



# जम्मू केंद्रीय विश्वविद्यालय Central University of Jammu

राया-सूचानी, बागलाह, जिला सांबा-181143 जम्मू, जम्मू एवं कश्मीर  
Rahya- Suchani (Bagla), District Samba-181143 Jammu (J &K)  
Ph. No. 01923-249658; website: www.cujammu.ac.in

## EMPLOYMENT NOTIFICATION NO 26 (For Non-Teaching posts)

Applications through online mode are invited from the eligible candidates possessing prescribed qualifications and age as indicated against each post read with Cadre Recruitment Rules of the University and Govt. of India norms.

Only online applications complete in all respects along with online non-refundable fee payment of **Rs. 1000/-** (except in case of candidates belonging SC/ST/PWD & regular employees of Central University of Jammu) will be accepted. Candidates shall satisfy themselves about eligibility and other conditions prior to submission of online application. The portal / link for submission of online applications will remain open from **13.01.2020** to **13.02.2020** at <https://www.work.cujammu.ac.in/>

For further details: Eligibility, Number of Posts, Category wise reservation (SC/ST/OBC/PwD) and other conditions please visit University website [www.cujammu.ac.in](http://www.cujammu.ac.in)

The University reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

Sd/-  
**REGISTRAR**

No. CUJ/Admin/Empl.Not.26/2020/01  
Date: 03.01.2020



# जम्मू केंद्रीय विश्वविद्यालय

## Central University of Jammu

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### EMPLOYMENT NOTIFICATION NO. 26 (For Non-Teaching posts)

Applications through online mode only from the eligible candidates possessing eligibility conditions as indicated against each post read with Cadre Recruitment Rules of the University available on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in) under direct recruitment are invited from candidates for appointment to the various non-teaching positions.

The vacancy details\* are as under:

Sl. No	Name of the Post	Pay Scale (as per 7 <sup>th</sup> CPC)	No. of Posts
1.	Personal Assistant	Rs.35400 – 112400, (Level –6)	1-UR & 1-OBC
2.	Lower Division Clerk	Rs. 19900 – 63200, (Level – 2)	2-UR, 1-PwD** 1-EWS & 1-ST***
3.	Driver	Rs. 19900 – 63200, (Level – 2)	02- UR

**Note:** UR-Unreserved, SC-Scheduled Castes, ST- Scheduled Tribes, OBC-Other Backward Classes, PwD- Persons with Disabilities

\*The University reserves the right to decrease / increase the posts or not to fill any of the posts advertised.

\*\* Reserved for PwD category (d) autism, intellectual disability, specific learning disability and mental illness & / or (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness pursuant to No.36035/02/2017-Estt (Res) dated 15.01.2018

\*\*\* Lien Post therefore the services of candidate selected against lien post may be terminated w.e.f the date holder of lien joins back the University.

#### 1. PERSONAL ASSISTANT (Rs.35400 – 112400, Level –6 as per 7<sup>th</sup> CPC)

Age: Below 35 years

##### Essential Qualifications and experience:

- Bachelor's Degree from a recognized University/ Institute.
- The speed of Stenography may be prescribed at 100 w.p.m. for English and 80 w.p.m. for Hindi. Similarly for English typing at 35 w.p.m. and for Hindi typing at 30 w.p.m.
- Knowledge of computer applications.
- One year's experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.

#### 2. LOWER DIVISION CLERK, (Rs. 19900-63200, Level – 2 as per 7<sup>th</sup> CPC)

Age: Below 30 years

##### Essential Qualifications and experience:

- Bachelor's Degree from a recognized University / Institute.
- English typing @ 35 w.p.m.  
Hindi typing @ 30 w.p.m.  
(Time allowed – 10 mts.)  
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word).

iii. Working knowledge of computer applications.

**3. DRIVER** (Rs. 19900-63200, Level – 2 as per 7<sup>th</sup> CPC)

Age: Below 30 years

**Essential Qualifications and experience:**

- i. Class 10<sup>th</sup> standard from a recognized School/ Board.
- ii. Possession of a valid driving licence of passenger vehicle/ MG/ HG/ "having no adverse endorsement" issued by the competent authority.
- iii. Experience of driving motor vehicles M/H for at least 3 years.

**Desirable:** Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).

**GENERAL TERMS & CONDITIONS**

**1) Eligibility Conditions:**

a) The University may conduct written test for all the candidates who have applied for the post. Scrutiny of application will be done in respect of skill test qualified candidates only. Candidature will be cancelled at any stage of the recruitment in case of any anomaly observed by the scrutiny committee. Only one representation to disqualified candidates will be entertained by the scrutiny committee. Therefore, all candidates are advised to ascertain their eligibility strictly as per eligibility criteria of the post(s) prescribed in the Notification.

b) Mere possession of eligibility conditions shall not entitle a candidate to be called for written test / interview (wherever applicable). The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the online applications. Candidate may not be called for written test / Skill test / Interview (wherever applicable) if he / she does not possess the minimum qualification and experience etc. as on the closing date of the online application for a particular post.

2) It is the sole responsibility of the candidate to assess his / her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his / her online application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test / Skill test / interview (wherever applicable) due to whatever circumstances, his / her appointment shall be liable to termination forthwith as per this clause and also based on his / her undertaking in online application form. Candidates are advised to confirm their eligibility prior to submission of online application.

3) Candidate who is already in service should submit his/her application through proper channel. However, he / she may send an advance copy of his / her application and should produce a "No Objection Certificate" from the employer at the time of interview or joining failing which he / she shall not be interviewed (for Group A) or allowed to be join the University (for Group B & C). The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly

- certified by the Competent Authority for the desired periods through proper channel. Submission of online application with requisite fee is mandatory for all applicants. Application fee once paid shall not be refunded under any circumstances.
- 4) Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities / sources. If, any claim / certificate / document is found to be false / fake / incorrect / *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his / her appointment, if already appointed.
  - 5) If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled or services shall be terminated forthwith, if already appointed, as the case may be.
  - 6) The persons appointed against any post shall be governed by the Act, Statutes, Ordinances, Regulations & Rules governing the service conditions / method of recruitments, CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India / Guidelines of the UGC / Cadre Recruitment Rules adopted by the University from time to time.
  - 7) The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional. In case, the report of the police with regard to his / her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn / cancelled / terminated forthwith without notice.
  - 8) The selected candidate will also have to undergo a medical examination / test to ascertain his / her medical fitness for the post prior to joining. In case, he / she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies may submit Medical Fitness Certificate from any Government Hospital at the place of his / her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district at the time of joining of applicant.
  - 9) **Nature of Duties:** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The selected candidate is liable to serve anywhere in the country or outside the country where the offices, Campuses or projects of the University are located or may be located in future.
  - 10) The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.

11) Candidates who have been awarded degrees from foreign Universities should enclose “*Equivalence Certificates*” issued by the Association of Indian Universities, New Delhi.

12) **Reservations and Relaxations:**

- a) The period put in by the candidates as Residency Period to acquire M.Phil. and /or Ph.D. Degree shall not be counted towards teaching/research experience. Candidates must provide the details with regard to the Residency Period in the application form in case of applicable posts only.
- b) Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PWD or other reserved categories as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be produced within the time allotted by the University after skill test. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- c) In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

Sl. No	CATEGORIES OF PERSONS	EXTENT OF AGE RELAXATION
1	Regular Employees of the Central Government / State Government / Central Universities / UGC maintained deemed to be Universities / Other Central / State autonomous bodies / organizations / Institutions	As per Govt. of India rules.
2	Ex-serviceman	

- d) (i) Candidates applying against post reserved for PWD should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable.
  - (iii) Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Persons with Disabilities.
- e) Candidates seeking reservation under reserved category are required to submit certificates on the format prescribed by the Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required latest issued certificates in the prescribed

enclosed format. Further, they shall submit the declaration given in the application form.

- f) The appointment under reserved category will be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belonging to particular category 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 Indian Penal Code / Ranbir Penal Code for production of false certificates.

13) Candidate should bring all original certificates along with one set of self-attested photocopies relating to his / her age, qualification, experience and caste etc. at the time of interview (for Group A posts) or after Skill test or joining (for Group C posts). In case the candidate fails to submit the documents, he / she shall not be allowed to appear at the interview or join, as the case may be and his / her candidature shall be treated as cancelled without any further communication in this regard.

- 14) (i) Interim enquiries shall not be entertained.  
(ii) Conditional form of applications will not be entertained by the University.  
(iii) 'Canvassing in any form shall disqualify the candidature of the candidate'.  
(iv) Applicants are required to apply on separate online application form for each post. Application Forms without the required online application fee shall be rejected.

15) The University shall not be responsible for any postal / electronic delay. Online application must be submitted prior to closing date and time of online application on the portal. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the online application which will facilitate communication at any point of time.

16) The University reserves the right to place reasonable limit on the total number of candidates to be called for written test / skill / applied test / interviews wherever applicable.

17) The selected candidates shall be appointed under written contract.

18) Age of superannuation for all the positions shall be as per GOI / UGC norms as amended from time to time.

19) Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview / joining.

20) The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

21) With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the University Authority shall be final.

22) (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee.

(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

(iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

23) No TA/DA shall be paid to the candidates for attending the interview / Written Test / Skill test. However, the SC / ST Candidates will be reimbursed travel expenses limited to second-class railway / ordinary bus fare by shortest route on production of tickets (IRCTC tickets or State Road Transport Corporation tickets).

24) **Rejection of Applications Forms:** Online Applications not filled up on the basis of supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/ experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete online applications shall be rejected summarily. Application form (i) received after the last date of receipt of application at University, or (ii) incomplete in any respect or (iii) any fresh paper / enclosures after the last date of receipt of application, shall not be entertained. No amendments in online application will be allowed. Thus, candidates are advised to be careful while filling the online application

25) Candidates belonging to SC, ST, PwD & regular employees of Central University of Jammu are exempted from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authorities in the prescribed Format is produced after Skill test or Interview (wherever applicable). Except in case of SC/ST/Persons with Disability regular employees of Central University of Jammu, applications without the requisite online fee payment will not be considered.

26) Candidates in their own interest are advised to remain in touch with the University website ([www.cujammu.ac.in](http://www.cujammu.ac.in)). They should also regularly check University website for updates / corrigendum. Issuance of notifications in the newspapers is not obligatory on the part of the University. All correspondence including Intimation of Written Test, Admit Card for written test & Skill test / Interview (wherever applicable) will be sent by University in the login id / registered email of the candidate. Any change of postal address given in the application form should at once be communicated to the University.

27) In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.

28) In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.

29) Appointment offer to selected candidates shall remain valid for 30 days from the date of issue of appointment order. Non-reporting / joining of appointed candidates

within the prescribed time limit will automatically cancel the appointment. Such posts will be offered to next candidate as per merit list in vogue.

30) **Selection Criteria:** The recruitment to the advertised posts shall be carried out in accordance with the UGC Regulations as amended from time to time / University / GOI norms.

### **SELECTION CRITERIA FOR GROUP B & C POSTs**

Selection of the candidates will be done on the basis of 2-tier examination / test and candidates' entry score marks.

#### **2-tier Examination / tests**

The 2-tier examination consists of the following two tests:

1. Written test
2. Skills / Applied test

It will be mandatory for candidates to score minimum qualifying marks in written examination i.e. 40% marks for UR candidates and 35% for reserved category in each tier and 50% marks in aggregate for UR candidates and 45% marks in aggregate for reserved category in two tests. The standard of test will be as per Basic qualification requirement of the job / post applied for. There will be no negative marking for wrong answers in tests.

**The distribution of marks in the written test is as under:**

#### **1. Written Test – Maximum marks 60**

Category	No. of Questions	Marks Allotted	Type of Paper	Time Allotted
General Awareness / Current Affairs / General Aptitude	10	10	Objective	Composite time of 1 hour
General English	10	10		
Reasoning / Numerical Aptitude / Mental Ability	05	05		
Domain Knowledge	35	35		
<b>Total</b>	<b>60</b>	<b>60</b>		

**Qualifying marks of written test:** 24 marks for UR candidates and 21 marks for reserved category candidates. Candidates scoring equal to or more than qualifying marks shall be permitted to appear in the skills test.

#### **2. Skills / Applied test: 25 marks**

This test will be of applied and practical nature which may be in practical mode or written mode or both; to be conducted by the Expert Committee in respective Laboratory / Library / Field / Workstation / Classroom as deemed appropriate by the Expert Committee. The decision of the Expert Committee will be final and no representation whatsoever shall be entertained

**Qualifying marks for Skills / Applied test:** 10 marks for UR candidates and 9 marks for reserved category candidates.



## Entry score of Candidates – Maximum 15 marks

Aggregate marks for consideration in the final merit list will have a component of candidate's entry score based on the following marks scheme/grades as below:

### 1. Basic Qualification:

Percentage or equivalent grade	Upto 50%	50 to less than 60	60 to less than 70	70 to less than 80	80 to less than 90	90 to 100
Marks	1	2	3	4	5	6

### 2. Post Basic qualification experience from Government / Semi Government / PSUs / Autonomous Bodies / Private Institution /Organisation:

Experience (maximum 06 marks)	
Govt / Semi Govt / PSUs / Central or State Autonomous Institutions	1 mark for every completed one year experience.
Private Institutions / Organisations having minimum turnover of Rs. 5 crore per annum during preceding year (Balance sheet duly audited by qualified Chartered Accountant)	1 mark for every completed two years experience

### 3. Marks/ Grade scored in additional qualification (Degree / Diploma) directly related to job / post applied for (only one highest degree / diploma to be considered issued by UGC / Universities / Boards / Affiliated bodies)

Percentage or equivalent grade	Upto 50%	50% to less than 60%	60% or above
Marks	1	2	3

## Final Selection/Merit List

Final Merit list will be prepared taking into consideration the following:

Sl.No.	Category	Marks Allotted	Minimum Qualifying marks
(A)	Written test	60	24 marks for UR candidates and 21 marks for reserved category candidates.
(B)	Skill test	25	10 marks for UR candidates and 9 marks for reserved category candidates.
(C)	Entry Score / Marks**	15	
	<b>Total</b>	<b>100</b>	

\* Aggregate of (A) and (B) should be minimum of 42 marks for UR candidates (50% of total marks of written test and skill test) and 38 marks for reserved category candidates (45% of total marks of written test and skill test) for being considered for final merit list.

\*\* Entry score / marks will be awarded to only those candidates who secure the minimum qualifying marks in each test and aggregate of both the tests.

## **HOW TO APPLY**

Candidates who possess requisite qualifications should fill online application form available on University website [www.cujammu.ac.in](http://www.cujammu.ac.in) as per schedule mentioned above. For each post, a candidate should fill up separate application form along with online fee, as applicable. Candidates must fill up all columns correctly as per eligibility indicated against each post. All columns are compulsory therefore incomplete application form shall not be entertained for which the candidate shall be solely responsible. No application form shall be entertained after the last date of submission of online application form as given in schedule above. Candidates must possess requisite eligibility on the last date of submission of application form. Hard copies of the documents viz Qualification certificates, Caste certificates, experience certificate etc must be ready with the candidate at the time of submission of online application form. Only those candidates who qualify both written test and skill test as per selection criteria mentioned will be required to submit hard copies for verification (with original documents) and determination of their eligibility for the post. Such qualified candidates will have to appear in person to submit hard copies for verification. If such hard copies do not correspond to the original documents or any document is found to be misleading, fake, false or imitated etc, the candidature shall be summarily rejected and no correspondence shall be entertained in this regard.

Sd/-  
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