



# UNIVERSITY OF KASHMIR

NAAC Accredited Grade A+

Hazratbal, Srinagar – 190006



## Advertisement Notice No.09 of 2023

Dated: August 16, 2023

Online Application forms are invited from the domiciles of UT of Jammu & Kashmir for the below mentioned posts available in the University of Kashmir in the Pay Scale/ Level mentioned against each.

S. No	Postcode	Name of the Posts	Pay Scale/ Level	No. of posts	Category/Reservation		
					OM	RBA	Schedule Caste
01.	PGD-UNV-29	Carpenter	19900-63200 Level 2	01	01	-	-
02.	PGD-UNV-31	Work Supervisor	19900-63200 Level 2	01	01	-	-
03.	PGD-UNV-32	Supervisor (Horticulture Div.)	19900-63200 Level 2	03	01	01	01
04.	PGD-UNV-34	Auditor	25500-81100 Level 4	01	01	-	-
05.	PGD-UNV-35	Sports Assistant	25500-81100 Level 4	01	01	-	-
06.	PGD-UNV-36	Urdu Typist	25500-81100 Level 4	01	01	-	-
07.	PGD-UNV-37	Hindi Typist	25500-81100 Level 4	02	01	01	-

### Age:

The age of candidates as on 01.01.2023 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 Schedule Caste/RBA/ST/EWS/LAC



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## Essential Qualifications: -

S.No	Post	Qualification
01	Carpenter	i. Matric ii. 05 years experience in furniture fabrication iii. ITI in the trade concerned
02	Work Supervisor	Matriculation Examination pass or its equivalent from any recognized Institute/University and having ITI certificate in Building Construction Trade/Mason.
03	Supervisor (Horticulture Div.)	<b>Essential:</b> a) Degree or Diploma in the field of Horticulture or Floriculture from a recognized College or University. b) Must possess good communication and presentation skills. c) Should have good managerial skills for timely organization of Horticulture/ Floriculture/botanical work through the Gardeners / Manpower and other resources placed at his disposal. d) Should be capable of preparing proper inventory of Horticulture Assets. <b>Desirable</b> Minimum 05 Years or more experience in the field of Horticulture / Floriculture Botanicals in the Government / Semi Government Departments /Institutions.
04	Auditor	M.Com from a recognized University/ Institute with 5 years experience in any Educational Institution in a Supervisory capacity. <b>OR</b> B.Com from a recognized University/ Institute. with ACC & 5 years experience as an Auditor in a Govt. or Semi Govt. Organization.
05	Sports Assistant	B.PED or B.P.E (three years course) from a recognized University/ Institute with atleast 50% marks and having three years experience in the field from recognized Institute.



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06	Urdu Typist	i) Graduate with 50% marks from any recognized University / Institute with minimum speed of 30 words per minute in Urdu typing and diploma in Urdu software from recognized Institute. ii) Knowledge of Computer Applications
07	Hindi Typist	i) Graduate with 50% marks from any recognized University / Institute with minimum speed of 30 words per minute in Hindi typing and diploma in Hindi software from recognized Institute ii) Knowledge of Computer Applications

## Important Dates:

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01 Submission of Online application forms: 18-08-2023

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02 Last date for submission of Online application forms: 31-08-2023

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## 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. 550 for open category as well as for the reserved category, through Online mode only.



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## **Other terms and conditions:**

1. **Reservation to above post is as per the provision of S.O. 127 dated 20.04.2020 issued by the Govt of UT Jammu & Kashmir;**
2. Only those candidates should apply for the post, who fulfil all the eligibility conditions by the last date of submission of Application Form;
3. Application Form found incomplete in any respect shall be rejected without any notice;
4. There shall be no age bar for in-service candidates of the University of Kashmir.
5. 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 along with the requisite enclosures and application fee (whichever applicable) before the last date of receipt of application fee;
6. 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.
7. **The fee once paid will not be refunded or re-adjusted under any circumstances.**
8. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the University website only. Accordingly, all applicants in their own interest are advised to keep track of university website.
9. The appointment shall be governed by the rules & regulations of the State/UT Government/ University (whichever is applicable);
10. Services are transferable between the different Satellite Campuses of the University of Kashmir;
11. 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;
12. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
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. **The shortlisted applicants are required to produce printout of ONLINE application form (Hardcopy) completed and duly self-attested along with supporting documents at the time of written test/skill test/trade test etc. (if any) failing which such candidates shall not be allowed to participate in the process.**
15. Candidates called for interaction/document verification shall have to produce the original documents relating to their age, educational qualifications, experience and fitness etc. before the Verification Committee;



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16. The University shall verify the antecedents of all documents submitted at the 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 service shall be terminated forthwith;
17. **Number of vacancies are tentative and may increase or decrease at the end of selection process;**
18. 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.
19. The scheme of examination & syllabus, if any, for the above-mentioned position shall be notified separately and uploaded on the University website [www.kashmiruniversity.net](http://www.kashmiruniversity.net)
20. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.
21. Mere appearance in the examination does not automatically entitle a candidate to be considered for appointment.
22. This is subject to the outcome of writ petition(s) if any, pending before any competent court of law.

**Sd/-**  
**Deputy Registrar**  
**Recruitment**

No: F(NT-09)Rec/KU/23

Dated: 16.08.2023