



UNIVERSITY OF KASHMIR

NAAC Accredited Grade A+

Hazratbal, Srinagar – 190006



Advertisement Notice No.07 of 2023

Dated: July 28, 2023

Online Application forms are invited from the domiciles of UT of Jammu & Kashmir for the below mentioned posts in Pay Level 6 (Rs. 35400-112400), available in the University of Kashmir as per the following details:

S. No	Name of the Posts	Postcode	No. of posts	Category/Reservation						
				OM	RBA	Schedule Caste	ST	EWS (UR)	LAC	PSP
01.	Legal Assistant	PGD-UNV-26	02	01	01	-	-	-	-	-
02.	Junior Professional Assistant	PGD-UNV-27	13	06	02	01	01	01	01	01
03.	Liaison Officer	PGD-UNV-28	03	01	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/ST/RBA/ LAC/ PSP/EWS

Essential Qualifications: -

1. Legal Assistant	<ol style="list-style-type: none"> L.L.B (3 year) Professional Degree/BA-LLB (5-year integrated degree) through regular mode with 55% marks or equivalent grade from a recognized University/Institute. Three years active practice at the Bar certified by Principal District & Sessions Judge concerned where the candidate is practicing.
2. Junior Professional Assistant	Bachelors in Library & Information Science (BLIS)/ B.Lib or an equivalent degree from a recognized University/ Institute with 55% Marks. Or Masters in Library & Information Science (MLIS) /M.Lib or an equivalent degree from a recognized University/Institute with 50% Marks.
3. Liaison Officer	Masters Degree in any discipline with 55% marks or equivalent grade/degree from a recognized University/Institute Desirable: - Preference will be given to those candidates who have good communication skills.



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Important Dates:

01	Submission of Online forms:	August 01, 2023
02	Last date for submission of Online forms:	August 14, 2023

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.

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. 4% horizontal reservation shall be provided to Physically Handicapped Category candidates in accordance with the Notification No. F(Res-Policy-Specially bled)KU/Gen.Admin dated 03.05.2017;
3. Only those candidates should apply for the post, who fulfil all the eligibility conditions by the last date of submission of Application Form;
4. Application Form found incomplete in any respect shall be rejected without any notice;
5. There shall be no age bar for in-service candidates of the University of Kashmir.
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 along with the requisite enclosures and application fee (whichever applicable) before the last date of receipt of application fee;



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7. 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 one week from the date of display of the list failing which no further claim whatsoever shall be entertained.
8. **The fee once paid will not be refunded or re-adjusted under any circumstances.**
9. 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.
10. The appointment shall be governed by the rules & regulations of the State/UT Government/ University (whichever is applicable);
11. Services are transferable between the different Satellite Campuses of the University of Kashmir;
12. 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;
13. Canvassing in any form by or on behalf of the candidate will lead to disqualification;
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. **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.**
16. 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;
17. 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;
18. **Number of vacancies are tentative and may increase or decrease at the end of selection process;**
19. 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.



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20. 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
21. Eligible candidates shall have to undergo the process of screening/selection to be determined by the University which shall be notified separately.
22. Mere appearance in the examination does not automatically entitle a candidate to be considered for appointment.
23. 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-07/KU/23

Dated: 28.07.2023