



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

(website: [www.skuast.org](http://www.skuast.org), email: [registrar@skuast.org](mailto:registrar@skuast.org), Tel:0191-2262012)

Notification No. 41 (Secy.) of 2022  
Dated: 14/12/2022

## **MOST IMPORTANT**

1. Last date for receiving filled application form and copy of all requisite documents/certificates by speed post. The envelope containing the application form should be superscribed as "Application for the post of \_\_\_\_\_, Advertisement Notification No. \_\_\_\_\_ dated \_\_\_\_\_" 16.01.2023 upto 5.00 pm

### **Mailing Address for forwarding the hard copy of Application Form and documents**

***"Registrar, Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu, Chatha, Jammu (J&K) -180009"***

2. Application fee to be deposited by all candidates in shape of bank draft pledged in favour of Comptroller, SKUAST-Jammu payable at Jammu, J&K ₹2000

Applications on the prescribed format, as per **Annexure-I** to this advertisement notice, are invited from the eligible candidates for the following tenure based position (five years) in the University:

S.No.	Name of the Post	No. of posts	Pay Level & matrix as per 7 <sup>th</sup> pay Commission
1.	Registrar	01	Level-14 (₹144200-218200)

## **ESSENTIAL QUALIFICATION FOR THE POST OF REGISTRAR**

S.No.	Name of the Post	Qualification
1.	Registrar	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"><li>i. 1<sup>st</sup> Class Master's degree (Preferably Agriculture/ Veterinary or allied Sciences)</li><li>ii. 15 year's administrative/academic experience in University/ Government/ Autonomous body of which 8 years should be in the rank of Associate Professor/ Deputy Registrar or Equivalent</li><li>iii. Experience of establishment work, personnel management and knowledge of service rules.</li></ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"><li>i. Knowledge of modern agricultural education system</li><li>ii. Degree in Law</li></ol> <p><b>Note:</b></p> <ol style="list-style-type: none"><li>a. In case of deputation, a Selection scale IAS Officer or equivalent from administrative cadre.</li><li>b. Screening /Short listing of the candidates for above post will be as per the prescribed eligibility requirements</li></ol>



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- ❖ The Candidate who have already applied for the post as per advertisement notification no. 08 (Secy.) of 2021 dated 07.07.2021, need not to apply again. But they can submit their updated biodata with additional/ revised documents of Qualifications and Experience etc., if any to the office of the Registrar, SKUAST-Jammu, Chatha within prescribed date.

## **DETAILED INSTRUCTIONS TO DOWNLOAD, FILL AND POST THE APPLICATION FORM FOR THE POST OF REGISTRAR**

### **1. Instructions to obtain the form from website:**

- ❖ Open University website [www.skuast.org](http://www.skuast.org)
- ❖ Follow the link provided at home page for the advertisement notice for the post of Registrar.
- ❖ After clicking on the link “Download detailed advertisement, application form”.

### **2. After filling up the application form, the form must be submitted with in stipulated time as per the details given below:**

- The requisite fee of ₹2000 (**Rupees two thousand only**) required to be paid only in shape of Bank Draft in favour of **Comptroller SKUAST-Jammu, payable at Jammu**.
- The application form, along with bank draft, complete in all respect duly supported by self-attested copies of all relevant documents, certificates and testimonials is to be submitted to the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences and Technology of SKUAST-Jammu (SKUAST-J), Chatha, J&K-180009 by Speed post before the closing date for submission of application form.
- Application not accompanied with the prescribed fee will not be considered.
- The in-service eligible candidates should forward their Application Forms through their employer. Applications not received through the Proper Channel are liable to be rejected. However, candidates are advised not to wait for the last date and an advance copy may be sent within the prescribed date followed by application through Proper Channel. All the in-service applicants are required to produce “No Objection Certificate” from the Competent Authority on or before the interview, failing which he/she shall not be allowed to appear in the interview.
- Candidate should clearly mention the following details on the top of envelope containing hard copy of application form

**“Application for the post of \_\_\_\_\_  
(Advt. Notification no \_\_\_\_\_ dated \_\_\_\_\_”.**

### **GENERAL CONDITIONS:**

1.	Salary and other Allowances	:	As per SKUAST Statutes and rules of J&K CSR as applicable from time to time.
2.	Age of recruitment	:	Not less than 20 years and more than 55 years as on 01.01.2022. The relaxation in upper age can be granted in terms of provisions specified under SKUAST-Statutes.



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3.	Nature/period of appointment	:	Tenure based for a period of 05 years or till retirement age of 60 years as specified in SKUAST-Statutes whichever is earlier or as may come into force from time to time in SKUAST-Statutes.
4.	Terms and conditions of the appointment	:	The above said appointment shall be governed in accordance with the SKUAST-J Statutes and rules of the University as are in force with amendments or as may come into force from time to time.

### MISCELLANEOUS INSTRUCTIONS

1. All requisite enclosures are to be attached with the application form.
2. Certificates in support of qualification must have been obtained from duly recognized University/Institutions or organizations/departments, as the case may be.
3. Mere Submission of application for the post advertised here-in-above does not by itself entitle an applicant to be called for interview.
4. Candidates who may not be fulfilling all the requirements prescribed here-in-above, by the last date of receipt of application form need not to apply.
5. Schedule of interview will be made available/placed on University Website [www.skuast.org](http://www.skuast.org) in for information of all concerned. The eligible candidate shall receive a call letter via e-mail or any other medium as per the address recorded on the Application Form for appearing before the Selection Committee for interview. University shall not be held responsible for any communication error due to incorrect email address.
6. Canvassing in any form shall render the applicant ineligible.
7. In case of ambiguity/dispute that may occur in the process of selection, the decision of the University shall be final and binding.
8. University reserves the right to withdraw the advertised post at any time without assigning any reason thereof.
9. Likely Causes of Rejection of Application
  - a) Application is incomplete.
  - b) Full fee if not paid in the manner prescribed.
  - c) Candidate is under age or overage on the above prescribed date.
  - d) Lack of essential qualification as prescribed in advertisement.
  - e) Applicant does not possess the requisite academic qualification, experience on closing date of filing application form and
  - f) Variation of data of application form and in original documents when brought for verification/scrutiny-cum-interview.
10. Application not received through prescribed process shall be rejected and no correspondence in this regard will be entertained.



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11. The University will not pay travel expenses for attending the interview.
12. Applicant should necessarily indicate his/her telephone/cell phone number/ e-mail address and also invariably intimate to the University about any change in the correspondence or permanent/residential address.
13. If at any stage, it is discovered that the candidate used political or any other undesirable influence or found having submitted false certificate/degree, will be summarily rejected but also be supposed to face legal action.

### OTHER IMPORTANT INSTRUCTIONS

- ❖ Before filling up the application form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions carefully
- ❖ All original documents in original must be brought at the time of verification/scrutiny-cum-interview, whenever asked for.
- ❖ In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for any kind of postal delay or any other problem of this nature in submission of application form.
- ❖ Service conditions including pay matrix level and age of superannuation shall be as per Govt. of Jammu and Kashmir and SKUAST-Statutes.
- ❖ In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
- ❖ Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The information uploaded on the university website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. In midway of recruitment process neither any application under RTI Act, 2005 shall be entertained nor shall any information be provided. Factual information under RTI Act shall be provided only after declaration of final result.
- ❖ In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Jammu and Kashmir Only.
- ❖ Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
- ❖ Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.
- ❖ The service conditions of the appointee shall be governed in accordance with the SKUAST-J 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 the provisions of JKCSRs.



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- ❖ Any other details, if required, can be had from the Office of Registrar, SKUAST-J, Chatha-180009 on any working day during office hours.

  
Registrar

**No.: AUJ/Secy/22-23/F- 144(part-II)/6591-6691**

**Dt.: 14-12-2022**

**Copy for information to the:**

- Financial Commissioner (Additional Chief Secretary), Agriculture Production Deptt. and Farmer Welfare Department, GoJK, Civil Secretariat, Jammu
- All Deputy/Assistant Director Generals of ICAR, New Delhi
- All Officers of the University
- Registrars of all Agricultural Universities and ICAR Institutes with the request to give wide publicity to the Notice.
- Director, Agriculture, Kashmir, Srinagar/Jammu
- Director Horticulture, Kashmir/Jammu.
- Director Animal Husbandry, Kashmir/Jammu
- Director Sheep Husbandry, Kashmir/Jammu.
- Director HP&M, J&K Srinagar/Director Sericulture, Kashmir/Jammu
- Director Command Area, Kashmir/Jammu
- Executive Secretary, IAUA, New Delhi.
- All HoDs/ Stations/Faculties/Centers/Institutes/ KVKs
- All Deputy/Assistant Registrars of SKUAST-J
- Secretary to Vice-Chancellor, SKUAST-J, for publication of above Advertisement Notice in indicative form in three leading local dailies and one national daily.
- Assistant Registrar(Teaching), SKUAST-J,
- Dr. Manish Sharma, Professor and Head, Statistics & I/c Data Centre, SKUAST-J, for SKUAST-J Website.
- University Advertisement Notice files (w.3.s.c.)
- Notice Board

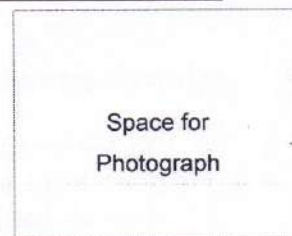


**Sher-e-Kashmir**  
**University of Agricultural Sciences & Technology of Jammu**  
Chatha, Jammu -180009 (J&K)  
Ph/Fax: 0191-2262012  
[www.skuast.org](http://www.skuast.org)

**Application Form for Direct Selection**  
**To be filled in by the candidate**

<p>A Bank draft for Rs. 2000 only pledged to Comptroller, Sher-e-Kashmir University of Agricultural Sciences &amp; Technology of Jammu, Chatha, Jammu -180009 (J&amp;K) must be attached with this application form downloaded from SKUAST-J website. Application not accompanied with prescribed fee will not be considered. Details of the bank draft should be given below:</p> <ol style="list-style-type: none"><li>1. Name of the bank</li><li>2. Bank draft No. &amp; Date</li><li>3. Amount</li></ol>	<p>Post for which applying: _____ _____</p> <p>Advt. Notice No. _____</p> <p>Dated:- _____</p>
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APPLICATION FORM FOR APPOINTMENT BY SELECTION AS \_\_\_\_\_



**1. Personal details:**

1. Name in full (in capital letters) First name-Middle name-Surname.										
2. Date of Birth (DD,MM,YY), Sex :	Year		Month		Day		Sex			
3. Age as on date	Year		Month		Day					
4. Father's Name										
5. Full Postal Address for Correspondence with pin code										
6. Contact details: Telephone & Fax No. with area code, Mobile No., and e-mail ID	Mobile									
	Tel.									
	Fax									
	e-mail									
7. Permanent Address										
8. Are you a citizen of India by birth /domicile										
9. Community (SC/ST/OBC/General)										
10. Have you ever been convicted by a court of law for any offence?										
11. Whether any disciplinary case is pending against you?										

If any minor/major penalty has been imposed on you during the last ten years?	
12. Indicate, if you possess (a) essential and (b) desirable qualifications.	
13. Whether any relative employed by SKUAST-J. (Yes/NO) (If yes, please give details below)	

## 2. Educational Qualifications

S. No.	Examination Passed	Year	Name of the Board/ University or other examining body	Division	Percentage of marks obtained/OGPA	Subject

## 3. Work Experience(Give in reverse chronological order):

S. No.	Name of the post held on regular basis and scale of pay	Name & Address of Employer	Period with last pay drawn Division Percentage of marks obtained/OGPA			Reasons for leaving the post
			From	To	Pay & DA	

## 4. Publications (Attach List of Ten best publications with NAAS rating quoted)

S. No.	Publication Title	Journal	NAAS rating
i.			
ii.			
iii.			
iv.			
v.			
vi.			
vii.			
viii.			
ix.			
x.			

**5. Awards and recognitions:**

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**6. General**

(In a 1-2 page note, the applicant may mention any other achievement/attribute not covered about. Applicant may also describe his/her understanding of issues concerning agricultural education, research and extension in J&K as well as SKUAST-Jammu and his/ her short term/long term goals:

**7. Name and address of not less than two persons not related to the candidate and to who, reference may be made:**

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**DECLARATION**

I declare that the entries made in this form are true and correct to the best of my knowledge and behalf.

Signature of candidate \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Note:**

1. Attested copies of the papers, documents and reprints submitted with the application will not be returned.
2. Candidates already in service should apply through their present employer.