



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. 15

EMPLOYMENT NOTIFICATION FOR NON-TEACHING POSTS

Applications on the prescribed form, available on the University website www.cujammu.ac.in, are invited from eligible candidates for appointment to the posts of Librarian, Deputy Librarian, Internal Audit Officer, Executive Engineer, Information Scientist, System Analyst, Assistant Engineer, Nurse, Private Secretary, Hindi Translator, Senior Technical Assistant(Laboratory), Senior Technical Assistant(Computer), Professional Assistant (Library), Junior Engineer (Civil), Junior Engineer(Electrical), Semi Professional Assistant, Pharmacist, Security Inspector, Upper Division Clerk, Library Assistant, Kitchen Attendant, Hostel Attendant, Library Attendant and Laboratory Attendant.

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 **REGISTRAR, CENTRAL UNIVERSITY OF JAMMU, RAHYA SUCHANI (BAGLA), DISTRICT SAMBA, - 181143, JAMMU, (J&K)**, so as to reach on or before **31st March, 2016 by 05:30PM**.

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


REGISTRAR
22/2/16

No. CUJ/Admin/10-12/ (Advt. Rect.) /2016/8463

Dated: 22 February, 2016



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 FOR NON-TEACHING POSTS Employment Notification No.- 15

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 March, 2016** through **registered / speed post only:**

S. No	Name of the Post	Pay Band & Grade Pay	No. of Posts
1.	Librarian	Rs.37400-67000+AGP Rs. 10000	01-UR
2.	Deputy Librarian	Rs.15600-39100+AGP Rs. 8000	01-UR
3.	Internal Audit Officer	Rs.15600-39100+GP Rs.7600	01- PwD (OH)
4.	Executive Engineer	Rs.15600-39100+GP Rs.6600	01-UR
5.	Information Scientist	Rs.15600-39100+GP Rs.5400	01-UR
6.	System Analyst	Rs.15600-39100+GP Rs.5400	01-UR
7.	Assistant Engineer	Rs.9300-34800+ GP Rs.4600	01-UR
8.	Nurse	Rs.9300-34800+ GP Rs.4600	01-UR
9.	Private Secretary	Rs.9300-34800+ GP Rs.4600	01-UR, 01- PwD (OH)
10.	Hindi Translator	Rs.9300-34800+ GP Rs.4200	01-UR
11.	Senior Technical Assistant (Laboratory)	Rs.9300-34800+ GP Rs.4200	01-UR
12.	Senior Technical Assistant (Computer)	Rs.9300-34800+ GP Rs.4200	01-UR
13.	Professional Assistant (Library)	Rs.9300-34800+ GP Rs.4200	01-UR
14.	Junior Engineer (Civil)	Rs.9300-34800+ GP Rs.4200	01-UR
15.	Junior Engineer (Electrical)	Rs.9300-34800+ GP Rs.4200	01-UR
16.	Semi Professional Assistant	Rs.5200-20200+ GP Rs.2800	01-UR
17.	Pharmacist	Rs.5200-20200+ GP Rs.2800	01-UR
18.	Security Inspector	Rs.5200-20200+ GP Rs.2800	01-UR
19.	Upper Division Clerk	Rs.5200-20200+ GP Rs.2400	01-UR, 01-PwD (HH)
20.	Library Assistant	Rs.5200-20200+ GP Rs.2000	01-UR
21.	Kitchen Attendant	Rs.5200-20200+ GP Rs.1800	02-UR
22.	Hostel Attendant	Rs.5200-20200+ GP Rs.1800	02-UR
23.	Library Attendant	Rs.5200-20200+ GP Rs.1800	02-UR,1-PwD(VH),01-OBC
24.	Laboratory Attendant	Rs.5200-20200+ GP Rs.1800	01-UR

Amal for C

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

Candidates who have applied earlier under various notifications issued by the University against above posts including Librarian, Deputy Librarian, Internal Audit Officer, Executive Engineer, Professional Assistant, Semi Professional Assistant, Library Assistant and Library Attendant, etc. are required to apply afresh. The University shall not entertain any claim for the applications received under earlier notification.

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

DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

1. 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.
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 as amended in 2013 (to be supported by the documentary evidence).
- e. Five Library Research Papers.

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.

Handwritten signature

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

2. 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.
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in UGC Regulations 2010 as amended in 2013 (to be supported by the documentary evidence).
- e. Three Library related Research/Theme papers.

Desirable:

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

3. Internal Audit Officer (Pay Band Rs. 15600-39100+ Grade Pay Rs.7600)
(Appointment shall be on deputation basis)

Age: Preferably below 45 Years

Essential Qualifications and/or experience:

- a. (i) All India/SAS organized Audit and Accounts Services Officer holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs.7600/-
OR
(ii) Officer qualified in SAS or its equivalent Accounts Services examination of Centre/ State Government holding the post in the Pay Band of Rs.15600-39100 + G.P. Rs. 6600/- with three years experience.
OR
(iii) Officer with at least 09 years experience in the Pay Band of Rs.15600-39100+ G.P. Rs.5400/- as Senior Audit Officer/ Accounts Officer (Audit)/ Assistant Registrar with experience in Audit & Accounts work department of various organization/ University etc.

M. A. at 1000

The selection will be made on the basis of panel received after interviews of candidates.

4. EXECUTIVE ENGINEER (PB Rs.15600-39100+GP Rs.6600)

Age Limit: Below 50 years

Essential:

- a. Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.
- b. Eight years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.

Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.

Desirable:

- i. At least two years' experience as Executive Engineer, In-Charge of time bound construction projects of multistorey buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.
- ii. Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.

5. INFORMATION SCIENTIST (PB Rs.15600-39100 + GP Rs.5400)

Age Limit: Below 40 Years

Essential:

M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent degree from a recognized institute.

OR

B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent degree from a recognized University/ Institute with two years' post qualification experience in library automation and networking.

OR

Abdul Q 10/11

Master's in Computer Applications (MCA) or equivalent degree from a recognized Institute with two years' post qualification experience in library automation and networking.

OR

M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years' post qualification in library automation and networking.

OR

Maste's Degree in Library & Information Science (M.Lib.I. Sc.) from a recognized University/ Institute and atleast five years post qualification experience, out of which three years in Library Automation preferable in University/Institute

Note:

All qualifying degrees with atleast 60% marks

6. SYSTEM ANALYST (PB Rs. 15600-39100 + GP Rs.5400)

Age: Preferably below 35 years

Essential:

Bachelor's Degree in Electronic Engineering/Computer Engineering with 5 years post qualification experience in computing.

OR

M.Sc. with PGDCA with 7 years post qualification experience in computing.

OR

M.C.A. with 5 years' post qualification experience in computing.

All Degrees/Diplomas shall be from recognized University/Institution with minimum 55% marks.

Desirable: Adequate experience in Computer software and other comparable experience in office automation/e-governance /ERP/Networking.

7. Assistant Engineer (PB Rs. 9300-34800+ GP Rs.4600)

Age limit: Below 35 years.

Essential:

A.

in CV

- i. Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent.
- ii. Two years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.

OR

- B.**
- i. Diploma in Civil Engineering from a recognized University/ Institute
 - ii. Five years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.

8. NURSE (PB Rs. 9300-34800+ GP Rs.4600)

Age: Preferably below 35 Years

Essential:

- a. 10+2 in Science Stream from a recognised Board.
- b. Bachelor's Degree in Nursing.

OR

Three year Diploma in Nursing/GNM from a recognised institution/ Authority with a minimum of 2 years experience in Nursing in a reputed Hospital or Clinic.

- c. Registration with Nursing Council of India / State.

9. PRIVATE SECRETARY (PB Rs. 9300-34800+ GP Rs.4600)

Age: Preferably below 35 Years

Essential:

- i. Graduation in any discipline with at least 50% marks from a recognized University.
- ii. Two years experience of Stenography with typing speed of 40 w.p.m.
- iii. Knowledge of Computers.
- iv. Good Communication skills along with comprehensive of drafting.

Handwritten signature

10. Hindi Translator (PB Rs. 9300-34,800 and GP Rs. 4200)

Age limit: Not more than 30 years

Essential:

i. Master's degree of a recognized University in Hindi/English with English/Hindi as one of the subjects at degree level

OR

Master's degree of a recognized University in Hindi/English with English/Hindi as medium of instruction at the degree level

ii. Recognized Diploma/Certificate course in translation from Hindi to English & vice versa

OR

Two years experience of translation work from Hindi to English and vice versa in Central/ State Government offices/ Autonomous bodies.

Desirable: Knowledge of Sanskrit or any Indian Languages

Relaxation of five years in upper age limit will be given to the candidates working in Central/ State Govt. offices/ Universities/ Autonomous bodies.

11. Senior Technical Assistant (Laboratory) (PB Rs. 9,300-34,800 and GP Rs. 4200)

Age limit: Below 35 years

Essential:

i. STA (Instrumentation): B. Tech./ B.E. in Instrumentation Engineering with at least 60% of marks from a recognized University;

ii. STA (Physical/ Chemical Science):
Master's degree in Physics/ Chemistry with at least 55% of marks from a recognized University;

iii. STA (Biological Science):
Master's degree in Botany/ Geology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at 55% of marks from a recognized University;

* As per requirement of the University i.e. in which laboratory to be provided.

Handwritten signature and initials

12. Senior Technical Assistant (Computer) (PB Rs.9,300-34,800 and GP Rs. 4200)

Age limit: Below 35 years

Essential:

i. B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent from a recognized institute.

OR

Master in Computer Applications (MCA) or equivalent from a recognized institute

OR

M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute

ii. Two years of relevant experience.

Desirable:

Relevant experience in library automation and networking

Note: All qualifying degrees with atleast 60% marks.

13. Professional Assistant (PB 9300-34800+GP Rs. 4200)

Age: Preferably below 35 years.

Minimum Qualifications

a. Master's in Library Science or PG with Bachelors in Library and Information Science with 3 years experience.

OR

a. Bachelor's in Library Science with 5 years experience.

14. Junior Engineer-Civil (PB 9300-34800+GP Rs. 4200)

Age: Preferably below 35 years.

Essential Qualification:

a. Degree or Diploma in Civil Engineering of a recognised University/Institute.

b. At least two years post qualification experience as junior Engineer or works Assistant in a University/ Research Institute/ PSU engaged in construction activities/private organisation of repute.

Desirable: Bachelor's Degree in Engineering

15. Junior Engineer-Electrical (PB 9300-34800+GP Rs. 4200)

Age: Preferably below 35 years.

Essential Qualification:

- a. Degree or Diploma in Electric Engineering of a recognised University/Institute.
- b. At least two years post qualification experience as junior Engineer or works Assistant in a University/ Research Institute/ PSU engaged in construction activities/private organisation of repute.

Desirable: Bachelor's Degree in Engineering

16. Semi Professional Assistant (PB Rs. 5200-20200+ GP Rs. 2800)

Age: Preferably below 30 years.

Minimum Qualifications

- a. Graduation in Library Science/Library and Information Science with at least 50% marks from a recognized University.

17. Pharmacist (PB Rs. 5200-20200+ GP Rs. 2800)

Age: Below 32 years.

Minimum Qualifications:

- i. 10+2 or equivalent in Science subjects from a recognized Board or University
- ii. Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India

OR

Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India.

- iii. Registered as Pharmacist under the Pharmacy Act, 1948.

18. Security Inspector(PB Rs. 5200-20200+ GP Rs. 2800)

Age limit: Below 35 years.

Essential:

11/10/18

Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;

OR

Persons who have served in the Indian Army or such Uniformed service at JCO level/equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.

19. Upper Division Clerk(PB Rs. 5200-20200+ GP Rs. 2400)

Age: Preferably below 35 years.

Minimum Qualifications

- a. A graduation with at least 50% marks from a recognized university.
- b. Two years experience as Junior Assistant/ LDC in a University/ Govt. Institute.

Desirable: Working knowledge on computers

20. Library Assistant (PB Rs. 5200-20200+ GP Rs. 2000)

Age limit: Below 30 years

Essential:

- i. Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent.
- ii. Working knowledge of Computer Applications.

21. Kitchen Attendant(PB Rs. 5200-20200+ GP Rs. 1800)

Age limit: Below 30 years.

Essential:

- i. Class 10th Standard from a recognized School/ Board.

OR

ITI Trade Certificate in the relevant field

- ii. Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities

22. Hostel Attendant (PB Rs. 5200-20200+ GP Rs. 1800)

Age limit: Below 30 years.

Essential:

Matriculation or equivalent pass

OR

ITI pass

Desirable:

Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations.

23. Library Attendant (PB Rs. 5200-20200+ GP Rs. 1800)

Age: Preferably below 25 years.

Minimum Qualifications:

Matriculation from a recognized Board of School Education

24. Laboratory Attendant (PB Rs. 5200-20200+ GP Rs. 1800)

Age: Preferably below 25 years.

Minimum Qualifications

Matriculation from a recognized Board of School Education.

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.**
2. Candidates applying for **the post of Librarian** shall necessarily submit copies of five Library research paper published in Journals/books, along with their application.
3. Candidates applying for **the post of Deputy Librarian** shall necessarily submit copies of three related Research/Theme papers published in Journals/books, along with their application.
4. The candidate selected for the post shall be required to serve at any place notified as the Campus of then Central University of Jammu.
5. Relaxation of 5% marks (from 55% to 50%) may be provided at the Master's Level in case of SC/ST/PwD candidates and to those Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in the point scale wherever grading system is followed) and the

relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

6. 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.
7. (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.
8. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.
9. 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.
10. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected.
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 prevalent UGC/University/GOI norms.
13. Age of superannuation for all the positions shall be as per UGC/GOI norms.
14. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
15. Applicants not found suitable for the post applied for may be considered for lower posts in the same area of specialization with the consent of the candidate.
16. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
17. Person serving and willing to be considered for appointment on deputation basis can also apply.

GENERAL INSTRUCTIONS:

1. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/ bus fare by shortest route on production of tickets.
2. In-service candidates shall route their applications through proper channel. However, candidates are advised to submit an advance copy of application form well before the last date.
3. Applications not accompanied with necessary supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience

[Handwritten signature]

- certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
4. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
 5. If the space provided in application form is insufficient, information may be given on separate sheet duly signed by the candidate and same may be securely attached with the application form.
 6. Candidates are advised to attach a duly signed list of enclosures with the application form.
 7. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
 8. The University will not be responsible for any postal delay.
 9. 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. Issuance of notifications in the newspapers is not obligatory on the part of the University.
 10. Any change of postal address given in the application form should at once be communicated to the University.
 11. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.
 12. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
 13. The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the services. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
 14. Separate application form should be submitted for each post.
 15. 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.
 16. 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.
 17. 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.
 18. The University reserves the right not to fill up any of the posts advertised without assigning any reason.
 19. The University reserves the right to increase or decrease the number of posts.
 20. 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.
 21. 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.
 22. Canvassing in any form may lead to cancellation of candidature.
 23. Application fee once paid shall not be refunded under any circumstances.
 24. In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.

Handwritten signature

25. 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](http://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, Pin 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 March, 2016**. The post applied for, 'Advertisement number and Date' shall be superscribed on the left top side of the cover. 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.

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


REGISTRAR
Chahal

No. CUJ/Adm/10-12/(Advt. Rect.) /2016/8463

Date: - 22.02.2016

Encl:

1. Application Form
2. API Score Sheet
3. Caste Certificates (if applicable)
4. Disability Certificates
5. Checklist

Copy forward for information to the:-

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
8. Daily local and national newspapers





CENTRAL UNIVERSITY OF JAMMU

Rahya Suchani (Bagla), District-Samba,
Pin Code 181143, Jammu (J&K)
Phone: 01923-249658, website: www.cujammu.ac.in

APPLICATION FORM FOR APPOINTMENT

Name of the post applied for

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

Demand Draft Details

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

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

Paste a self
attested recent
passport size
photograph

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

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?.....

B. Educational Qualifications:

Exam. Passed	Board/ University	Year of Passing	Marks Obtained	Maximum Marks	% of Marks	Div/Grade	Subjects
VIII Standard							
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)

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 .

Place.....
Date.....

Signature of the Applicant

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

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 Orders (Amendment) Act, 2002.

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/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency 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 (Laccadive, Minicoy and Amindivi 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.

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

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. | (a) Impaired reach |
| (ii) BA-Both arms affected. | (b) Weakness of grip |
| (iii) BLA-Both legs and both arms affected. | (a) Impaired reach |
| (iv) OL-One leg affected (Right or Left). | (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)

ACADEMIC PERFORMANCE INDICATORS (API) SCORE SHEET

Category-III: Research and Academic Contributions

A. Research Papers (published in Journals)

	Max. Points	No. of Research Papers	Self Assessed score	Score verified by Screening Committee
Refereed Journals with ISBN/ISSN Numbers.	15 / Publication			
Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers	10 / Publication			
Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication			
<p>Note 1: If there are more than one author of Research paper the points will be shared as follows:</p> <ul style="list-style-type: none"> • Up to three authors: Points will be shared equally, • More than three authors; the first/Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally. <p>Note 2: The API score for paper in refereed journal would be augmented as follows:</p> <ul style="list-style-type: none"> (i) indexed journals – 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 25 points. <p>Note 3: If a paper presented in Conference/Seminar is published in the form of Proceedings the points would accrue for the publication [III(A)] and not under presentation [III(E)(ii)]</p>				

B. Research Publications (Book/Chapters in books/Monographs)

	Max. Points	No. of Publications	Self Assessed score	Score verified by Screening Committee
Text or Reference Books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book			
Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 / sole author, and 5 / chapter in edited book			
Subject Books by other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in edited book			
Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Chapter			
Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter			

C. Research Projects

		Max. Points	No. of Projects	Self Assessed score	Score verified by Screening Committee
(i) Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above Rs.30 lakhs for Sciences and Rs 5.00 lakhs for others.	20/ each Project			
	Major Projects amount mobilized with grants of above Rs.5 lakhs upto 30 lakhs for Sciences and for Rs.5.00 lakhs for others.	15/each project			
	Minor Projects (Amount mobilized with grants above Rs 50,000 upto 5 lakhs for Sciences and Rs.25, 000 for others.	10/each project			
(ii) Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs for Sciences. Amount mobilized with minimum of Rs. 2 lakhs for others.	10 for every Rs 10 lakhs 10 for every Rs 2 lakhs			
(iii) Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project			
(iv) Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level/Patent/Technology /Transfer Process.	30 / each national level output or patent and 50 / each for International level			

D. Research Guidance

		Max. Points	No. of candidate(s)	Self Assessed score	Score verified by Screening Committee
(i) M.Phil.	Degree awarded only	3 / each candidate			
(ii) Ph.D.	Degree awarded only	10 / each candidate			
	Thesis submitted	7 / each candidate			

E. Training Courses and Conference/Seminar/Workshop Papers

		Max. Points	No. of Programmes	Self Assessed score	Score verified by Screening Committee
(i) Organizer (President / Chairman/ Coordinator/ Convenor/ Director/ Secretary)/ Participant Refresher courses, research methodology, workshops, training, teaching-learning-evaluation, technology programmes, soft skills development, faculty development programmes etc. (Maximum of 30 Points)	(a) Not less than two weeks duration	20 / each			
	(b) One week duration	10/each			
(ii) Papers in Conference/ Seminars/ workshops etc.	Participation and Presentation of research papers/chairing of session (oral/poster) in				
	a) International Conference	10 each			
	b) National	7.5 each			
	c) Regional and State Level	5 each			
	d) Local-University/ College level	3 each			
(iii) Resource Person/ invited speakers	a) International	10 each			
	b) National level	5 each			

	Deputy Librarian	Librarian
Minimum API Score	Consolidated API Score requirement of 300 points from Category III of API Score	Consolidated API Score requirement of 400 points from Category III of API Score
Total Self Assessment Score by Applicant		
Score by the Screening/ Selection Committee		

Note:

The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

supporting documents, wherever required be attached.

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.