



ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

Notification No. 05(Secy.) of 2022

Dated: 06/06/2022

Online applications are invited through University website www.skuast.org from the domiciles of UT of J&K for filling up of the following posts.

S. No	Name of the post	Payband+GP / Pay Level	No. of posts	Category/Reservation			
				OC	SC	ST	RBA
1.	Accounts Assistant /Cashier	₹5200-20200 + ₹2800/ Level-5 (₹29200-92300)	6	3	1	1	1
2.	Stenographer	₹5200-20200 + ₹2400/ Level-4 (₹25500-81100)	8	5	1	1	1
3.	Female Nurse	₹5200-20200 + ₹2400/ Level-4 (₹25500-81100)	1	1	--	--	--
Total			15	9	2	2	2

Abbreviations: **OC:** Open Competition; **SC:** Schedule Castes; **ST:** Schedule Tribe; **RBA:** Resident of Backward Area, **LAC/IB:** Line of Actual Control/International Border; **EWS:** Economically Weaker Section; **PSP:** Pahari Speaking People; **Osc:** Other Social Caste

✓ The horizontal reservation for Ex-serviceman and physically Challenged person will be applicable as per J&K Reservation rules in vogue.

Essential Qualification and Experience

1. Accounts Assistant/ Cashier	<p>i. Graduate</p> <p>ii. Preference will be given to those having experience in any organization</p> <p>Note:</p> <p>1. Candidates selected for the post of Accounts Assistant /Cashiers shall have to undergo a training course for a period of one year (comprising theoretical training for six months and practical training for six months) during which they shall be paid a stipend of ₹6000/- per month. They shall be granted Pay band of ₹5200-20,200 with Grade Pay of ₹2800 (unrevised) after completion of one year training course as described above. During the period of probation, they shall have to qualify the ACC examination within the prescribed period failing which their future increments shall be stopped till they pass the requisite examination.</p> <p>2. The other condition of probation, pay and allowances and fixation of pay shall be governed as per together read with S.O. 192 dated 17th of June, 2020 (Jammu and Kashmir Probationer (Condition of service, Pay and allowances) and Fixation of Tenure Rules, 2020 issued by Social Welfare Department, UT of J&K</p>
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**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**
(website: www.skuast.org, email: registrar@skuast.org, Tel: 0191-2262012)

2. Stenographer	i. Graduate ii. Shorthand speed of 50 words and typing speed of 30 words per minute. iii. Six months certificate course in computer applications from a recognized institute Note: Type Test shall be conducted only on computer key board
3. Female Nurse	10+2 (Science Group) with Diploma in Nursing & 03 years' experience in nursing from a Govt. Hospital/ recognized nursing home

(1) Important dates

Date of commencement of online application form	10.06.2022
Last date for submission of the online application forms along with the prescribed fee	09.07.2022

(2) Application Fee

For General Category etc	₹1000/- (Rupees One thousand only) per application
For SC, ST, PwD and EWS categories	₹700/- (Rupees Seven hundred only) per application

Note: Fee can be paid only through Net Banking, Credit and Debit Card etc

(3) Age Limit (as on 01.01.2022)

S.N o.	Category	Minimum age	Maximum age	Not born before	Not born after
1	OC	18	40	01.01.1982	01.01.2004
2	SC	18	43	01.01.1979	01.01.2004
3	ST	18	43	01.01.1979	01.01.2004
4.	RBA	18	43	01.01.1979	01.01.2004
5.	LAC/IB	18	43	01.01.1979	01.01.2004
6.	EWS	18	43	01.01.1979	01.01.2004
7.	PSP	18	43	01.01.1979	01.01.2004
8.	Social Caste	18	43	01.01.1979	01.01.2004
9.	Physically Challenged Person	18	42	01.01.1980	01.01.2004
9.	Ex-Servicemen	18	48	01.01.1974	01.01.2004
10.	In-service	18	40	01.01.1982	01.01.2004

* The age limits may further be relaxed for persons already in the service of the University/ Government/ Autonomous Bodies etc. in terms of SKUAST-Statutes



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(4) Other detailed terms and conditions with regard to the appointment, domicile, reservation, etc. are as follows: -

(I) Appointment of the candidates

- (i) The condition of the probation, pay and allowances and fixation of the initial tenure of a person shall be governed as per SKUAST-Statutes together read with S.O. 192 dated 17th of June, 2020 (Jammu and Kashmir Probationer (Condition of service, Pay and allowances) and Fixation of Tenure Rules, 2020 issued by Social Welfare Department, UT of J&K and all other future amendments made in the said rule by Govt. of J&K from time to time shall be applicable.

(II) Domicile

- (i) The candidate should be a Domicile of the Union Territory of Jammu & Kashmir as defined in terms of the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31.03. 2020 and S.O 1245(E) dated 03-04-2020 read with Notification issued by the General Administration Department, Government of Jammu and Kashmir vide S.O 166 dated 18-05-2020.
- (ii) The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose, on or before the last date of submission of online application form.

(III) Reservation

- i) Reservation for SC/ST/RBA/OSC/PSP/LAC/IB/EWS shall be applicable as per Jammu and Kashmir Reservation Rules-2005 read with S.O. 127 issued by Social Welfare Department, Union Territory of J&K.
- ii) Candidates are cautioned to note that in case a claim for reservation is made on the basis of false/fake/fraudulent certificate, he/she shall be debarred from the examination(s) conducted by the University, in addition to any other action as may be deemed appropriate.
- iii) A candidate seeking his/her consideration under Reserved Categories must ensure that he/she possess a valid Category Certificate as on or before the cutoff date of the submission of online application forms. Category certificates issued after the cutoff date shall in no case be entertained.

(5) Important Instructions to the candidates

- The application will be accepted in the prescribed format in online mode through the University website www.skuast.org. No other means/mode of application will be accepted.
- The last date for receipt of application form as stipulated above, shall be cut off date for determining the eligibility for the post. Any qualification/experience acquired thereafter shall not be considered thereafter.
- Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- The selection to the above said advertised posts shall be based only on the written test basis. Wherever, Skill Test is prescribed for post, it will be only of qualifying nature.



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- The syllabus of written test shall be notified separately and shall be made available on the University Website: www.skuast.org.
- The applicants shall carefully fill the details in the online application forms and the information/details so submitted shall be treated as final for the purpose of determining eligibility of the candidate and no claim, whatsoever on this account shall be entertained subsequently. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s).
- Only relevant qualification(s) including category status should be recorded in the Application Form, which shall be in possession of the candidate on or before the last date of receipt of the Application Form.
- The original certificates and testimonials in possession of the candidate on or before the last date of receipt of Application Form(s) together with print out copy of application form submitted online shall be required to be produced by the applicants at the time of verification of documents, as and when notified by the university.
- In case of candidates claiming possession of equivalent educational qualification (where it is applicable/required), it shall be mandatory to produce relevant Equivalence Certificate from the designated competent authorities at the time of the Document Verification. However, final decision regarding selection of such candidates will be taken by the University, in light of the relevant rules which shall be binding.
- The degree/diploma obtained through distance mode which are in consonance with the Govt. Order No. 252-HE of 2012 dated. 30.05.2012 shall be entertained, subject to fulfilment of other terms and conditions.
- Degree obtained from the Universities declared fake by the University Grant Commission shall not be entertained.
- Canvassing by any candidate in any form will render him/her disqualified for the post.
- The candidates may note that their candidature shall remain provisional until the genuineness of their qualification/category certificate(s) is/are verified by the university.
- The number of post(s) indicated here-in-above is/are tentative and subject to increase or decrease at the sole discretion of the University at the time of appointment.
- The University reserves the right to withdraw or defer filling up of any or all post(s) advertised here-in-above at any stage without assigning any reason(s) thereof.
- The in-service candidates shall be required to submit the application form through proper channel which should reach the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu, Chatha, Jammu (J&K)-180009 within 30 days after the last date of the submission of online application form. **However, advance copy may be submitted through online mode by/or before the last date prescribed in the advertisement.**
- The intending eligible candidates, who wish to apply for more than one post, must submit separate Applications Forms along with the prescribed fees for each post.



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- The selection procedure including short listing of candidates shall be notified separately.
- Candidature of any candidate, found indulging in an irregularity /misconduct/malpractice, at any stage of the selection process, shall be cancelled forthwith and such candidate shall be debarred from the future examinations and any other action as deemed appropriate under rules shall also be taken.
- The candidates shall necessarily indicate their personal valid mobile no and active e-mail address under the relevant column of the online Application Form for any communication/clarification, from the University, falling which the University shall not be held responsible for any lapse.
- No TA/DA will be paid to the candidates for participation in the test.
- The details of written test and skill test (wherever applicable) will be uploaded on the University website: www.skuast.org. Examination details/call letters shall not be issued by post at any stage of examination. Therefore candidates are advised to visit the official website of the university/local dailies regularly for updates and information about the examination.
- Facility for downloading of admit cards for appearing in examination shall be made available on the official website of the University i.e. www.skuast.org. Candidates must bring print out of the admit card to the Examination Hall besides they should also bring along with themselves valid Photo-ID proof such as aadhar card, voters id card, driving license, passport.
- In case of any dispute, any suit or legal proceedings against the University, the jurisdiction for such proceeding shall be restricted to the courts at Jammu, UT of J&K.
- The service conditions including mode of the appointment shall be governed in accordance with the SKUAST Statutes and rules of the University as are in force with amendments or as may come into force from time to time, together read with provisions of J&KCSR, wherever applicable at the time of the appointment.
- Candidates, in their own interest, are advised to keep visiting the University Website **for updates in this regard.**

6/6/22
Registrar

No.: AUJ/Secy/22-23/F-137(Part-I)/379-468

Dt.: 06-06-2022

Cc: -

1. All officers of the University_____.
2. All Heads of the Divisions/Co-ordinators/Chief Scientists/I/C Regional stations/ Sub-stations/ KVK's of SKUAST-Jammu.
3. I/c Data center for uploading of the advertisement on the University website.
4. SVC for kind information of Hon'ble Vice Chancellor and further requested for appropriate publicity through local dailies.
5. University Advertisement Notice File w.3.s.c.
6. Notice Board.

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