



UNIVERSITY OF KASHMIR

NAAC Accredited A++

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

Advertisement Notice No. 02 of 2026, Dated: 02.01.2026

Online Applications are invited from the domiciles of UT of Jammu & Kashmir for the post of **Assistant Registrars/Assistant Controller of Examinations** in Pay Level 10 (Rs. 56100-177500), available in the University as per the following breakup:

| S. No | Post | No. of Posts | Reservation of Posts | | | |
|-------|---|--------------|----------------------|----------------|-----------------|-----------------|
| | | | Open (UR) | Schedule caste | ST-1 | ST-2 |
| 1. | Assistant Registrar/ Assistant Controller of Examinations | 06*# | 03 [#] | 01 | 01 [#] | 01 [#] |
| | Post Code | | PGD-UNV-43 | PGD-UNV-44 | PGD-UNV-45 | PGD-UNV-46 |

Note:

* These posts are distinct and independent from the posts advertised vide Advertisement Notice No. 06 of 2023 dated 28.04.2023 which are presently sub-judice before the Hon'ble Central Administrative Tribunal, Srinagar. The aforementioned Advertisement Notification is subject to the outcome of Transfer Application.

One post each of ST-1 and ST-2 category are likely to become vacant on 01.04.2026, and one post of Open (UR) Category is likely to become vacant on 01.06.2026.

Eligibility:

Good Academic record with Masters Degree with at least 55% marks or its equivalent grade "B" in seven point scale.

Age:

The age of candidates as on 01.01.2026 should be:

- Not below 18 years; and
- Not above
 - 40 years in case of Open merit;
 - 42 years in case of Physically Challenged candidates;
 - 43 years in case of SC/ST-1/ST-2/BA/OBC/EWS/LAC/IB.
 - 50 years in case of substantive in-service employees of the University.

Important Dates:

| | | |
|---|--|------------|
| 01 | Submission of Online application forms w.e.f. | 07.01.2026 |
| 02 | Last date for submission of Online Application Forms | 06.02.2026 |
| 03 | Last date for submission of Hard copies | 13.02.2026 |
| (Only for in-service candidates applying through proper channel, if applicable) | | |

Submission of Online Application Form:

- Step 1:** Visit <http://www.kashmiruniversity.net> and Click on **Jobs** link. Read detailed important instructions and preview of whole process for Registration and Submission of Application Form before proceeding ahead.
- Step 2:** Candidate need to **Register** him/herself before submitting the Online Application. For Registration, **Click** on the Non-Teaching Jobs 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. **Preview** the Form, if details are correct, Click on **Submit**. If there is variation or you want to update, Click on **Edit**, make corrections, updations and then **Submit**. **Remember, no editing or updating is allowed after the Form is submitted.** Get print-out of the Application Form and note the Form No. for future reference.
- Step 5:** **Select** payment mode for depositing Application Fee (Online mode). **Deposit** the Application Fee of Rs. 1200 for open as well as for the reserved category, through Online mode.

However, persons with benchmark disabilities (PwD) are exempted from payment of application fee.

Other terms and conditions:

1. Reservation to above post is as per the provision of S.O 305 dated 21.05.2024 issued by the UT Government, Jammu & Kashmir.
2. All the relevant information / updates shall be uploaded on the University website. The candidates are advised to remain in touch with the University website <http://www.kashmiruniversity.net>. To notify the same in newspapers shall not be obligatory on the University.
3. Candidates seeking reservation under different reserved categories are required to submit certificate on the format prescribed by the competent authority.
4. Only those candidates should apply for the post, who fulfill all the eligibility conditions as on the last date fixed for submission of online application forms.
5. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. If, at any stage, it is found that the applicant is not eligible as per the prescribed eligibility criteria, which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
6. The number of posts shown above may vary during the recruitment process. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
7. Applications that are not in prescribed form / without relevant supporting enclosures shall be summarily be rejected. No correspondence will be entertained in this regard;
8. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of J&K Government or Govt. of India must apply through proper channel. In such cases, the candidates are asked to send an advance copy so as to reach before the

stipulated deadline. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test.

9. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi-Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
10. All the appointees including the in-service candidates shall be governed by the New Pension System/Scheme (NPS) introduced by the Government of India.
11. A valid e-mail ID and Mobile Number is mandatory for submitting online application form and should be kept active till final selection. The Institute will send call letter for written test to the registered e-mail ID. No correspondence will be sent by post/courier.
12. Candidates who have successfully submitted their online application form have to ensure that their name appears in the list which would be available on the University website in due course of time. If there is any discrepancy /query, please contact Recruitment Section personally within three working days from the date of display of the list on the university website failing which no further claim whatsoever shall be entertained.
13. **The Application fee once paid will not be refunded or re-adjusted under any circumstances.**
14. Any addendum/corrigendum and related notifications will be published at the university website: www.kashmiruniversity.net. Applicants are advised to regularly visit the university website for any update/notification. No separate communication will be sent to any individual candidate.
15. The appointment shall be governed by the rules & regulations of the UT Government/ University (whichever is applicable);
16. Services are transferable between the different Satellite Campuses of the University of Kashmir;
17. 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;
18. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
19. The scheme/selection criteria and syllabus for written test shall be notified separately and shall be made available on the official website of the university www.kashmiruniversity.net.
20. **The shortlisted applicants are required to submit the printout of ONLINE application form along with all supporting documents duly self-attested as and when asked for.** Candidates must bring all relevant certificates and testimonials along with them (Original and one set of self-attested copies).
21. The appointment to the notified positions is provisional and subject to the verification of documents/claims through proper channels. If the verification at any point of time reveals that the claim of the candidate/s belonging to a particular category is false, his/her services will be terminated forthwith without assigning any further reason(s) and without prejudice to such further action as may be taken under the provisions in Bharatiya Nyaya Sanhita, 2023 for production of false certificates;
22. The appointment under SC/ST quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST or "not belonging to creamy layer" is false, his/her services will be terminated forthwith

without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita, 2023 for production of false certificate.

23. 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.
24. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.
25. No TA/DA will be paid for attending the written test.

Sd/-
Mushtaq Ahmad Mir
(Deputy Registrar
Recruitment)