Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

(website: www.skuast.org, email:registrar@skuast.org, Tel:0191-2262012)

ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

Notification No. 09(Secy.) of 2023
Dated.   19/07/2023

MOST IMPORTANT	
Date of commencement of online submission of application form	**24.07.2023**
Cut-off/Last Date for submission of Online Application form	**23.08.2023 upto 11:59 PM**

Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu through university website **www.skuast.org** invites online applications from the eligible candidates having domiciles of UT of Jammu and Kashmir for participating in the selection process of the following posts including backlogs:-

S. No	Name of the post	Pay band+GP /Pay Level	No. of posts	OM	SC	ST	RBA	ALC /IB	EWS	PSP
1.	Accounts Assistant /Cashier	₹5200-20200 + ₹2800/ Level-5 (₹29200-92300)	6	4	--	1	1	--	--	--
2.	Stenographer	₹5200-20200 + ₹2400/ Level-4 (₹25500-81100)	8	1	1	1	5	--	--	--
3.	Female Nurse	₹5200-20200 + ₹2400/ Level-4 (₹25500-81100)	1	1	--	--	--	--	--	--
4.	Draftsman	₹5200-20200 + ₹2400/ Level 4 ₹25500-81100	1	1	--	--		--	--	--
5.	Data Entry Operator	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	4	1	--	3	--	--	--	--
6.	Assistant-cum-Typist, /Dispatch/Receipt/ Stationery /Store Clerk and equivalent Ministerial posts	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	16	8	1	3	3	--	1	--

Category/Reservation columns: OM | SC | ST | RBA | ALC/IB | EWS | PSP

"An Institution for sustainable agriculture for food and nutritional security"

"Health Soils for a Healthy Life"

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S. No	Name of the post	Payband+GP /Pay Level	Total Posts	Category/Reservation						
				OM	SC	ST	RBA	ALC /IB	EWS	PSP
7.	Audio Visual Operator	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--
8.	Sound Man	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--
9.	Electrician	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	2	2	--	--	--	--	--	--
10.	Classifier-cum-Cataloguer	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--
11.	Technician(Farms/Lab/Clinics) (T1)	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	2	1	--	--	1	--	--	--
12.	Technician (Farms/Lab) (T1)	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	30	15	3	3	5	2	1	1
13.	Works Supervisor (Civil)	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	--	--	--	1	--	--	--
14.	Carpenter	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--
15.	Driver	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	4	2	1	--	1	--	--	--
	Total		79	40	6	11	17	2	2	1

Abbreviations: **OM:** Open Merit; **SC:** Schedule Castes; **ST:** Schedule Tribe; **RBA:** Resident of Backward Area, **ALC/IB:** Actual Line of Control/International Border; **EWS:** Economically Weaker Section; **PSP:** Pahari Speaking People;

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

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Essential Qualification and Experience

1. **Accounts Assistant/ Cashier**	i. Graduate ii. Preference will be given to those having experience in any organization **Note:** 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.*
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
4. **Draftsman**	02 (Two) years Diploma in Draftsman course
5. **Data Entry Operator**	Graduation with one year Diploma in computer software application OR BSc (IT)/BCA OR Three years Diploma in Computer Application/Software application from an AICTE recognized institution
6. **Assistant-cum-Typist /Dispatch /Receipt/Stationery/Store Clerk and equivalent Ministerial posts**	i. Graduate from any recognized University. ii. Having knowledge of type writing, having not less than 35 words speed per minute. iii. Having six Months Certificate Course in computer application from a recognized Institute **Note:** Type test shall be conducted only on computer key board

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7. Audio-Visual Operator	10+2 with Degree or Diploma (minimum 2 years) from any Govt. recognized institute in any of the stream i.e. Electronics and Communication/Instrumentation /Electronic Mechanics /Information Technology and Electronics System Maintenance/Instrument Mechanics with 2 year's experience as Audio-Video equipment technician or relevant trade from a Govt./Semi-Govt./University /Autonomous Bodies
8. Sound Man	Degree/Diploma in Sound Recording/Sound Engineering or equivalent from a recognized University/Institute.
9. Electrician	i. Matric ii. ITI Diploma in trade concerned
10. Classifier-cum-Cataloguer	Matric with certificate course in Library Science **Desirable** i. Graduate in Science
11. Technician(Farms/Lab/Clinics) (T1)	TDC part-I (10+2) Science group with 50% marks (relaxable to 40% in respect of reserved categories) preferably with one year's training from a recognized Veterinary/ Animal Husbandry Institute OR B.Sc **Notes:** 1. *Candidates selected by direct recruitment for the post of Technician (Farms/Lab/Clinics) T1 shall have to undergo apprenticeship at various Farms/Laboratories of the University for a period of two years. Provided that the candidates who have already undergone one Year's training in Animal Husbandry and allied fields in a recognized institute or held B.Sc. Degree shall undergo apprenticeship for a period of one year only. The apprentices shall have to pass a test prescribed by the University in order to complete the apprenticeship satisfactorily. The period of apprenticeship shall be extendable by six months in special cases where a candidate fails to complete the same satisfactorily subject to a maximum of one year. Candidates failing to complete the apprenticeship satisfactorily within the prescribed time limit shall forfeit their claim for appointment and their apprenticeship shall stand terminated at the expiry of the stipulated period.* 2. *During the period of apprenticeship, the candidates shall receive stipend @ ₹ 3000/- Per Month.* 3. *Candidates selected by direct recruitment for the post of Technician (Farms/Lab/Clinics) (T1) with Bachelor's degree in Veterinary & Animal Husbandry and other allied professional fields of Veterinary /Animal Husbandry or with Master's degree in specialized subjects of Veterinary & Animal Husbandry shall not be required to undergo apprenticeship and shall be appointed directly in the Pay Level-4 (₹25500-81100).*

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12. Technician (Farms/Lab) (T1)	TDC part-I (10+2) Science group with 50% marks (relaxable to 40% in respect of reserved categories) preferably with one year's training from a recognized institute of Agriculture /Horticulture & allied fields OR B.Sc. **Notes** 1. *Candidates selected by direct recruitment for the post of Technician (Farms/Lab) (T1) shall have to undergo apprenticeship at various Farms/Laboratories of the University for a period of two years. Provided that the candidates who have already undergone one Year's training in Agriculture /Horticulture /Animal Husbandry and Allied fields in a recognized institute or held B.Sc. Degree shall undergo apprenticeship for a period of one year only. The apprentices shall have to pass a test prescribed by the University in order to complete the apprenticeship satisfactorily. The period of apprenticeship shall be extendable by six months in special cases where a candidate fails to complete the same satisfactorily subject to a maximum of one year. Candidates failing to complete the apprenticeship satisfactorily within the prescribed time limit shall forfeit their claim for appointment and their apprenticeship shall stand terminated at the expiry of the stipulated period.* 2. *During the period of apprenticeship, the candidates shall receive stipend @ ₹3000/- Per Month.* 3. *Candidates selected by direct recruitment for the post of Technician (Farms/Lab) (T1) with Bachelor's degree in Agriculture and other allied professional fields of agriculture or with Master's degree in specialized subjects of Agriculture shall not be required to undergo apprenticeship and shall be appointed directly in the Pay Level-4 (₹25500-81100).*
13. Works Supervisor (Civil)	ITI trained in respective trade or 10+2 with two years' experience of trade or Matric with five years' experience of trade
14. Carpenter	i) Matric pass ii) ITI Diploma in trade
15. Driver	i) Matric ii) Valid Driving License (Heavy passenger Motor Vehicle) *(The post of Driver also includes Tractor Driver and the duties of the post shall also include driving Farm Machinery/Farm Equipment's /Farm Earth moving machines etc.)*

(1) Important dates

Date of commencement of online application form	24.07.2023
Last date for submission of the online application forms along with the prescribed fee	23.08.2023 Upto 11:59 PM

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(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 01.01.2023)

S.No.	Category	Maximum age	Not born before	Not born after
1.	OM	40	01.01.1983	01.01.2005
2.	SC	43	01.01.1980	01.01.2005
3.	ST	43	01.01.1980	01.01.2005
4.	RBA	43	01.01.1980	01.01.2005
5.	LAC/IB	43	01.01.1980	01.01.2005
6.	EWS	43	01.01.1980	01.01.2005
7.	PSP	43	01.01.1980	01.01.2005
8.	Physically Challenged Person	42	01.01.1981	01.01.2005
9.	Government Service/Contractual Employment	40	01.01.1983	01.01.2005
10.	*Every Ex-Servicemen having served in the Armed Forces shall be allowed to deduct the period of such Service from his Actual Age and if the Resultant Age does not exceed the maximum age limit prescribed for the post by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.*			01.01.2005

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

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

(I) Appointment of the candidates

(i) The appointment and other service conditions in respect of the candidates selected through this selection process, shall be governed as per extant rules/regulations of SKUAST-J and JKCSR.

(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.

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(ii) The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose, on or before the cut-off date i.e. last date of submission of online application forms.

(III) Reservation

i) Reservation for SC/ST/RBA/OSC/PSP/EWS/(ALC/IB) is applicable as per Jammu and Kashmir Reservation Rules-2005 read with S.O. 127 issued by Social Welfare Department, Union Territory of J&K. However, for the vacancies accrued before issuance of S.O 127 dated 20.04.2020, the reservation roaster as in vogue at the time of accrual of vacancy for appointment has been applied, in terms of opinion conveyed in the matter by UT Govt. of Jammu and Kashmir.

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 only 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.

➢ Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained.

➢ The selection to the above said advertised posts shall be based only on the written test basis. However, for the posts wherever Skill Test is prescribed for post, it will be only of qualifying nature.

➢ The syllabus of written test of above said posts 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 and category of the candidate and no claim, whatsoever in 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 submission 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

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Jammu

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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 Grants 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 eligible candidate (s) should forward their application forms through their employer. The inservice candidates whose applications are not received through the proper channel shall be considered as fresh candidates and no benefits of previous services shall be granted in their favour. All the in-service applicants are required to produce "No Objection Certificate" from the Competent Authority at the time of documents verification, failing which he/she shall not be considered for appointment as in-service candidate.

- ➢ The intending eligible candidates, who wish to apply for more than one post, must submit separate applications forms along with the prescribed fee for each post.

- ➢ 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 miscommunication.

- ➢ No TA/DA will be paid to the candidates for participation in the test.

➤ The details of written test and skill test (wherever applicable) shall be uploaded on the University website: www.skuast.org. Examination details/call letters shall not be issued by post at any stage of examination. The candidates are advised to visit the official website of the university/local dailies regularly for updates and information about the examination and selection process.

➤ 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 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.

➤ Candidates, in their own interest, are advised to keep visiting the University Website for updates in this regard.

19|7|23

Registrar

No.: AUJ/Secy/23-24/F-137(part-II)/839-938
Dt.: 19-07-2023

Cc: -

1. The Prinicipal Secretary to Govt., Agriculture Production and Farmer's Welfare Department, UT of J&K, Civil Secretariat, Jammu/Srinagar
2. All officers of the University_____.
3. Principal Private Secretary to Hon'ble Lieutenant Governor, Lieutenant Governor's Secretariat, Raj Bhawan, Jammu/Srinagar.
4. All Heads of the Divisions/Co-ordinators/Chief Scientists/I/C Regional stations/ Sub-stations/ KVK's of SKUAST-Jammu.
5. I/c Data center for uploading of the advertisement on the University website.
6. SVC for kind information of Hon'ble Vice Chancellor and further requested for appropriate publicity through local dailies.
7. University Advertisement Notice File w.3.s.c.
8. Notice Board.