



**ADVERTISEMENT FOR THE POSTS OF UNIVERSITY LIBRARIAN AND REGISTRAR**

Notification No. 04 (Secy.) of 2023  
Dated. 10/07/2023

**MOST IMPORTANT**

1. Last date for receiving filled application form along with copy of all requisite documents/certificates by speed post or in person. 09.08.2023 upto 5.00 pm  
The envelope containing the application form should be superscribed as "Application for the post of \_\_\_\_\_, Advertisement Notification No. \_\_\_\_\_ dated \_\_\_\_\_"

**Mail Address for sending the 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 positions (five years) in the University:

1.	<b>University Librarian</b> (tenure basis of 5 years) Pay Level-14 (₹144200-218200) UGC Scale	01
2.	<b>Registrar</b> (tenure basis of 5 years) Pay Level-14 (₹144200-218200) UGC Scale	01

**Essential Qualification and Experience**

<b>University Librarian</b> (tenure basis of 5 years)	<p>i. A Master's Degree in Library Science /Information Science/Documentation with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years' experience as a College Librarian.</p> <p>iii. Evidence of innovative library services including integration of ICT in library.</p> <p>iv. Ph.D. Degree in library science/information science / documentation/archives and manuscript-keeping</p> <p>* The Assessment Criteria and Selection Methodology for selection to the post of University Librarian shall be as per the Table 4 of Appendix II of Gazettee Notification for UGC regulation, 2018 dated 18<sup>th</sup> July, 2018.</p>
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## 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)

<b>Registrar</b> (tenure basis of 5 years)	<b>Essential</b> <ol style="list-style-type: none"><li>1<sup>st</sup> Class Master's degree (Preferably Agriculture/ Veterinary or allied Sciences)</li><li>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>Experience of establishment work, personnel management and knowledge of service rules.</li></ol> <b>Desirable</b> <ol style="list-style-type: none"><li>Knowledge of modern agricultural education system</li><li>Degree in Law</li></ol> <b>Note:</b> <ol style="list-style-type: none"><li>In case of deputation, a Selection scale IAS Officer or equivalent from administrative cadre.</li><li>Screening / Short listing of the candidates for above post will be as per the prescribed eligibility requirements.</li></ol>
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### **Note:**

- The appointment to the post as mentioned at S.No. 1 to 2 shall be on tenure basis for a period of 05 years.
- Selection and Short listing of candidates for post of University Librarian shall be based on the Assessment Criteria and Selection Methodology for selection to the post of University Librarian shall be as per the Table 4 of Appendix II of Gazettee Notification for UGC regulation, 2018 dated 18th July, 2018.

### **DETAILED INSTRUCTIONS TO DOWNLOAD, FILL AND POST THE APPLICATION FORM FOR THE POST OF UNIVERSITY LIBRARIAN AND 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 posts of Dean/Director & equivalent.
- ❖ 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. However, the in-service candidate may





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- submit the advance copy of the application form within the prescribed date.
- iii. Application not accompanied with the prescribed fee will not be considered.
  - iv. 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 of the print out of the application form 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.
  - v. Candidate should clearly mention the following details on the top of envelope containing the application form  
**"Application for the post of \_\_\_\_\_  
serial no. of post \_\_\_\_\_ (Advt. Notification  
no \_\_\_\_\_ dated \_\_\_\_\_".**
  - vi. A separate application with separate fee required for each post. Application for two different posts should not be tagged together.

### **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 01-01-2023. The relaxation in upper age can be granted in terms of provisions specified under SKUAST-Statutes.
3.	Nature of appointment	:	Tenure based for a period of 05 years or till retirement age specified in SKUAST-Statutes whichever is earlier
4.	Terms and conditions of the appointment	:	The above said appointments 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 enclosures to be attached with the application form including self-attested documents. However for the post of Librarian, the candidate must attach the relevant documents (self attested) in support of activities prescribed in the Table 4 of Appendix II (Assessment Criteria and Methodology for the post of Librarian) for grading, without which no claim will be entertained.
2. Certificates in support of qualification must have been obtained from duly recognized University/Institutions or organizations/departments, as the case may be.





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3. Submission of application for any position 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 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 any advertised post(s) 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.
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 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.

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- ❖ The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- ❖ 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.
- ❖ 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-Jammu 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 wherever applicable.
- ❖ The applicant who have clear cut remaining period of active service of more than two (02) years on the date of issue of advertisement notice shall be preferred.
- ❖ If at any stage, it is discovered that the candidate used political or any other undesirable influence or is found having submitted false certificate/degree, will be summarily rejected but also be supposed to face legal action.
- ❖ Any other details, if required, can be had from the Office of Registrar, SKUAST-J, and Chatha-180009 on any working day during office hours.

  
Registrar

No.: AUJ/Secy./23-24/F- 144(P-II)/306-405

Dt.: 10-07-2023

### Copy for information and necessary action to the:

- The Principal Secretary to Govt., Agriculture Production and Farmer's Welfare Department, UT of J&K, Civil Secretariat, Jammu/Srinagar
- 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.

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- Principal Private Secretary to Hon'ble Lieutenant Governor, Lieutenant Governor's Secretariat, Raj Bhawan, Jammu/Srinagar.
- Director, Agriculture, Kashmir/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 Joint/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 (Est.), SKUAST-J.
- Dr. Manish Sharma, Professor and Head, Statistics & I/c Data Centre, SKUAST-J, for University Website.
- Notice Board.