



SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India, 2007)

6th Mile, Samdur, P.O. TADONG, GANGTOK-737102 SIKKIM

Tel: 03592-251415; Fax: 03592-251085, Mobile No: 7063404467

Email: contactus@cus.ac.in; recruitmentnt@cus.ac.in

Website: www.cus.ac.in

APPOINTMENT NOTICE

ADVT. NO. SU/REG/Estt/F-2/09/2018/Vol-II /1895

Date: 12.03.2020

SIKKIM UNIVERSITY, a Central University located in peaceful and beautiful natural surroundings of Sikkim in Eastern Himalayan region, invites applications from eligible Indian citizens having requisite qualification as per UGC norms for the following **NON-TEACHING POSITIONS**.

Sl. No	Name of the Post	Band Pay & Grade Pay as per 6 th CPC (in ₹)	Pay matrix as per 7 th CPC	Group	No. of Posts	Reservation
1	Deputy Registrar	₹ 78,800 - 2,09,200	1 of level 12	A	1	1-UR
2	Technical Assistant (Lab)	₹ 29,200 - 92,300	1 of level 5	C	2	2-UR (1 EWS)
3	Laboratory Assistant	₹ 25,500 - 81,100	1 of level 4	C	1	1-UR
4	Lower Division Clerk	₹ 19,900 - 63,200	1 of level 2	C	4	3-UR (1 VH*), 1-ST
5	Laboratory Attendant	₹ 18,000 - 56,900	1 of level 1	C	3	3-UR (1 EWS)

*1 out of the 3 UR posts is reserved for VH under Low Vision

Last date of receiving online application is **15th April, 2020**.

**Sd/-
REGISTRAR**

1) Deputy Registrar [Post-1(1 UR)] (Through Interview)

Essential Qualification & Experience:

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system I followed
- ii) Nine years of experience as Assistant Professor in the Academic level 10 and above with experience in educational administration

Or

Comparable experience in research establishment and /or other institution of higher education

Or

5 years of administrative experience as Assistant Registrar or in equivalent post

Desirable:

Experience in areas like Administration, Finance, Establishment and Examination in Central/ State Government/ Universities/PSUs.

Age limit:

Not exceeding 50 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.

2) Technical Assistant (Laboratory) [Post-02 (2-UR (1 EWS))] (Through competitive written examination)

Essential Qualification & Experience:

Master's degree in any Science subject;

Or

Bachelor's degree in Science subject with 3 years' experience in a University/College/ Research Institute in handling laboratory;

Age limit:

Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/ PWD candidates as per GOI Rules.

3) Laboratory Assistant [Post-01 (1-UR)] (Through competitive written examination)

Essential:

Bachelor's degree in Science or other relevant field from a recognized Institute/ University;

Or

Diploma in relevant field of Engineering/ Technology from recognized Polytechnic/ Institute;

Or

ITI trade certificate possessing Class 10th standard with 5 years of work experience in relevant field.

Desirable:

Experience in Science Laboratories of Academic/Research Institute.

Age limit:

Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.

4) **Lower Divisional Clerk (LDC)-** [Post-04 (3-UR (1 VH*), 1-ST)] (Through competitive written examination)

Essential Qualifications & Experience:

- i) Class 12th standard from a recognized Board/University
- ii) Typing speed of 40 wpm in English or 35 wpm in Hindi on Computer.
- iii) Working knowledge of Word processing, spreadsheet, computer applications etc.

Desirable:

Bachelor's degree from a recognized Institute/ University and working experience in any Government department (state or central) or an Organization of repute.

Age limit:

Between 18 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.

5) **Laboratory Attendant-** [Post-03 (3-UR (1 EWS))] (Through competitive written examination)

Essential Qualifications & Experience:

Class 10th standard (with Science as one of the subjects) from a recognized School/Board.

Desirable:

Class 12th standard in Science from a recognized School/Board.

Age limit:

Between 18 and 27 years with relaxation in upper ages for SC/ST/OBC/ PWD candidate as per GOI Rules.

GENERAL NOTE:

- 1) The University reserves the right to:
 - (a) Draw reserve panel(s) against the possible vacancies in the future.
 - (b) Relax any of the qualifications/experience at its discretion; and
 - (c) Not-to fill up any or all the advertised posts on regular basis.
- 2) Persons already in regular service should produce NOC from their departments at the time of interview.
- 3) SCs/STs/OBSs/PWDs/EWS may upload relevant certificates.
- 4) Relaxations to SCs/STs/OBCs/PWDs as per GoI rules
- 5) Canvassing in any form will be a disqualification.
- 6) Interested candidates may apply online through the University website www.cus.ac.in on or before **15.04.2020** .
- 7) Application Fee:

Sl.No	Category	Total	
1.	General & OBC	Group A	₹1000
		Group B	₹500
		Group C	₹300
2.	SC/ST/PWD/Women	Nil	

- 8) The emoluments, allowances, facilities & other benefits of the selected officers/officials will be in accordance with the instructions issued by Central Government/UGC from time to time.

**Sd/-
REGISTRAR**

**DIRECT RECRUITMENT
(LOWER DIVISION CLERK)**

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers and One Practical Paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	10	52	45 minutes	15 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes
Paper-IV	Computer proficiency Test (Practical)	50	15	18	45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II, General Studies: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

Paper-III, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Computer Proficiency Test: Candidates who qualify in the Competitive Written Examination for **Paper-I, II & III** will be called for Computer Proficiency Test (**Paper-IV**) to be taken on computer. Questions will be designed to test the candidate's knowledge of Microsoft Office, Spreadsheet and Computer Applications for everyday office work including usage of internet.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list will be prepared based on the marks obtained in the competitive written examination and Computer Proficiency Test.

DIRECT RECRUITMENT

(MTS, LIBRARY ATTENDANT, LABORATORY ATTENDANT, NURSING ATTENDANT, HOSTEL ATTENDANT, KITCHEN ATTENDANT, COOK & DRIVER)

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	35	45 minutes	15 minutes
Paper-II	General Studies & Basic Arithmetic	50	15		45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of basic English Language like Error recognition, fill in the blanks, Spellings etc.

Paper-II, General Studies & Basic Arithmetic: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of state & national importance. Basic arithmetic will include questions on basic calculations.

III. Trade Test (only for Driver): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to drive with ease in different road conditions.
2. Knowledge of Traffic Regulation.
3. Knowledge of Petrol & Diesel Engine working and ability to locate faults and rectify minor running defects.
4. Ability to clear carburetor/injector, plug etc.

IV. Trade Test (only for Cook & Kitchen Attendant): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to cook different varieties of cuisines viz North Indian, South Indian, Continental, Local cuisines etc.
2. Ability to manage supplies.
3. Knife skill & hygiene.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Driver, Cook& Kitchen Attendant** will be prepared based on the marks obtained in the competitive written examination and Trade Test.
4. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.

**DIRECT RECRUITMENT
(TECHNICAL ASSISTANT & LABORATORY ASSISTANT)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70/52**	2:30 hours / 30** Minutes	50/30** minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Technical Paper	100/50**	35			

* PWD candidates availing scribe/reader/lab assistant

** For Library Assistant, total marks for Technical paper will be of 50 and overall qualifying marks will also be reduced proportionately to 52.

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (Standard of the questions will be of 10+2 level)

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

Paper-III, Technical Paper: Question on this paper will be designed to test the knowledge of the candidates of the concerned subject. Syllabus of this paper will be drafted based on the availability of the posts for various Departments by the committee consisting of the following members.

1. Registrar/Dean of the concerned School of Study.
2. HoD/In-Charge of the Concerned Department/Section.
3. One member to be nominated by the Vice-Chancellor.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.