



जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu
राया-सूचानी (बागला), जिला सांबा- 181143, जम्मू एवं कश्मीर (J&K)
Rahya - Suchani (Bagla), District Samba - 181143, Jammu (J&K)
Ph: 01923-249658, website: www.cujammu.ac.in

KALAM CENTRE FOR SCIENCE AND TECHNOLOGY (KCST) : Advt No. 02 /2022
REQUIRES

Following on purely temporary basis:

S.No	Name of the post	Number of posts
1.	Technical Assistant	01
2.	Office Assistant	01
3.	Computer Operator Cum Clerk	01

Term of engagement: shall be for a period of six months extendable for another six months to the maximum of one year. **Purely on temporary basis on fixed Salary.**

Walk in written and skills and /or Applied Test will be conducted on **24.02.2022** from 12:00 noon onwards in Central University of Jammu, main Campus Rahya-Suchaini (Bagla), District Samba – 181143, Jammu (J&K).

Desirous candidates may report along with their original documents, experience certificates, testimonials, etc one photocopy of self attested documents, CV/Bio-data and self 02 attested passport size photographs at the scheduled venue, date and time.

For further details: Eligibility, Number of Posts, Remuneration and other conditions please visit website www.cujammu.ac.in

-Sd-
REGISTRAR

No. CUJ/Admin/KCST/2021/59
Date: 14.02.2022



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)

KALAM CENTRE FOR SCIENCE AND TECHNOLOGY (KCST) : Advt No. 02/2022

(For Non-Teaching posts purely on temporary basis)

Walk in written and skill and /or applied Test for the following posts purely on temporary basis, will be conducted on 24.02.2022 from 12:00 hours onwards in Central University of Jammu, main Campus Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K):

S.no	Name of Post	No. of Posts	Consolidated Salary
1.	Technical Assistant	01	29200
2.	Office Assistant	01	25500
3.	Computer Operator Cum Clerk	01	19900

Desirous candidates possessing eligibility conditions as indicated against each post may report along with their original documents, experience certificates, testimonials, etc one photocopy of self attested documents and application form in original along with 02 passport size photographs. Term of engagement shall be for a period of six months only extendable subject to satisfactory performance for another six months to the maximum of one year. The selected candidates shall have no claim for extension or permanent appointment / absorption.

1. **Technical Assistant**

Age: 35 years.

Educational qualification:

- B.E. / B. Tech. (Computer Science/ Information Technology)/BCA or equivalent from a recognized University.
- One year relevant experience in Govt. recognized institute.

2. **Office Assistant**

Age: 35 years.

Educational qualification:

- Bachelor's Degree from a recognized University/ Institute.
- At least two years experience in any Central/State Govt./ University/recognized private institution.
- Working knowledge of Computer Application.

3. **Computer Operator Cum Clerk**

Age: 30 years.

Educational qualification:

- Bachelor's Degree from a recognized University/ Institute with 06 months diploma in computers.

OR

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

- English/Hindi typing @30 w.p.m.

GENERAL TERMS & CONDITIONS

- 1) **Eligibility Conditions:** Mere possession of eligibility conditions shall not entitle a candidate for written test and skill and/or applied test. No candidate shall be eligible for written test and Skill and/or applied test if he / she does not possess the minimum qualification and experience etc. as on the date of walk in written test and skill and/or applied test.
- 2) 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. The applicants will be required to fill in the application form 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.
- 3) In case, it is detected at any point of time in future even after engagement that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test / Skill test / applied test due to whatever circumstances, his / her engagement shall be liable to termination.
- 4) **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 may 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.
- 5) Candidates who have been awarded degrees from foreign Universities should enclose "*Equivalence Certificates*" issued by the Association of Indian Universities, New Delhi.
- 6) 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 written and skill and/or applied test. In case the candidate fails to submit the documents, he / she shall not be allowed to appear for written and skill and/or applied test.
- 7) (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'.
- 8) Any change of postal address given in the application form should at once be communicated to the University.
- 9) 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.
- 10) In case of any doubt in English or Hindi version of the Notification, English version shall prevail.
- 11) All information pertaining to written test and skill and/or applied test will be available on University website only. Therefore candidates are advised to visit the University website regularly.
- 12) **Selection Criteria:** The engagement to the advertised posts shall be carried out in accordance with University / GOI norms.

SELECTION CRITERIA

Selection of the candidates will be done on the basis of 2-tier examination.

2-tier Examination / tests

The 2-tier examination consists of the following two tests:

1. Written test
2. Skills and/ or Applied test

It will be mandatory for candidates to score minimum qualifying marks in written examination i.e. 40% marks for UR candidates and 35% for SC/ST/OBC/PwD in each tier and 50% marks in aggregate for UR candidates and 45% marks in aggregate for SC/ST/OBC/PwD in two tests. The standard of test will be as per Basic qualification requirement of the job / post applied for. There will be no negative marking for wrong answers in tests.

The distribution of marks in the written test is as under:

1. **Written Test – Maximum marks 60**

Category	No. of Questions	Marks Allotted	Type of Paper	Time Allotted
General Awareness / Current Affairs / General Aptitude	10	10	Objective	Composite time of 1 hour
General English	10	10		
Reasoning / Numerical Aptitude / Mental Ability	05	05		
Domain Knowledge	35	35		
Total	60	60		

Qualifying marks of written test: 24 marks for UR candidates and 21 marks for SC/ST/OBC/PwD candidates. Candidates scoring equal to or more than qualifying marks shall be permitted to appear in the skills and / or applied test.

2. Skills and/or Applied test: 40 marks

This test will be of applied and practical nature which may be in practical mode or written mode or both; to be conducted by the Expert Committee in respective Laboratory / Workstation / Classroom as deemed appropriate by the Expert Committee.

Qualifying marks for Skills and/or Applied test: 16 marks for UR candidates and 14 marks for SC/ST/OBC/PwD candidates.

HOW TO APPLY

Desirous candidates who possess requisite qualifications may report to the University for walk in written and skill / applied test on the given date and time. Candidates will have to fill up all columns correctly in the application form enclosed herewith 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. Candidates must possess requisite eligibility on the date of walk in written and skill and/or applied test. Hard copies of the documents viz Application form, Qualification certificates, Caste certificates, experience certificate etc must be ready with the candidate at the time of walk in written test and skill and/or applied test. Only those candidates who qualify both written test and skill and /or applied test as per selection criteria mentioned will be required to submit hard copies for verification (with original documents) and determination of their eligibility for the post. 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

No. CUJ/Admin/KCST/2021/59
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जम्मू केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JAMMU

राया-सूचानी (बागला), जिला सांबा- 181143, जम्मू (जम्मू एवं कश्मीर)
Rahya -Suchani (Bagla), District Samba -181143, Jammu (Jammu & Kashmir)

APPLICATION FORM

Name of the post applied for.....

A. GENERAL INFORMATION:

1. Name

inFull.....

(IN BLOCK LETTERS)

2. Parentage:

i. Father's name.....

ii. Mother's name.....

3. **Date of Birth:** Day..... Month..... Year.....

4. **Gender:** Male / Female /

5. **Please tick the Category:** General / SC/ ST / OBC /

6. **Nationality**.....

7. **Religion**.....

8. **State to which the applicant belong**.....

9. **Permanent Address:**.....

.....

..... **Pin Code**.....

10. **Address for Correspondence**.....

..... **Pin Code**.....

11. **Email ID**..... **Mobile**.....

Paste your recent
past port size
photograph

B. EDUCATIONAL QUALIFICATIONS:

Exam. Passed	Board / University	Year of Passing	Marks Obtained	Maximum Marks	%age Marks	Div. / Grade	Subjects
Matriculation							
Higher Secondary							
Bachelor's degree							
Master's Degree							
Any other Qualifications							

C. ADMINISTRATIVE EXPERIENCE (IF ANY)

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period

D. Details of the current employment (if any)

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	to	Period

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.....

Check list of Documents to be Enclosed		
S.No.	Documents	
1	VIII (8 th) Class Marks Sheet	
2	Matric/Secondary/High School (10 ^h Class) Marks Sheet	
3	Matric/Secondary/High School (10 ^{oh} Class) Certificates	
4	Sr. Secondary/Intermediate (12 ^h Class) Marks Sheet	
S	Sr. Secondary/Intermediate (12 th Class) High School Certificate	
6	Bachelor's Degree Marks Sheet	
7	Bachelor's Degree	
8	Master's Degree Marks Sheet	
9	Master's Degree	
10	M.Phil Marks Sheet	
11	M.Phil Degree	
12	Ph.D. Degree	
13	Experience Certificate(s) from previous employers	
17	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
18.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
19.	Any other (Please Specify)	