness Certificate from any Government Hospital at the place of his / her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
17. The terms and conditions of appointment shall be communicated in the "Offer of Appointment" to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard.
18. The probation period for the regular posts (wherever applicable) will be as per Cadre Recruitment rules.
19. The selected candidate 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.
20. The selected candidates 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. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
21. The salary of eligible superannuated candidates, in case of selection on regular basis, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013
22. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Jammu.
23. The University reserves the right to fill or not to fill up the post 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. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
24. The University reserves the right to reject any application without assigning any reason thereof.

25. 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 and should produce a "No Objection Certificate" issued by the employer before the interview failing which he / she shall not be allowed for interview. Vigilance Clearance Report to the effect that no disciplinary proceeding is pending or contemplated against him/her shall also be furnished along with the application or at the time of interview.
26. In case of in-service candidates, relieving letter from the employer at the time of joining must be submitted.
27. Interim enquiries shall not be entertained.
28. Canvassing in any form on behalf of or by the candidate shall disqualify him / her from being considered.
29. Applicants are required to apply on prescribed application form only by depositing application fee of Rs 1500/- through Demand Draft in favour of Central University of Jammu payable at Jammu. Any other mode of application fee will not be accepted. However, The candidates belonging to SC / ST / PWD and regular employees of Central University of Jammu are exempted from payment of application fee.
30. The candidate shall be required to submit the list of enclosures and also write his / her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
31. It is the responsibility of the candidate to assess his own eligibility for the post for which he / she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
32. Any change of address from the one given in the application form should be communicated to the university immediately.
33. The age of the superannuation for all the posts is as per UGC / GoI norms.
34. Payment of TA: The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC / ST / PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above mentioned concessions shall not be admissible to those SC / ST / PwD candidates who are already in Central / State Government Service/ or holding any other equivalent employment.
35. In case of disputes/suites or legal proceedings against the university, the jurisdiction shall be confined to the Court of District Samba or Jammu and Kashmir High Court only.
36. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.

C. HOW TO APPLY

1. Applications on the prescribed form available on the University website www.cujammu.ac.in, are invited from eligible candidates for appointment to the post of Librarian. The downloaded application form, complete in all respects along with **Demand Draft of Rs. 1500/-** (except in case of candidates belonging SC / ST / Persons with Disability categories / regular Central University of Jammu employees) from any Nationalized / Scheduled Bank drawn in favour of

Central University of Jammu, payable at Jammu must be sent **only through Registered / Speed Post** to the **Deputy Registrar (Human Resource Wing), Central University of Jammu, Rahya-Suchani (Bagla), District Samba, - 181143, Jammu, (J&K)**, so as to reach on or before **02.04.2019** by 5:00 PM.

2. 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.
3. Application fee once paid shall not be refunded under any circumstances.
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. Candidates must clearly write on the envelope **“post applied for”, ‘Employment Notification number and Date’**. The University shall not be responsible for any postal delay. Applications received after the last date will be summarily rejected and no further correspondence shall be entertained in this regard.

REGISTRAR

No. CUJ/AA/HRW-Rectt/01/0007

Date: - 01.03.2019

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.

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Helpdesk No: 7051522075