



# UNIVERSITY OF KASHMIR

NAAC Accredited A+

University Campus, Hazratbal, Srinagar-190006, J&K  
Web: [www.kashmiruniversity.net](http://www.kashmiruniversity.net) Email id: [recoff@uok.edu.in](mailto:recoff@uok.edu.in)

## Advertisement Notice No. 02 of 2024, dated: 28-10-2024

Online applications are invited from domiciles of the Union Territory of Jammu & Kashmir for the below mentioned posts available in the University of Kashmir as per the mentioned details:

S. No	Post ID	Post/ Pay Level	No. of Posts	Reservation of Posts	
				UR	SC
1.	<u>UR:</u> PGD-UNV-38 <u>SC:</u> PGD-UNV-39	Deputy Registrar/ Deputy Controller of Examinations <i>Level 12 (Rs.78800-209200)</i>	03	02*	01

**\*One open post is likely to become vacant on 01.05.2025**

### I) IMPORTANT DATES:

01	Submission of Online Form/ Hard Copy w.e.f.	04.11.2024
02	Last date for submission of Online Forms	03.12.2024
03	Last date for submission of Hard copies	06.12.2024

### II) QUALIFICATIONS AND OTHER ESSENTIAL REQUIREMENTS:

#### Essential:

- Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade in the CGPA/Grade 'B' in the UGC 7 points scale from a recognized University/Institute.

#### Experience:

- At least 09 years of experience as Assistant Professor in the AGP of Rs.6000/- (Level 10 of the 7th CPC) or above with 3 years' experience in educational administration **OR**
- Comparable experience in research establishments and/ or other Institutions of higher education. **OR**
- 05 years of administrative experience as Assistant Registrar or equivalent post in the GP of Rs.5400/-(level 10 of 7th CPC) and above.

### III) PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

In the Seven Point Scale with letter grades O, A, B, C, D, E & F, "B" shall be regarded as equivalent of 55%, wherever the grading system is followed:

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

#### IV) SUBMISSION OF ON-LINE APPLICATION FORMS:

**Step 1:** Visit <http://www.kashmiruniversity.net> and Click on Jobs/Recruitment link. Read detailed Important Instructions and preview of whole process for Registration and submission of Application Form before proceeding ahead.

**Step 2:** Candidate needs to register him/herself before submitting the Online Application. For Registration, Click on the Register as an Applicant link. Remember the Username and Password for future reference. Use valid Email ID and mobile number during registration process.

**Step 3:** After successful Registration, Login into the system by using your Username and Password.

**Step 4:** Key in the personal details, educational qualifications, experience etc then Preview the Form, if details are correct, Click on Submit. If there is variation or you want to update, Click on Preview button, make corrections, updations and then Submit. Remember, no editing or updating is allowed after the Form is submitted. Get a print out of the application form and note the Form No. for future reference.

**Step 5:** Deposit the Application Fee of Rs. 1050/-, through Online mode.

Submit a Print-out of the Application Form submitted online along with the enclosures, duly numbered at right hand top margin, as per the auto-generated serial numbers against each entry, bank pay-in-slip/online payment acknowledgement, properly bounded, either personally or through Speed Post/Registered Post to the Office of the Recruitment, New Administrative Block, University Campus, Hazratbal, Srinagar-190006, J&K,. Candidates sending print-out of their Application Forms by post should ensure that the envelope containing Application Form is super-scribed as “*Application for the post of ....., Post ID ....., Advertisement notice No. .... Dated .....*” and reaches by or before the last date. Application Form received by post after the last date shall be subject to rejection without any notice in this regard.

#### V) OTHER TERMS AND CONDITIONS:

1. Only those candidates should apply for the post, who fulfil all the eligibility conditions by the last date of submission of Application Form;
2. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by the candidate will, in addition to debarring him/her permanently or for a specific period from any employment in the University and also liable for criminal prosecution;
3. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
4. Application Form found incomplete in any respect shall be rejected without any notice;

5. The candidates applying for the post of Deputy Registrar should be domiciles of the Union Territory of Jammu & Kashmir and have to attach the Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose.
6. Application of Government servants should be sent through the Administrative Authority concerned, University Employees through the Registrar of their respective Universities. Applications not routed through the respective channels are liable to be rejected. Candidates may send advance copy of the Application form alongwith the requisite enclosures and application fee (whichever applicable) before the last date of receipt of application form;
7. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.
8. Candidates called for interview shall have to produce the original documents relating to their age, educational qualifications, experience and fitness etc. at the time of interview;
9. Candidates invited for interview shall not be paid any TA and DA;
10. Terms and conditions of appointment of the candidates shall be governed by the provisions of J&K CSR/ the Kashmir & Jammu Universities Act, 1969 and Statutes & Regulations made there under from time to time and the Union Ministry of Education, wherever applicable.
11. The University shall verify the antecedents of all documents submitted at the time of appointment or during the tenure of service. In cases, 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 service shall be terminated forthwith;
12. Services are transferable between the different Satellite Campuses of the University of Kashmir;
13. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof;
14. Candidates having degrees from a Foreign University should enclose "Equivalence Certificate" issued by Association of Indian Universities (AIU), New Delhi, without which their degree/s will not be considered;
15. The number of vacancies indicated in Advertisement notice is tentative. The University reserves the right to increase/decrease the number of posts at the time of Selection.
16. The Candidates applying under various categories shall be required to produce the relevant category certificate/s duly issued by the Competent Authority failing which their candidature shall not be entertained.

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**Sd/-**  
**Mushtaq Ahmad Mir**  
Deputy Registrar  
(Recruitment)

No. KU/Rect/Advt/24  
Dated: October 28, 2024