

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

Applications complete in all respects, on prescribed form are invited from the permanent residents of the Jammu & Kashmir State for the following posts:

S.NO.	NAME OF THE POST	PAY SCALE	GRADE PAY	NO. OF POST	CATEGORY	STATUS
1	Employment Information Officer	15600-39100	5400	1	Open	Main Campus
2	Programme Officer	15600-39100	5400	1	Open	Main Campus
3	Patent Officer	9300-34800	5400	1	Open	Main Campus
4	Law Officer	9300-34800	5400	1	Open	Main Campus
5	Coach (Football)	9300-34800	4600	1	Open	Main Campus
6	Coach (Table Tennis)	9300-34800	4600	1	Open	Main Campus
7	Museum & Art Gallery Officer	9300-34800	4200	1	Open	Main Campus
8	Cultural Officer (Youth Welfare)	9300-34800	4200	1	Open	Main Campus
9	Security Officer (Bhaderwah Campus) *	9300-34800	4200	1	Open	Bhaderwah Campus
10	Field Biologist (Zoology)	9300-34800	4200	1	Open	Main Campus
11	Micro-Analyst (Chemistry)	9300-34800	4200	1	Open	Main Campus
12	Drama Instructor (Youth Welfare)	9300-34800	4200	1	Open	Main Campus
13	Landscape Development Officer (Post Rename)	9300-34800	4200	1	Open	Main Campus
14	Electronic Assistant (Physics) (re-designated)	9300-34800	4200	1	Open	Main Campus
15	Draftsman (Works Department)	5200-20200	2800	1	Open	Main Campus
16	Telephone Operator	5200-20200	1900	1	Open	Main Campus
17	Telephone Lineman	5200-20200	1900	1	Open	Main Campus
18	Technician (Workshop) Physics	5200-20200	1900	1	Open	Main Campus
19	Gas Man (Physics, Main Campus)	4440-7440	1650	1	Open	Main Campus

* the position of security officer at s.no 9 is exclusively for Bhaderwah campus and is non transferable.

20	Duplicating Operator	4440-7440	1650	1	Open	Main Campus
21	Field Collector (Botany)	4440-7440	1650	1	Open	Main Campus

Note:- 6% of the available posts shall be available for the Ex-servicemen and 3% of the available posts shall be available for the physically challenged persons through horizontal reservation.

Qualifications: -

1. **Employment Information Officer :**
 - (i). The minimum educational qualification shall be a Post- Graduate degree with at least 55% Marks or its equivalent grade.
 - (ii). Preferential Qualification : -
Ph.D Research Degree in Social Science / Education with 10 years experience in the field of Guidance and Counselling.
2. **Programme Officer :**
Good academic record with atleast 55% of the marks in the subject of Adult/Continuing Education/Community Development/Extension Education/Social Sciences/Social Work/Education/Humanities/Home Science/Commerce or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E and F at the Master's degree level in the said subject from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, the candidates should have cleared the eligibility Test (NET) for Lecturer conducted by the UGC/CSIR or similar test accredited by the UGC in the above mentioned subjects.

Note:

NET Shall remain the compulsory requirement for appointment of Project Officer/Programme Officer even for candidates having Ph.D Degree. However, the candidates who have completed M.Phil Degree or have submitted Ph.D thesis in the above said subjects upto 31st December, 1993 are exempted from appearing in the NET examination.


RELAXATIONS:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category
2. A relaxation of 5% marks may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September 1991.
3. A relaxation of the minimum marks at the PG. Level from 55% to 50% for appointment as project/Programme Officer may be provided to the candidates who have cleared the J.R.F examination conducted by the UGC/CSIR only, prior to 1989, when the minimum marks required to appear for J.R.F examination were 50%
4. The Minimum required of 55% shall not be insisted upon Director, Assistant Director/Coordinator for the existing incumbents who are already in the University system. However, the marks should be insisted upon those entering the system from outside and those at the entry point of Project Officer/Programme Officer.

Note:

In the seven point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE		
GRADE	GRADE POINT	%AGE EQUIVALENT
O=Outstanding	5.50 - 6.00	75 - 100
A=Very Good	4.50 - 5.49	65 - 74
B=Good	3.50 - 4.49	55 - 64
C=Average	2.50 - 3.49	45 - 54
D=Below Average	1.50 - 2.49	35 - 44
E=Poor	0.50 - 1.49	25 - 34
F=Fail	0.00 - 0.49	00 - 24

3. **Patent Officer**
(a) Graduation in Law (3 years or 5 years integrated course) with minimum of 50% marks or equivalent CGPA.
(b) 03 years experience after enrollment with Bar Council, as a practicing advocate or as a Law Officer in a University/Public Sector Organization/High Court/Autonomous Bodies/Organization of repute.
- Preferable Qualifications/Experience:** Experience in intellectual Property (IP) Law with specialization in filing, prosecution, registration etc. of patents.
4. **Law Officer**
(a) Graduation in Law (3 years or 5 years integrated course) with minimum of 50% marks or equivalent CGPA.
(b) Candidate should have minimum three years experience after enrollment with Bar Council, as a practicing advocate or as a Law Officer in a University/Public Sector Organization /High Court/ Autonomous Bodies/Organization of repute.
5. **Coach (Foot Ball)**
(a). B.P.Ed.
(b). NIS Diploma & having represented at National Level in relevant Sport.
OR
Graduate with NIS Diploma & having represented the State or University in relevant Sport.
6. **Coach (Table Tennis)**
(a). B.P.Ed.
(b). NIS Diploma & having represented at National Level in relevant Sport.
OR
Graduate with NIS Diploma & having represented the State or University in relevant Sport.
7. **Museum & Art Gallery Officer**
Master of Fine Arts / Museology with experience in
i). Organising Art Campus.
ii). Producing Catalogues ; and
iii). Knowledge of Art History
8. **Cultural Officer**
i. Master's Degree in Mass Communication / Journalism
ii. Degree in Performing Arts
9. **Security Officer**
Graduation
Ex-Serviceman of the rank of Captain/Ex-Police Personnel of the rank of Dy. S.P.
10. **Field Biologist (Zoology)**
M.Sc. in Botany/Zoology with skill in field of Biology and Ecology.
11. **Micro Analyst (Chemistry)**
M.Sc. in Chemistry and skill in Micro-analysis.
12. **Drama Instructor**
i. Master's Degree in Mass Communication / Journalism
ii. Degree in Performing Arts
13. **Landscape Development Officer**
B.Sc. Agriculture with atleast Five years experience in maintenance of Gardens, Parks and Landscaping.
- 

14. **Electronic Assistant (Physics)**
B.E. (Electronics)/M.Sc. (Electronics)
Or
Diploma Course in Electronics (having B.Sc. as minimum qualification for admission) with two years experience
15. **Draftsman**
Two years Diploma in Draftsmanship from a recognized Institute.
16. **Telephone Operator**
10+2 with three years experience as Telephone Operator with knowledge of maintenance of EPABX
17. **Telephone Lineman**
10+2 with three years experience as Telephone Operator with knowledge of maintenance of EPABX
18. **Technician (Workshop) Physics**
Matric with ITI certificate in trade concerned or Matric with 5 years experience with skill in the trade
19. **Gasman (Physics)**
Middle Pass and Certificate Course from ITI or Middle Pass with skill in the trade.
20. **Duplicating Operator**
Middle with experience in the trade
21. **Field Collector**
Middle and certificate course in ITI in the concerned trade
Or
Middle with skill in the trade

Age as on 01.01.2013: -

- I. i) Minimum for all candidates: = 18 years
ii) Maximum for:
a) General Candidates = 37 years
b) Socially and Educationally backward classes
viz. weak and under privileged classes
(Social Caste)/ALC/SC/ST/RBA candidates = 40 years
c) Physically Handicapped = 39 years
d) Ex-Serviceman = 48 years
e) 40 years in case of candidates already
in Government Service / Contractual employees = 40 years
- II. Prescribed application forms can be obtained from the Forms & Stationery Section (Room No. 204, 2nd Floor), University of Jammu, Jammu, personally on payment of Rs. 500.00 or by sending Bank Draft of Rs.550.00 for Non-Gazetted post drawn in favour of the **REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006**, payable at Jammu and for Gazetted post on payment of Rs. 700/- or by post by sending Bank Draft of Rs. 750/- drawn in favour of the **REGISTRAR, UNIVERSITY OF JAMMU, JAMMU-180006**, payable at Jammu.
- III. Application forms accompanied with attested copies of qualification certificates/testimonials including experience certificates etc. issued by the competent authority, alongwith self-addressed envelope affixed with postal stamps worth Rs. 50/- be sent only by Registered/Speed Post to the **Assistant Registrar, Adm.(C&R), Room No.112, Administrative Block, University of Jammu, so as to reach him on or before 28.02.2013 . University Employee desirous to apply can deposit his / her form by hand till the end of last date.**



Note:

1. If the number of applications received in response to this advertisement in respect of any of the posts is large, the University may shortlist the candidates on the basis of qualifications and experience higher than the minimum prescribed or by conducting a written/screening test. The interview letters shall be sent under Registered /Speed Post. The University shall, however, be not responsible for any postal delay/lapse.
2. Applications by Government Servants should be sent through the Administrative Authority concerned, by the University Employees through the Registrars of their respective Universities and by the persons employed in the private Firms and Institutions through the Heads of the Firms/Institutions concerned. Applications not routed through the respective channels are liable to be rejected.
3. Applications received late or on plain paper or incomplete in any respect will not be entertained. The number of vacancies shown above is tentative and the same may increase or decrease, determinable at the time of selection.
4. Candidates selected for appointment will be placed on probation for two years. During the probationary period their services can be terminated on one month's notice or on payment of one month's salary.
5. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience, category and fitness, etc., before joining the post to which they are appointed.
6. Terms and conditions of appointment of candidates shall be governed by the provisions of the Kashmir and Jammu Universities Act, 1969, and the Statutes and Regulations made there under from time to time. Where the University does not have its own service rules, those prescribed by the State Government for its employees are, mutatis mutandis, applicable to the University employees also.
7. Candidates invited for interview will have to present themselves for interview at Jammu at their own cost.
8. Canvassing in any form by or on behalf of the candidate will be a disqualification.
9. The University reserves the rights not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
10. Applications forms against previous advertisements against these positions shall not be entertained


REGISTRAR

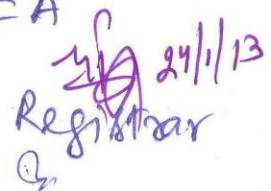
No. Adm/C&R/13/19-38

Dated: 24.01.2013

Copy to:-

1. Spl. Secretary to Vice-Chancellor
2. P.S to Dean Academic Affairs
3. Sr. P.A. to Registrar
4. Sr. P.A. to Controller of Examinations.
5. Director, DIQA/DDE/CDC/CACE&E/ Computer Centre/ Physical Education/ Academic Staff College/Centre for Studies in Museology & Sheikh-ud-Din-Noorani Museum of Heritage/CSRS/Centre for History of Culture of Jammu & Ladakh region/CHTM/ICCR&HRM/ Disaster Management Cell.
6. All Rectors of the various Campuses of the University.
7. All Directors of the Satellite Centres
8. Dean Students Welfare/Provost, Hostels (Boys / Girls)
9. All Heads of the Teaching Departments of the University
10. Administrator General Zorawar Singh Auditorium
11. Chair Professor, General Zorawar Singh Chair/ Maharaja Gulab Singh Chair.
12. I/C Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course
13. Director Information department, J&K Government, Jammu.
14. Employment Information-cum-Advisory Bureau, University of Jammu
15. Sr. P.A. to Joint Registrar/Addl. Controller of Examinations/Joint Director (CDC)/DDE
16. Director, Disaster Management Cell/OSD Foreign Collaborations
17. Programme Coordinator, NSS
18. Chief Medical Officer
19. All Wardens of University Hostels
20. All Dy. Registrars/Assistant Registrars
21. I/C SPRU
22. Coordinator, PGP of Kashmir University, Jammu
23. Content Manager, University website
24. Executive Engineer/Manager Guest House
25. President, JUTA/JUOWA/NTEU/JUNGEA
26. Station Director, Radio Kashmir, Jammu.
27. Director, Doordarshan Kendra, Jammu.
28. All Sections
29. Forms & Stationery Section, with 3 spare copies.
30. Guard file

DFA


24/1/13
Registrar

V.C