



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. 03(Secy.) of 2022

Dated. 03/06/2022

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	LAC /IB	EWS	PSP	OSC
1.	Data Entry Operator	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	4	2	1	--	1	--	--	--	--
2.	Assistant-cum-Typist, /Dispatch/Receipt/ Stationery /Store Clerk and equivalent Ministerial posts	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	16	7	2	2	2	1	1	1	--
3.	Audio Visual Operator	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--	--
4.	Sound Man	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--	--
5.	Electrician	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	2	1	--	--	1	--	--	--	--
6.	Classifier-cum-Cataloguer	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	1	1	--	--	--	--	--	--	--
7.	Live Stock Assistant	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	2	1	--	--	1	--	--	--	--
8.	Field-cum-Laboratory Assistant	₹5200-20200 + ₹1900/ Level 2 ₹19900-63200	30	15	3	3	3	1	3	1	1
Total			57	29	6	5	8	2	4	2	1

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.

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

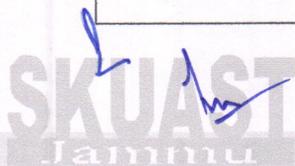
"Health Soils for a Healthy Life"

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Essential Qualification and Experience

1. Data Entry Operator	Graduation with one year Diploma in computer software application <p style="text-align: center;">OR</p> BSc (IT)/BCA <p style="text-align: center;">OR</p> Three years Diploma in Computer Application/Software Application from an AICTE recognized institution
2. 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
3. Audio-Visual Operator	10+2 with Degree or Diploma (minimum 2 years) from any Govt. recognized institute in any of the stream i.e. Electronic 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
4. Sound Man	Degree/Diploma in Sound Recording/Sound Engineering or equivalent from a recognized University/Institute.
5. Electrician	i. Matric ii. ITI Diploma in trade
6. Classifier-cum-Cataloguer	Matric with certificate course in Library Science Desirable i. Graduate in Science
7. Live Stock Assistant	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 <p style="text-align: center;">OR</p> B.Sc
8. Field-cum-Laboratory Assistant	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 <p style="text-align: center;">OR</p> B.Sc.





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Notes below applicable for the positions appearing at S.No. 7 & 8:

1. Candidates with Bachelor's degree in Agriculture/ Animal Husbandry/ Home Science and other professional fields or with Master's degree in a specialized subject shall also be eligible for the post of Field-cum-Laboratory Assistant/Live Stock Assistant and if selected shall be directly appointed in the pay band of ₹5200-20200 + G.P. ₹2400 (Pay Level 4).
2. Candidates selected by direct recruitment for the post of Field-cum-Laboratory Assistant/Live Stock Assistant with Bachelor's degree in Agriculture/Home Science and other professional fields or with Master's degree in specialized subjects shall not be required to undergo apprenticeship and shall be appointed in the Senior Scale directly.
3. Candidates selected for the post of Field-cum-Laboratory Assistant and Live Stock Assistant 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 hold B.Sc. Degree shall undergo apprenticeship for a period of one year only. The appointees shall have to pass a test prescribed by the university in order to complete the apprenticeship satisfactorily. During the period of apprenticeship, the candidates shall receive stipend @ ₹3000/- per month.

(1) Important dates

Date of commencement of online application form	08.06.2022
Last date for submission of the online application forms along with the prescribed fee	07.07.2022

(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.No.	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.**



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- 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.
- 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 alongwith 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.**

[Signature]
31/6/22
Registrar

No.: AUJ/Secy/22-23/F-137(part-I)/283-372

Dt.: 03-06-2022

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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