



Sher-e-Kashmir
University of Agricultural Sciences and Technology of Kashmir
Shalimar Campus, Srinagar-191 121, Kashmir

Ph./Fax-0194 2461271

Website www.skuastkashmir.ac.in

Advertisement Notice No. 02 of 2017
D a t e d 02 - 05 - 2017

Applications on prescribed proforma (Annexure 'A') are invited from permanent residents of Jammu & Kashmir for the following posts:

Sl. No	Post	No. of posts	Category	Minimum qualifications
01.	Assistant Registrar (Pay Band of ₹15,600-39,100 with Grade Pay of ₹ 5400) UGC Scale	01	Open Merit	Master's degree preferably in Science with 55% marks and 03 years experience of establishment work as Section Officer or equivalent in a Government Deptt. or an autonomous body or a research institute or a University. OR Master's Degree in agriculture/ veterinary or allied sciences with 03 years academic/ administrative experience
02.	Assistant Comptroller (Pay Band of ₹15,600-39,100 with Grade Pay of ₹ 5400) UGC Scale	02	Open Merit = 01 RBA = 01	i. Graduate ii. 05 years experience in the rank/ grade of selection scale of Accountant of the University
03.	Stenographer Pay Band ₹ 5200-20200 + Grade Pay ₹ 2400 (Central Scale)	24	Open Merit -14 RBA - 05 Scheduled caste -02 Scheduled Tribe - 02 Actual Line of Control --01	i. Graduate ii. Shorthand speed of 50 words and typing speed of 35 words per minute iii. Having Six Months Certificate Course in Computer Application from a recognized Institute. Note: Type test shall be conducted on computer keyboard only.
04.	Accounts Assistant Pay Band of ₹ 5200-20200 + Grade Pay ₹2400 (Central Scale)	07	Open Merit - 04 RBA - 01 Scheduled Caste - 01 Scheduled Tribe - 01	i) Graduate ii) Preference will be given to those having experience in any recognized organization. Note: Candidates selected for the post of Accounts Assistant shall have to undergo a training course for a period of one year (comprising theoretical training for six months and practical training for six months) during which they shall be paid a stipend

				of ₹3500/- P.M. They shall be granted Pay Band of ₹5200-20,200 with Grade Pay of ₹ 2400 after completion of one year training course as described above. During the period of probation, they shall have to qualify the ACC examination within the prescribed period failing which their future increments shall be stopped till they pass the requisite examination.
5.	Security Officer (Pay Band of ₹9300-34800 with Grade Pay of ₹4200) Central Scale	01	Open Merit	i) Matriculation ii) Ex-serviceman of the rank of JCO. iii) Age not more than 45 years
6.	Senior Library Assistant (Pay Band of ₹ 9300-34800 with Grade Pay of ₹4200) Central Scale	02	Open Merit - 01 RBA - 01	<u>Essential</u> i) 2nd class graduate in Library Science ii) 3 years experience as Library Assistant or equivalent in the grade of ₹ 9300-34800 + ₹4200. OR 2nd class Master's Degree in Library Science <u>Desirable</u> Graduate in Science
7.	Electrician (Pay Band of ₹ 5,200-20,200 with Grade Pay of ₹1900) Central Scale	02	Open Merit - 01 Scheduled Tribe - 01	i) Matric ii) ITI Diploma in the trade
8.	Driver/Tractor Driver (Pay Band of ₹5200-20200 + Grade Pay of ₹1900) Central Scale	06	Open Merit- 03 Backward Area - 01 Scheduled tribe- 01 Scheduled Caste-01	<u>Essential</u> - Matric - Valid Driving Licence (Heavy Passenger Motor Vehicle) Note: (Post of Driver/Tractor driver designated as Driver with same set of essential qualification and other requirement as that for the post of Driver. However, duties of driver to be broaden to the extent of driving farm machinery/ equipments/earth moving machines etc.)
9.	Plumber (Pay Band of ₹ 5,200-20,200 with Grade Pay of ₹1900) Central Scale	01	Open Merit-01	i. Matric ii. ITI Diploma in the trade

10.	Carpenter Pay Band of ₹ 5,200-20,200 with Grade Pay of ₹1900) Central Scale	01	Open Merit-01	i. Matric ii. ITI Diploma in the trade
11.	Security Guard Pay Band of ₹ 4440 – 7440 with Grade Pay of ₹1350) Central Scale	03	Open Merit = 01 RBA = 01 Schedule Caste= 01	i) Literate ii) Ex-serviceman iii) Age not more than 45 years

General conditions:

- 1) **Last date for receipt of Application Forms May 23, 2017 (upto 5.00 p.m)** (Any Application Form that may reach SKUAST-K after last date of receipt will not be entertained) and no claim thereto shall be acceptable.
- 2) Age as on 01-01-2017 : Minimum =18 years
General Category Candidates : Maximum = 40 years
Reserved Category Candidates =43 years
Physically challenged Candidates =42 years
In-service Candidates
- 3) The applications on prescribed format, complete in all respects should reach the office of **Registrar, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar Campus, Srinagar-190025** by the stipulated date duly accompanied with a Bank Draft for ₹ 500/- (Rupees five hundred only) non-refundable pledged to Comptroller, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar-190025, Srinagar payable at J&K Bank Ltd. Shalimar, Branch, SKUAST-K, Srinagar.
- 4) The last date for receipt of Application Forms, as stipulated above, shall be the cutoff date for determining the eligibility of the candidate for the advertised post. Any qualification/experience acquired thereafter shall not be considered and taken into account for any purpose.
- 5) The application will be accepted in the prescribed format only.
- 6) Only relevant qualifications and claims including category status etc. which shall be in possession of the candidate on or before the last date for receipt of Application Form should be recorded in the Application Form.
- 7) The certificates/testimonials or any other documents attached with the Application Form by the applicant in support of his/her eligibility for the post are subject to verification by the University for authenticity and genuineness at the risk and responsibility of the concerned.
- 8) The original certificates and testimonials which are in possession of the candidate on or before the last date of receipt of Application Forms shall be required to be produced by the applicants at the time of conduct of test or interview.
- 9) The number of posts indicated here-in-above is subject to increase or decrease at the sole discretion of the University at the time of appointment.
- 10) The University reserves the right to defer filling up of any or all posts advertised here-in-above, without assigning any reason thereof.
- 11) In-service candidates are required to route their applications through proper channel viz the concerned Head of Division. However, candidates are advised to submit an advance copy of the application form well before the last date. In the event of failure of the candidate to route the application through proper channel, his/her eligibility shall be assessed as if he/she is not an in-service candidate. The Head of the Department concerned shall forward the application form of the in-service candidates to the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar Campus, Srinagar within **30 days** after the last date of filling of application form i.e. **May 23, 2017**.

- 12) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for written test/interview and also grant weight age to the higher qualification in relevant line/discipline as may be decided by the University.
- 13) No TA/DA will be paid to the candidates for participation in the test or interview
- 14) Canvassing by any candidate in any form will render him/her disqualified for the post.
- 15) Call letters shall not be issued individually; however, University shall give wide publicity through print and electronic media, official Website (www.skuastkashmir.ac.in) of the University about the venues, dates of the written test/interview for the information of eligible candidates. No claim of being unaware of the dates/schedule for written test/interview shall be entertained.
- 16) The selection procedure including criterion for short listing of candidates besides syllabus for written test shall be notified separately through on the University website (www.skuastkashmir.ac.in)
- 17) The University shall not be responsible for any postal delay.
- 18) Separate application form must be submitted for each category of post alongwith requisite bank draft for Rs. 500/-
- 19) In case of any dispute, any suite or legal proceedings against university, the jurisdiction shall be restricted to the Courts at Srinagar, J&K
- 20) Applications not accompanied by necessary supporting documents, self attested copies of degree certificate/marks sheet/experience certificate/category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
- 21) Duly attested copies of the following certificates be attached with the Application Form:
 - Date of Birth Certificate
 - Permanent Resident Certificate
 - Educational Qualification (Degree certificate from recognized institution)prescribed for the post
 - Certificate of Higher/Additional qualification if any
 - Six months Certificate Course in Computer Application from a recognized Institute, wherever applicable
 - Experience/trade Certificate wherever applicable

**Sd/-
(Deputy Registrar)**

No: AU/Adm/(GAD)/Adv-NT/2017/2127-2227

Dt:: 02 -05-2017

Copy for information and necessary action to the:

- All Officers of the University_____
- All Heads of Divisions/Regional Research Stations/Centres/Institutes/Units/KVKs of SKUAST-K
- Secretary to Vice-Chancellor, SKUAST-K, Shalimar. He is requested to get this Notice published in two leading local dailies.
- I/C ARIS for placing on University website.
- University Advertisement Notice file (w.3.s.c.)
- Notice Board.

Assistant Registrar (GAD)

9.	Academic qualification:	Starting from higher qualification					
	Class	Year of passing	Marks obtained	Percentage of marks	Board/University		
10.	Technical Qualification:						
11.	Employment Record and Experience:						
	Designation	Pay scale/ pay Band with Grade pay	Nature of work	Organization	Institution & Place of posting	Period (from-to)	Actual duration (Years & Months)
12.	Reservation category if any(Attach certificate from competent authority)			:			
13.	List of certificates/testimonials enclosed			:			
14.	Have you ever been convicted by a Court of Law for any offence? If so, give details thereof.			:			

Declaration

I _____ S/o/ D/o _____
R/o _____ do hereby solemnly affirm and declare that the entries made in the application form are true and correct to the best of my knowledge and nothing has been concealed or suppressed therein.

I undertake an oath that if any misrepresentation of facts or concealment of any information in the above application is found at any stage I shall be liable for action as warranted under rules.

Signature of the candidate

Details of documents attached (in the same order), duly number: Number _____

S.No.	Annexure	Page No.
01	Bank draft	
02	Academic certificates (including Matric for DOB)	
03.	Technical qualification certificates	
04.	Any other, specify	
05.	Employer's Certificate as prescribed and attached with the application	

If employed, remarks of the forwarding authority

- a) Name of the Department: _____
- b) Place: _____
- c) Name/designation of the forwarding authority: _____
- d) Remarks/Specific recommendation if any _____

Signature of the forwarding Officer

Sher-e-Kashmir
University of Agricultural Sciences and Technology of Kashmir
Shalimar Campus, Srinagar-190025, Kashmir

Abbreviated Advertisement Notice No. 02 of 2017
D a t e d: 02- -05- 2017

Applications on the prescribed proforma are invited from the permanent residents of Jammu & Kashmir State for filling up the following posts:

Sl. No.	Post	No.of posts
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02.	Assistant Comptroller (Pay Band of ₹15,600-39,100 with Grade Pay of ₹ 5400) UGC Scale	02
03.	Stenographer Pay Band ₹5200-20200 + Grade Pay ₹ 2400(Central Scale)	24
04.	Accounts Assistant Pay Band of ₹ 5200-20200 + Grade Pay ₹2400(Central Scale)	07
5.	Security Officer (Pay Band of ₹9300-34800 with Grade Pay of ₹4200) Central Scale	01
6.	Senior Library Assistant (Pay Band of ₹ 9300-34800 with Grade Pay of ₹4200) Central Scale	02
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10.	Carpenter Pay Band of ₹ 5,200-20,200 with Grade Pay of ₹1900) Central Scale	01
11.	Security Guard Pay Band of ₹ 4440 – 7440 with Grade Pay of ₹1350) Central Scale	03

The detailed Advertisement Notice No. 02 of 2017 dated -05-2017 alongwith application form is available on the University Website www.skuastkashmir.ac.in

Last date for submission of Application Forms is **May 23, 2017**

Assistant Registrar (GAD)

No: AU/Adm(GAD)/2017/Adv-NT/2127-2227

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Copy to:

- Secretary to Vice-Chancellor with the request to arrange publication of Notice in two local dailies, Jammu/Srinagar.