



जम्मू केंद्रीय विश्वविद्यालय

**Central University of Jammu**

राया-सूचानी ;बागलाद्ध, 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 25  
(For Non-Teaching posts)**

Applications through online mode are invited for the post of **Finance Officer** from the eligible candidates possessing prescribed qualifications and age as indicated against the post read with Cadre Recruitment Rules of the University and Govt. of India norms.

Only online applications complete in all respects along with online non-refundable fee payment of Rs. 1000/- (except in case of candidates belonging SC/ST/PWD & regular employees of Central University of Jammu) will be accepted. Candidates shall satisfy themselves about eligibility and other conditions prior to submission of online application. The portal / link for submission of online applications will remain open from 06.09.2019 to 27.09.2019 at <https://work.cujammu.ac.in/>

For further details: Eligibility, Number of Posts, Category wise reservation (SC/ST/OBC/PwD) and other conditions please visit University website [www.cujammu.ac.in](http://www.cujammu.ac.in)

The University reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

Sd/-  
**REGISTRAR**

No. CUJ/AA/HRW-Rectt/534/00075  
Date: -04.09.2019



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### EMPLOYMENT NOTIFICATION NO. 25 (For Non-Teaching posts)

Applications through online mode only from the eligible candidates possessing eligibility conditions as indicated against the post read with Cadre Recruitment Rules of the University available on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in) are invited from candidates for appointment to post of Finance Officer.

The vacancy details\* are as under:

Sl. No	Name of the Post	Pay Scale	No. of Posts
1.	Finance Officer (Tenure post for a period of 3 years)	Rs.144200 – 218200, Level-14	01-UR

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

\*The University reserves the right not to fill any of the post(s) advertised.

- 1. FINANCE OFFICER** (Rs.144200 – 218200, Level-14 as per 7<sup>th</sup> CPC)  
(Tenure Post: 3 years)  
Age: Below 57 Years  
**Essential Qualifications and experience:**

#### A. For Direct Recruitment

- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with atleast 08 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 a research establishment and / or other institutions of higher education

OR

15 years of administrative experience, of which 08 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.

#### B. For Deputation:

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

OR

With three years regular service in 37400-67000 (PB -4) + GP Rs. 8700/- in the area of Audit and Accounts in any government Department/Autonomous bodies.

OR

With five years regular service in Rs. 15600 (PB -3) + GP 7600/- in the area of Audit and Accounts in any government Department/Autonomous bodies.

## **GENERAL TERMS & CONDITIONS**

### **1) Eligibility Conditions:**

- a) Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the online applications. In other words, no candidate shall be called for Interview if he / she does not possess the minimum qualification and experience etc. as on the closing date of the online application for a particular post.
  - b) Only one representation to disqualified / provisionally eligible candidates will be entertained by the scrutiny committee. Therefore, all candidates are advised to ascertain their eligibility strictly as per eligibility criteria of the post(s) prescribed in the Notification.
- 2)** In-service candidates should submit his/her application through proper channel after filling up online application form by taking printout on A4 size paper of the filled-in online application form or he / she may send an advance copy of his / her application and must produce a "No Objection Certificate" from the employer at the time of interview failing which he / she shall not be interviewed. 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. Submission of online application with requisite fee is mandatory for all applicants.
- 3)** It is the sole 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 online 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 and also based on his / her undertaking in online application form. Candidates are advised to confirm their eligibility prior to submission of online application.
- 4)** Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities / sources. If, any claim / certificate/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 candidature which shall lead to cancellation of his / her appointment, if already appointed.

- 5) If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled or services shall be terminated forthwith, if already appointed, as the case may be.
- 6) The persons appointed against any post shall be governed by the Act / Statutes / Ordinances / Regulations / Rules governing the service conditions / method of recruitments, CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 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.
- 7) 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. 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.
- 8) 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, 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 at the time of joining of applicant.
- 9) **Nature of Duties:** - 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. The selected candidate is liable to serve anywhere in the country or outside the country where the offices, Campuses or projects of the University are located or may be located in future.
- 10) 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.
- 11) Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
- 12) **Reservations and Relaxations:**

- a. 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 in case of applicable posts only.
- b. Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PWD or other reserved categories as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be produced within the time allotted by the University. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- c. In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

<b>Sl. No</b>	<b>CATEGORIES OF PERSONS</b>	<b>EXTENT OF AGE RELAXATION</b>
1	Regular Employees of the Central Government / State Government / Central Universities / UGC maintained deemed to be Universities / Other Central / State autonomous bodies / organizations / Institutions	As per Govt. of India rules.
2	Ex-serviceman	

- d. (i) Candidates applying against post reserved for PWD 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.
- e. Candidates seeking reservation under reserved 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 latest issued certificates in the prescribed enclosed format. Further, they shall submit the declaration given in the application form.
- f. 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.
- 13)** Candidate should bring all original certificates along with one set of self-attested photocopies relating to his / her age, qualification, experience and caste etc. at the time of. In case the candidate fails to submit the documents, he / 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.
- 14)** (i) Interim enquiries shall not be entertained.  
(ii) Conditional form of applications will not be entertained by the University.  
(iii) 'Canvassing in any form shall disqualify the candidature of the candidate'.  
(iv) Applicants are required to apply on separate online application form for each post. Application Forms without the required online application fee shall be rejected.
- 15)** The University shall not be responsible for any postal / electronic delay. Online application must be submitted prior to closing date and time of online application on the portal. 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 online application which will facilitate communication at any point of time.
- 16)** Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
- 17)** The University reserves the right to place reasonable limit on the total number of candidates to be called for interview wherever applicable.

- 18) The selected candidates shall be appointed under written contract.
- 19) Age of superannuation for all the positions shall be as per GOI / UGC norms as amended from time to time.
- 20) 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.
- 21) Person serving and willing to be considered for appointment on deputation basis can also apply.
- 22) 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.
- 23) 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 University Authority shall be final.
- 24) (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.
- 25) No TA/DA shall be paid to the candidates for attending the interview. However, the SC / ST Candidates will be reimbursed travel expenses limited to second-class railway / bus fare by shortest route on production of tickets (IRCTC tickets or State Road Transport Corporation tickets).
- 26) **Rejection of Applications Forms:** Online Applications not filled up on the basis of 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 online applications shall be rejected summarily. Application form (i) received after the last date of receipt of application at University, or (ii) incomplete in any respect or (iii) any fresh paper / enclosures after the last date of receipt of application, shall not be entertained. No amendments in online application will be allowed. Thus, candidates are advised to be careful while filling the online application
- 27) Candidates belonging to SC, ST, PwD & regular employees of Central University of Jammu are exempted from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is produced after Interview. Except in case of SC/ST/Persons with Disability, regular employees of Central University of Jammu, applications without the requisite online fee payment will not be considered.



- 28) Candidates in their own interest are advised to remain in touch with the University website ([www.cujammu.ac.in](http://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. All correspondence including Intimation Interview will be sent by University in the login id / registered email of the candidate
- 29) Any change of postal address given in the application form should at once be communicated to the University.
- 30) 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.
- 31) Application fee once paid shall not be refunded under any circumstances.
- 32) In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
- 33) Appointment offer to selected candidates shall remain valid for 30 days from the date of issue of appointment order. Non-reporting / joining of appointed candidates within the prescribed time limit will automatically cancel the appointment. Such posts will be offered to next candidate as per merit list in vogue.
- 34) **Selection Criteria:** 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.

## **HOW TO APPLY**

Candidates who possess requisite qualifications should fill online application form available on University website [www.cujammu.ac.in](http://www.cujammu.ac.in) as per schedule mentioned above. For each post, a candidate should fill up separate application form along with online fee, as applicable. Candidates must fill up all columns correctly as per eligibility indicated against each post. All columns are compulsory therefore incomplete application form shall not be entertained for which the candidate shall be solely responsible. No application form shall be entertained after the last date of submission of online application form as given in schedule above. Candidates must possess requisite eligibility on the last date of submission of application form. Hard copies of the documents viz Qualification certificates, Caste certificates, experience certificate etc must be ready with the candidate at the time of submission of online application form. n. If such hard copies do not correspond to the original documents or any document is found to be misleading, fake, false or imitated etc, the candidature shall be summarily rejected and no correspondence shall be entertained in this regard.

Sd/-  
**REGISTRAR**

**Copy forwarded for information with 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