



UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A"

University Campus, Hazratbal, Srinagar (J&K) - 190006

www.kashmiruniversity.net

Advertisement Notice No. 03 of 2018

Dated: September 25, 2018

Applications on prescribed Application Form along with details of qualification, experience and contribution to profession/research are invited for the positions of **Registrar** and **Controller of Examinations** in the University of Kashmir. The posts are on tenure basis for a period of **03 years**.

PAY SCALE: Level 14 of Pay Matrix Rs. 144200-218200/- (Pre-revised: PB4, Rs. 37400-67000/- with GP of Rs. 10,000/-) and other benefits as admissible from time to time.

LAST DATE OF SUBMISSION OF APPLICATION FORMS: 27-10-2018.

QUALIFICATIONS:

- a. Master's Degree with at least 55% marks or an equivalent grade 'B' in the UGC 7 point scales.
- b. At least 15 years of experience as Assistant Professor in Level 11 of Pay Matrix Rs. 68900-117200/- (Pre-revised : PB-3, AGP Rs.7000) and above or with 8 years' of service in Level 12 of Pay Matrix Rs.101500-167400/- (Pre-revised: PB-3, AGP Rs. 8000) and above including as Associate Professor alongwith experience in educational administration.

OR

Comparable experience in Research Establishments and/or other Institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar in Level 12 of Pay Matrix Rs. 78800-209200/- (Pre-revised: PB-3, GP Rs.7600/-) or an equivalent post.

AGE: The age of superannuation, as at present, shall continue to be 60 years.

OTHER CONDITIONS:

- i) Candidates who have been awarded post-graduate/Ph.D degree from foreign University should enclose "Equivalence Certificate" issued by the Association of Indian Universities (AIU), New Delhi, without which their candidature will not be considered.
- ii) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by recognized university shall also be considered eligible.
- iii) The appointment shall be governed by the rules and regulations of the University, University Grants Commission and the Union Ministry of Human Resource Development, whichever is applicable.
- iv) The post shall not be inter-changeable with any other post/s in the similar PB & GP.
- v) Only those candidates should apply for the post, who fulfil all the eligibility criteria by the last date laid down in the advertisement notice by the University.
- vi) The University reserves the right not to fill the vacancy advertised, if circumstances so warrant, without assigning any reason thereof.
- vii) The appointment shall be purely on tenure basis.
- viii) Appointee shall be required to join his /her parent department / institute after completing the term, if applicable.
- ix) Incomplete Application Forms will be summarily rejected.
- x) In-service candidate need to forward his/her application through proper channel.

GENERAL INSTRUCTIONS:

- i) Application Form available on the University website at www.kashmiruniversity.net complete in all respects along-with the Bank draft of Rs. 1050/= (non-refundable) drawn in favour of the Registrar, University of Kashmir, Srinagar and payable at Srinagar should be submitted in the office of the Assistant Registrar Recruitment, Administrative Block, University of Kashmir Srinagar, 190006 J&K. Postal order will not be accepted.
- i) **Candidates who have already applied against the aforementioned post/s in response to the Advertisement Notice No. 1 of 2016 dated 05-04-2016 need to submit application forms afresh. However, they are not required to pay application fee.**
- ii) Candidates sending their application form by post should ensure that the envelope containing application form is super-scribed as "*Application for the post of Registrar and Controller of Examinations advertised vide Notice No. 03 of 2018 dated September 25, 2018*" should reach the office of the Assistant Registrar Recruitment, University of Kashmir Srinagar, 190006 J&K.
- iii) Candidates invited for interview shall not be paid any T.A/D.A.
- iv) Canvassing in any form by or on behalf of the candidate will lead to disqualification.
- v) All enclosures attached with the Application Form should be self attested by the candidate.
- vi) The Vice Chancellor is empowered to place before the Selection Committee suitable persons for its consideration along with the applications received in response to the advertisement.
- vii) The University shall verify the authenticity of all documents submitted by the candidates at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules.
- viii) Addendum/corrigendum, if issued, to this advertisement shall be uploaded on the university website only.
- ix) Application Form found incomplete in any respect shall be rejected summarily without any notice.
- x) No Application Form shall be entertained after the last date.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

- i) Self attested copy of Date of Birth Certificate;
- ii) Self attested copies of all qualification/ experience certificates;
- iii) Bank Draft of Rs. 1050/-.

Sd/-
(Prof. Nilofer Hassan Khan)
REGISTRAR

No: F/Advt Reg-CE/KU/Rec/18

Dated: September 25, 2018

Copy to the:

1. Principal Secretary to Hon'ble Governor (Chancellor Universities), Raj Bhavan, Srinagar;
2. Dean Academics Affairs/Dean Research/DCDC;
3. Deans of all Faculties;
4. Heads of all teaching Departments/Directors of various Research Centres/Units;
5. Directors of all Campuses/Centres/Institutes;
6. Dean, Students Welfare/ Librarian, Allama Iqbal Library;
7. Registrars of all Universities in India for favour of wide publicity;
8. Principals of all affiliated/Constituent Colleges;
9. Director, Employment J&K Govt., Srinagar/Jammu;
10. Director, IT&SS. He is requested to please ensure that the Advertisement is placed on the University website;
11. Special Secretary to Vice-Chancellor for kind information of the Vice-Chancellor;
12. All other officers of the University;
13. Station Director/News Editor, All India Radio/Doordarshan, Srinagar/Jammu for announcement over Radio/Doordarshan;
14. P.S. to Principal Secretary to Govt., Finance Department (Financial Adviser Universities), Civil Secretariat, Srinagar;

15. P.S. to Principal Secretary to Govt. Higher Education Department, Civil Secretariat, Srinagar;
16. P.S to Registrar/Controller of Examinations for information of the Registrar/Controller;
17. Notice Board/s & File