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:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Post</th>
<th>No. of posts</th>
<th>Pay Level &amp; matrix as per 7th pay Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registrar</td>
<td>01</td>
<td>Level-14 (₹144200-218200)</td>
</tr>
</tbody>
</table>

Requisite Qualifications for the Direct Recruitment to the posts of Registrar

1. Registrar (Post: 01; Pay Level-14 (₹144200-218200))
   (On tenure basis for a period of 05 years)
   **Essential**
   i. 1st Class Master's degree (Preferably Agriculture/ Veterinary or allied Sciences)
   ii. 15 years' administrative/ academic experience in University/ Government/ autonomous body of which 8 years should be in the rank of Associate Professor/ Deputy Registrar or equivalent
   iii. Experience of establishment work, personnel management and knowledge of service rules.

**Desirable**

i. Knowledge of modern agricultural education system
ii. Degree in Law

**Note:**

a) *In case of deputation, a Selection scale IAS Officer or equivalent from administrative cadre.*

b) *Screening / Short listing of the candidates for above post will be as per the prescribed eligibility requirements.*

**IMPORTANT DATES TO REMEMBER**

<table>
<thead>
<tr>
<th>FOR THE POST OF REGISTRAR</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Opening date for submission of Application form</td>
<td>07.07.2021</td>
<td></td>
</tr>
<tr>
<td>Last date for submission of soft copy of duly filled application form along with requisite documents via email in PDF format only</td>
<td>06.08.2021</td>
<td></td>
</tr>
<tr>
<td>Last date for receiving of hard copy of duly filled application form along with requisite documents by speed post</td>
<td>21.08.2021</td>
<td></td>
</tr>
<tr>
<td>Last date for receiving of duly filled Application form of in-service-candidates <em>Through Proper Channel</em></td>
<td>21.08.2021</td>
<td></td>
</tr>
</tbody>
</table>
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
   - 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 both in soft as well as hard copy as per the details given below:
   i. For the post, interested and eligible candidates must submit the copy of the duly filled in application form (available on the University website “skuast.org”) in PDF format with documents related to age, academic qualification, employment, job experience & fee payment receipt/photocopy of the demand/bank draft payment on email ID’s registrar@skuast.org/Registrarofficeskuastj@gmail.com clearly mentioning in the subject “Application form for the post of...................... Advt. No........................... and S.No.......................... on or before 06.08.2021 up to 5:00 PM” positively.
   ii. The requisite fee of ₹2000 (Rupees two thousand only) can be deposited through electronic mode or in shape of Bank Draft in favour of Comptroller SKUAST-Jammu, payable at Jammu.
   iii. The candidate can pay the required fees in electronic mode through Net Banking/Phone Banking/Mobile Banking mode i.e. RTGS, NEFT, IMPS etc. at the below mentioned bank details:

<table>
<thead>
<tr>
<th>In favour of</th>
<th>Registrar /Assistant Comptroller(HQ), SKUAST-Jammu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Bank</td>
<td>The Jammu and Kashmir Bank Ltd, Chatha</td>
</tr>
<tr>
<td>Branch Address</td>
<td>SKUAST Chatha, Jammu, J&amp;K-180009 Jammu &amp; Kashmir</td>
</tr>
<tr>
<td>Account Number</td>
<td>1235040500000104</td>
</tr>
<tr>
<td>IFSC code</td>
<td>JAKA0EAURSP</td>
</tr>
</tbody>
</table>

iv. The hard copy of the application form already submitted online (through email) by the candidate be sent along with all enclosures including the proof of application fee paid (nonrefundable) i.e. ₹2000 (Rupees two thousand only) to Registrar, Sher-e-Kashmir University of Agricultural Sciences and Technology of SKUAST-Jammu (SKUAST-J), Chatha, J&K-180009 by Speed post within 15 days from the closing date for submission of application form through email(online). Application not accompanied with the prescribed fee will not be considered. Envelop carrying application form should be clearly mentioned with “Application form for the post of ......................Advt. No........................... and S.No..........................”
v. The in-service eligible candidates should forward their Application Forms "Through Proper Channel". Their application through proper channel must reach the University with in the 15 days of closing date for submission of application form online. The application form which is not routed through proper channel shall be summarily rejected and no correspondence shall be entertained thereof.

GENERAL CONDITIONS:

<table>
<thead>
<tr>
<th>1. Salary and other Allowances</th>
<th>As per SKUAST Statutes and rules of J&amp;K CSR as applicable from time to time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Age of recruitment</td>
<td>Not less than 20 years and more than 55 years as on 01.01.2021. The relaxation in upper age can be granted in terms of provisions specified under SKUAST-Statutes.</td>
</tr>
<tr>
<td>3. Nature/period of appointment</td>
<td>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.</td>
</tr>
<tr>
<td>4. Terms and conditions of the appointment</td>
<td>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.</td>
</tr>
</tbody>
</table>

MISCELLANEOUS INSTRUCTIONS:

1. Signature (with date and place) of the candidate are essentially required at appropriate places in the application form. The University will not consider unsigned application. All enclosures attached with the application form should be self-attested by the candidate.

2. Certificates in support of qualification must have been obtained from duly recognized University/Institutions or organizations/departments, as the case may be.

3. Incomplete application shall be summarily rejected.

4. Submission of application for the position advertised here-in-above does not by itself entitle an applicant to be called for interview.

5. 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.

6. Schedule of interview will be made available/placed on University Website 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.

7. Applicant should necessarily indicate in the Application Form his/her working telephone/cell number / e-mail address and inform the University about any change in his/her correspondence or permanent/residential address.
8. Canvassing in any form shall render the applicant ineligible.
9. In case of ambiguity/dispute that may occur in the process of selection, the decision of the University shall be final and binding.
10. 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.
11. University reserves the right to withdraw the post or defer filling up the post advertised herein above without assigning any reason thereof.
12. It will be open to the University to consider names of suitable candidates who may not have applied or to consider applicants in absentia.
13. 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.

No.: AUJ/Secy/21-22/F- 144(part-II)/664-783
Dt.: 07-07-2021

Copy for information to the:
- Principal Secretary to Government, 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
Application Form for Direct Selection
To be filled in by the candidate

A requisite fee receipt of ₹2000 (Rupees two thousand only) paid by the candidate through electronic mode or in the shape of Bank Draft (in original) drawn in favour of Comptroller SKUAST-Jammu, payable at Jammu Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu, Chatha, Jammu -180009 (J&K) must be attached with this application form downloaded from SKUAST-J website. Details of the fee paid through electronic mode or bank draft should be given below:

1. Mode of payment made:
2. Transaction ID/Bank Draft details
3. Name and address of the bank through which the requisite fee payment made

APPLICATION FORM FOR APPOINTMENT BY SELECTION AS

1. **Personal details:**
   1. **Name in full (in capital letters)**
   2. **Date of Birth (DD,MM,YY), Sex:**
   3. **Age as on date**
   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**
   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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Examination Passed</th>
<th>Year</th>
<th>Name of the Board/University or other examining body</th>
<th>Division</th>
<th>Percentage of marks obtained/OGPA</th>
<th>Subject</th>
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</table>

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the post held on regular basis and scale of pay</th>
<th>Name &amp; Address of Employer</th>
<th>Period with last pay drawn</th>
<th>Percentage of marks obtained/OGPA</th>
<th>Reasons for leaving the post</th>
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<tbody>
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<td>Pay &amp; DA</td>
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</table>

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Publication Title</th>
<th>Journal</th>
<th>NAAS rating</th>
</tr>
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<tbody>
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<td>i.</td>
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5. Awards and recognitions:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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. Self 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.