

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited for the following posts:-

<u>Name of Post</u>	<u>Pay Scale</u>	<u>Grade Pay</u>	<u>No. of Posts</u>	<u>Category</u>
1. Joint Registrar	37400-67000	8900	02	Open (Main Campus)
2. Joint Registrar	37400-67000	8900	01	Open (Bhaderwah Campus)
3. Deputy Registrar	15600-39100	7600	05	Open

Qualifications: -

Joint Registrar

- Master's Degree in any discipline with 55% marks or its equivalent grade of B in the UGC Seven Point Scale.
- Atleast 12 years of Administrative/Teaching Experience/ comparable experience in research establishment and or other institutions of higher education, with 5 years experience as Associate Professor / Deputy Registrar or equivalent position.

Deputy Registrar

- A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- Five years of experience as Lecturer in a College or a University with experience in Educational Administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

INSTRUCTIONS

Note : The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers/ Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level.)

Application Form

- Prescribed application forms can be obtained from the Office of Deputy Registrar (Forms & Stationery), University of Jammu, Jammu, personally on payment of Rs. 700/- or by post by sending Bank Draft of Rs. 750/- drawn in favour of the **REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006**, payable at Jammu.
- The application form can also be downloaded from the University Website www.jammuuniversity.in. Those who submit the downloaded application form shall be required to enclose **Bank Draft worth Rs. 750/- drawn in favour of the Registrar, University of Jammu, Jammu 180006 encashable at Jammu**. The candidate shall, however, be required to put his/her signature with date on the bottom of each page of the downloaded application form.
- Application forms accompanied with attested copies of qualification certificates/testimonials including experience certificates issued by the competent authority, alongwith self-addressed envelope affixed with postal stamps worth Rs. 30/- be sent only by Registered/Speed Post to the **Assistant Registrar, Adm.(C&R), Room No.112, Old**

Administrative Block, University of Jammu, so as to reach him on or before 20.03.2013. Employee of Jammu University desirous to apply can deposit his / her form by hand till the end of last date.

Complete detail is also available on University Website www.jammuuniversity.in.

Note:

1. In the seven point scale with letter grades O,A,B,C,D,E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE		
GRADE	GRADE POINT	%AGE EQUIVALENT
O=Outstanding	5.50 – 6.00	75 - 100
A=Very Good	4.50 - 5.49	65 - 74
B=Good	3.50 - 4.49	55 - 64
C=Average	2.50 – 3.49	45 – 54
D=Below Average	1.50 – 2.49	35 – 44
E=Poor	0.50 – 1.49	25 – 34
F=Fail	0.00 – 0.49	00 - 24

A relaxation of 5% may be provided at the graduate and master's level for the Schedule Caste / Schedule Tribe / Differently-abled (Physically and Visually different-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to **teaching positions**.

A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September 1991.

2. If the number of applications received in response to this advertisement in respect of any of the posts is large, the University may shortlist the candidates on the basis of qualifications and experience higher than the minimum prescribed or by conducting a screening test.
3. The interview letters shall be sent under Registered /Speed Post. The University shall, however, be not responsible for any postal delay/lapse.
4. Applications of Government Servants should be sent through the Administrative Authority concerned, by the University Employees through the Registrars of their respective Universities and by the persons employed in the private Firms and Institutions through the Heads of the Firms/Institutions concerned. Applications not routed through the respective channels are liable to be rejected. Candidates may sent advance copy of the application alongwith requisite fee (wherever applicable) before the last date of receipt of application.
5. Applications received late or on plain paper or incomplete in any respect will not be entertained. The number of vacancies shown above is tentative and the same may increase or decrease, determinable at the time of selection.
6. Candidates selected for appointment will be placed on probation for one or two years as per recommendation of the selection committee.
7. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience and fitness, etc., before joining the post to which they are appointed.
8. Terms and conditions of appointment of candidates shall be governed by the provisions of the Kashmir and Jammu Universities Act, 1969, and the Statutes and Regulations made there under from time to time. Where the University does not have its own service rules, those prescribed by the State Government for its employees are, mutatis mutandis, applicable to the University employees also.

9. In addition to pay bands, D.A. as admissible under rules is also payable. Medical Allowance as prescribed by the State Government for its employees is admissible to the University Employees which, at present, is paid at a uniform rate of Rs. 300/-p.m. besides coverage under J&K Civil Service Medical (Attendance) Rules 1990. City Compensatory Allowance and House Rent Allowance are also paid to the University employees as is being paid to the J&K State Govt. Employees. Limited residential accommodation at the University Campuses is available which is allotted on turn under rules.
10. Candidates invited for interview will have to present themselves for interview at their own cost.
11. Impersonation or submission of false / fabricated / tampered documents or making incorrect / false statements by a candidate, will, in addition to debarring him / her permanently or for a specific period from any employment in the University, also render him/her liable for criminal prosecution.
12. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
13. All enclosures attached with the application form should be self-attested by the candidate.
14. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
15. A suitable higher start can be considered by the Selection Committee for candidates with higher qualifications.
16. The posts advertised for Bhaderwah Campus shall be **Non- transferable and are exclusively for Bhaderwah Campus.**

DOCUMENTS TO BE ATTACHED

- a. **Attested copy of Date of Birth Certificate.**
- b. **Attested copies of all qualification Certificates.**
- c. **A Self addressed envelope bearing postage stamp worth Rs.30/**
- d. **Five copies of latest Bio-data, alongwith Annual Self-Assessment for the Performance Based Appraisal (PBAS) based proforma and 05 publications (in case of Associate Professors) as books and/or research/policy papers alongwith other documents.**

NOTE:- Applications forms against previous advertisements against these positions shall not be entertained.

**Sd/-
REGISTRAR**

**No . Adm/C&R/13/76-125
Dated: 21.02.2013**

**Sd/-
Assistant Registrar
(Creation&Recruitment)**