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

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EMPLOYMENT NOTIFICATION No. 28
(For Non-Teaching posts)

Applications through online mode are invited from the eligible candidates possessing prescribed qualifications, experience and age as indicated against each post. 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 **30.03.2023** (10:00 AM) to **29.04.2023** (04:00 PM) at www.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 for detailed Employment Notification No. 28.

Sd/-
(Prof. (Dr.) Yahwant Singh)
Registrar (I/c)
registrar@cujammu.ac.in

No: CUJ/Estab.NT/EN28/2023/132
Date: 22.03.2023

CENTRAL UNIVERSITY OF JAMMU

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

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EMPLOYMENT NOTIFICATION No. 28
(For Non-Teaching posts)

Applications through online mode from the eligible candidates possessing eligibility conditions as indicated against each post read with Cadre Recruitment Rules of the University under direct recruitment are invited for appointment to the various non-teaching posts. The vacancy details are as under:

	Name of Post	Group	Pay Level	Category-wise Posts	Total Posts
1.	Section Officer	B	7	1 - OBC(BL)**	1
2.	Private Secretary	B	7	1 - PwBD-OH(BL)	1
3.	Personal Assistant	B	6	2 - UR, 1 - OBC(BL)	3
4.	Assistant	B	6	1 - UR	1
5.	Junior Engineer (Civil)	B	6	1 - UR	1
6.	Statistical Assistant	C	5	1 - UR	1
7.	Upper Division Clerk	C	4	1 - PwBD-HH(BL)	1
8.	Lower Division Clerk	C	2	3 – UR*, 1 - EWS, 1 - SC(BL)**, 1 - ST(BL), 1 - OBC, 1 - PwBD(BL)***	8
9.	Driver	C	2	2 - UR	2
10.	Library Attendant	C	1	1 - PwBD-VH(BL)****	1

UR - Unreserved, SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Classes, PwBD - Persons with Benchmark Disabilities

*One UR post of LDC is Lien Post therefore the services of candidate selected against lien post may be terminated w.e.f. the date holder of lien joins back the University.

**Subject to outcome of Writ Petitions in the Court of Law

*** Reserved for PwD category (d) autism, intellectual disability, specific learning disability and mental illness & / or (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness pursuant to DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018

****Candidates who have applied for the post of Library Attendant vide Employment Notification No. 24 dated 18.06.2019 are required to apply afresh under this notification without any payment of application fee.

The minimum qualification (essential and desirable) and experience required for each post has been indicated below.

	NAME OF POST	AGE	ESSENTIAL QUALIFICATION & EXPERIENCE
1	Section Officer	40 Years	(i) A Bachelor's Degree in any discipline from any recognised Institute/ University. (ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State

			Autonomous Institutions or holding equivalent positions in any reputed Private companies/ institutions / bank with annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Computer Operation, noting and drafting.
2	Private Secretary	40 Years	(i) A Bachelor's Degree from a recognized University/Institute. (ii) At least 03 Years experience as Personal Assistant or equivalent or 5 years as Stenographer or equivalent in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. (iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi (iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. (v) Knowledge of computer applications. Skill Test: Computer Typing / Dictation / Noting & Drafting Desirable: Proficiency in English & good communication skills.
3	Personal Assistant	40 Years	(i) A Bachelor's Degree in any discipline from any recognized Institute / University. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. (iv) Knowledge of Computer Applications. (v) Two years experience as Stenographer or equivalent with working knowledge of computers in Central State Govt. Organisations / University / Research Institution or Central / State / autonomous Institution/ reputed private institutions having a turnover 200 Crores. Skill Test: Computer Typing / Dictation / Noting & Drafting Desirable: Proficiency in English and good communication skills.
4	Assistant	35 Years	(i) Bachelor Degree from a recognized University / Institution. (ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State / Autonomous Bodies or equivalent pay package in the reputed private Companies/ institutions/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Typing, Computer applications, noting and drafting

5	Junior Engineer (Civil)	40 Years	Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
6	Statistical Assistant	35 Years	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
7	Upper Division Clerk	40 Years	(i) A Bachelor's Degree from any recognized Institute/ University. (ii) Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ institutions / corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm (iv) Proficiency in Computer Operations.
8	Lower Division Clerk	40 Years	(i) A Bachelor's Degree from any recognized Institute / University (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
9	Driver	40 Years	(i) 10th class Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization. **Method of Recruitment:** Direct Recruitment through driving test, knowledge of traffic rules and skill test or On deputation for two years cum absorption for the candidates working in govt organization / autonomous

			bodies / PSUs upto the age of 45 years.
10	Library Attendant	35 Years	(i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized institution. (iii) One year experience in a University/ College / Educational Institution Library. (iv) Basic knowledge of computer applications.

GENERAL TERMS & CONDITIONS

1. **Eligibility Conditions:** It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his / her appointment shall be liable to termination forthwith as per this clause.

2. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

3. The date for determining the eligibility of all candidates in every respect will be the last date of submission of online application.

4. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

   Mode of filling Application Forms

5. Application forms have to be filled only in online mode, as available on the website of the University along with the Employment Notification, within the prescribed time limit indicated in the notification. The candidates are not required to send hard copy of application form to the University. Offline forms will not be accepted from any candidate except in-service candidates. Candidates must keep a copy of online application printout along-with fee submission receipt. However, the same will have to be produced by the candidates at the time of document verification / written and/or Applied/Skill tests etc in the University.

6. Candidates are advised to ensure/satisfy themselves that they fulfil all the eligibility criteria. It is the responsibility of the candidate to assess his/her eligibility for the post for which he/she is applying. After filling up application form and payment of prescribed fee, updation / modification in application form under any circumstances will not be allowed.

7. It is necessary to submit separate application for each position.

8. **Reservation and Relaxation**:

   (i) An ex-serviceman candidate has to submit a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) alongwith application form. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence

services to join the said post (if selected).

(ii) If an ex-serviceman who has already joined a civil post in any Govt. Organization, he will not be considered for any relaxation/concession of Ex-serviceman category for the post.

(iii) For UR post, the reserved category candidates shall be treated at par with General category candidates. No relaxation will be provided on UR post to any category candidates and selection will be based on merit only.

(iv) The PwBD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by competent authority duly authorized by the Central or State Government.

(v) Candidates applying against post reserved for PwBD must indicate whether he / she, belongs to SC / ST / OBC or General Category, wherever applicable.

(vi) The age relaxation to candidates shall be given as per University/ UGC/GoI rules.

(vii) Candidates applying for any reserved post must ensure that they are entitled to such reservation as per Govt. of India norms. They must upload the valid certificate(s) in support of their claim. The OBC certificate should be issued in the format prescribed by the Government of India and should not be issued before six months from the date of submission of application form and it should clearly state that the candidate does not fall under creamy layer.

(viii) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

9. **Application Fee**: Online payment may be made by using Credit Card, Debit Card, Net Banking etc. for the post applied as per details given below:

SI.No.	Particular	Application Fee
1	Candidates belong to General/ EWS/OBC categories	Rs. 1000/-
2	Candidates belong to SC/ ST/ PwBD categories	Nil
3	Regular Employees of Central Universityof Jammu	Nil

10. Candidates applying for more than one post must submit separate applications. Fee once paid will not be refunded. Demand Draft/ Money Orders/ Cheque/ cash payment will not beaccepted as application fee.

11. **In-service candidates:** In-service candidates must:

(i) apply through proper channel; &

(ii) submit following three certificates from the employer:
- No Objection Certificate;
- Vigilance Clearance Certificate; &
- Certificate that no disciplinary proceeding is pending or contemplated against him/her

or

(iii) submit an advance copy of the application to meet the deadline (i.e. on or before 10.05.2023) for receiving the application & submit above-mentioned certificates from the employer before the written and/or Applied/Skill tests, failing which he/ she shall not be allowed to appear in written and/or Applied/Skill tests.

(iv) take the printout of submitted online application form, self-attest each page of application form and annexures/certificates and send it in an envelope duly superscripted **"Application for the post of …..** (name of Post applied) against **Employment Notification No. 28** dated **22.03.2023"** to reach **The Registrar, Central University of Jammu**, Rahya-Suchani (Bagla), District Samba, Jammu & Kashmir, 181143 on or before 10.05.2023.

12. Application form of in-service candidates applying for the post of Driver on deputation basis shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

Qualifications & Experience Certificates

13. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specify period of work, name and designation of the issuing authority along with his signature. More importantly, the certificates must be scanned properly and legibly. Illegible and improperly scanned certificates will not be considered and will be rejected accordingly.

14. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted only if the candidate has atleast one year of continuous service with an employer.

15. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.

16. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

17. Candidate should bring all original testimonials/certificates relating to his/her age, qualification, experience and caste etc. at the time of written and/or Applied/Skill tests for verification as per instructions of the University. In case the candidate fails to submit the original documents for verification of the self-certified Xerox copies of the enclosures to his/her application, he/she shall not be allowed to appear at the written and/or Applied/Skill tests and his candidature shall be treated as cancelled without any further communication in this regard.

18. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi.

19. The University reserves the right:
    (i) to withdraw the advertisement at any time without assigning any reason to this effect.
    (ii) to increase/decrease the number of posts at the time of selection and make appointment accordingly.
    (iii) to fill or not to fill up the advertised post for any reasons whatsoever.

(iv) to draw up reserve panel/waiting list(s), which may be valid for one year from the date of selection committee and may be used for appointments on consequential/new vacancies.

(v) to consider applications received after last date.

(vi) to place reasonable limit on the total number of candidates to be called for written and/or Applied/Skill tests

(vii) to decide criteria/procedure for short listing of the candidates

(viii) to consider the appointment on direct recruitment / on deputation / contract basis

20. Candidates are advised to visit the University website at regular intervals for the updates. Addendum/ deletion/ corrigendum shall be posted on the University website only. All correspondence including Intimation of Written Test, Admit Card for written and/or Applied/Skill tests will be sent by University in the login id / registered email of the candidate. Any change of postal address given in the application form should at once be communicated to the University.

21. **Disqualifications**: The following categories of persons shall not be eligible to apply for any position in theUniversity:

(i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

(ii) Who is a person of unsound mind and questionable conduct or not medically fit to performhis duties.

(iii) Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

(iv) Who is not a citizen of India; and

(v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

(vi) Who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi

Scrutiny of Documents

22. Application Forms will be scrutinized by a Scrutiny Committee and a list of eligible/ not-eligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the University.

23. The list of eligible candidates and the list of not-eligible candidates (indicating the reason for being not-eligible) will be uploaded on the University website after the scrutiny. Candidates who are shown not-eligible at this stage will have an opportunity to submit their grievances/ clarification with documentary evidences for reconsideration within a stipulated deadline. After taking into consideration the grievances, the scrutiny committee will arrive at the final list of eligible candidates for written test.

24. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the written test. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to conduct written test of all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the

minimum prescribed for the post.

25. The dates of written and/or Applied/Skill tests will be notified on the University website and the same will be communicated through email also (as provided in the application form) to the shortlisted candidates. Any change of correspondence address, email, phone from the one given in the application form should be communicated to the University, immediately.

26. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of written and/or Applied/Skill tests. Candidates are advised to regular visit the University website for getting the information about progress in scrutiny work / result, important dates of written / trade / computer proficiency test (if any). The University 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 e- mail / SMS and University website i.e. www.cujammu.ac.in for updates.

Matters governing appointment

27. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forth with.

28. The person appointed against any post shall be governed by the Act / Statutes / Ordinances / Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules 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.

29. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining.

30. Selected candidate(s), 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.

31. The selected candidate shall be kept on probation for a period of two years. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be.

32. The selected candidates shall be appointed under written contract.

33. Age of superannuation for all the positions shall be as per GOI / UGC norms as amended from time to time.

34. In case of any dispute / ambiguity, the decision of Hon'ble Vice Chancellor shall be final.

(Prof. (Dr.) Yahwant Singh)
Registrar (I/c)
registrar@cujammu.ac.in

SELECTION CRITERIA FOR GROUP B & C POSTs

Selection of the candidates will be done on the basis of 2-tier examination / test and candidates' experience score / marks.

2-tier Examination / tests

The 2-tier examination consists of the following two tests:
1. Written test
2. Skills and / or Applied test. Skills Tests wherever applicable will be of qualifying nature only

It will be mandatory for candidates to score minimum qualifying marks in written examination i.e. 40% marks for UR candidates and 35% for reserved category in each tier and 50% marks in aggregate for UR candidates and 45% marks in aggregate for reserved category 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 70**

Category	No. of Questions	Marks Allotted	Type of Paper
General Awareness / Current Affairs / General Aptitude	10	10	Objective
General English	10	10	
Reasoning / Numerical Aptitude / Mental Ability	10	10	
Domain Knowledge	40	40	
Total	**70**	**70**	

Qualifying marks of written test: 28 marks for UR candidates and 24 marks for reserved category 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: 20 marks**

Skills test, wherever applicable, will be of qualifying nature only. Applied 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 / Library / Field / Workstation / Classroom as deemed appropriate by the Expert Committee. The decision of the Expert Committee will be final and no representation whatsoever shall be entertained.

Qualifying marks for Applied test: 8 marks for UR candidates and 7 marks for reserved category candidates.

Experience – Maximum 10 marks

Aggregate marks for consideration in the final merit list will have a component of experience score based on the following marks scheme as below:

1. **Post Basic qualification experience from Government / Semi Government / PSUs / Autonomous Bodies / Private Institution /Organisation:**

Experience (maximum 10 marks)	
Govt / Semi Govt / PSUs / Central or State Autonomous Institutions	1 mark for every completed one year experience.
Private Institutions / Organisations having minimum turnover of Rs. 5 crore per annum during preceding year (Balance sheet duly audited by qualified Chartered Accountant)	1 mark for every completed two years experience

Final Selection / Merit List

Final Merit list will be prepared taking into consideration the following:

Sl.No.	Category	Marks Allotted	Minimum Qualifying marks
(A)	Written test	70	28 marks for UR candidates and 24 marks for reserved category candidates.
(B)	Skill tests wherever applicable	00	Qualifying Nature only. No marks for Final Merit List
	Applied Test	20	8 marks for UR candidates and 7 marks for reserved category candidates.
(C)	Experience Marks**	10	-
	Total	**100**	

* Aggregate of (A) and (B) should be minimum of 45 marks for UR candidates (50% of total marks of Written test and Applied test) and 40 marks for reserved category candidates (45% of total marks of written test and Applied test) for being considered for final merit list.

** Experience score / marks will be awarded to only those candidates who secure the minimum qualifying marks in each test and aggregate of both the tests.

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