



**Sher-e- Kashmir**  
**University of Agricultural Sciences & Technology of Jammu**  
Chatha, Jammu-180 009

**Notification No: 13(Secy.) of 2016**  
**D A T E D: 05-09-2016**

Applications on prescribed format are invited from permanent residents of Jammu & Kashmir State for the positions as per the details given below:

S. No	Name of the Post	Pay Band (₹)	No. of Posts	Qualification & Experience
1.	Accounts Assistant /Cashier*	5200-20200 +G.P. 2400	1 (Open=1)	i. Graduate ii. Preference will be given to those having experience in any organization
2.	Computer Assistant	5200-20200 +G.P. 2400	2 (ST=2)	Science graduate with one year's Diploma course from a recognized Institute or B.Sc. (Computer Science) or its equivalent
3.	Stenographer	5200-20200 + G.P. 2400	6 (RBA=4; ST=2)	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
4.	Field-cum-Laboratory Assistant**	5200-20200 +G.P. 1900	20 (Open=13 RBA=4; OSC=1; ST=1; SC=1)	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.
5.	Live Stock Assistant**	5200-20200 +G.P. 1900	2 (Open=1; ST=1)	TDC part-I (10+2) Science group with 50% marks (relaxable to 40% in respect of reserved categories) preferably with one years training from a recognized Vety./ Animal Husbandry institute or B.Sc.

6.	Assistant-cum-Typist Despatch/Receipt/ Stationery /Store Clerk & equivalent	5200-20200 + GP 1900/-	2 (ST=2)	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
7.	Audio-visual-operator	5200-20200 + G.P. 1900	1 (RBA=1)	10+2 with diploma from Government recognized ITI
8.	Electrician***	5200-20200 + G.P. 1900	1 (SC = 1)	i. Matric pass ii. ITI Diploma in the trade
9.	Driver***	5,200- 20,200 +GP 1900	3 (OM=2; RBA=1)	• Matric • Valid Driving License (Heavy passenger Motor Vehicle)
10	Cleaner	4440-7440 + G.P.1300	3 (Open=2; ALC=1)	• Minimum : Matric • Maximum: 10+2

\* Candidate selected for the post of Accounts Assistant/cashier 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 ₹3500/ P.M. They shall be granted the pay scale of ₹5200-20200 + GP 2400 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.

\*\* 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 held 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 compete the apprenticeship satisfactorily. During the period of apprenticeship, the candidates shall receive stipend @ ₹3000/- P.M. However, candidates with Bachelor's degree in Agriculture/Animal Husbandry/Home Science/Agricultural Engineering/ 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 Senior Scale of ₹5200-20200 + G.P. 2400 (pre-revised Rs 4000-6000).

\*\*\* Candidates who have applied for the post of Electrician and Tractor driver in response to University Notification No's 12 (Secy.) of 2012 dated 25.09.2012, 10(Secy.) of 2013 dated 08.05.2013 and 08(Secy.) of 2015 dated 05.05.2015 need to apply afresh due to change in qualification criteria in SKUAST Statutes. However, no application fee in shape of Demand Draft is required to be paid by those candidates applied for the post of electrician and tractor driver earlier vide above said notifications.

### **General Instructions**

- Application form along with a copy of detailed notification can be downloaded from the University website i.e. [www.skuast.org](http://www.skuast.org).

*2016*  
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- Application form complete in all respects duly supported by attested copies of PRC, marks list, certificates, testimonials/degree and accompanied by **bank demand draft worth ₹500/- (for General candidates) & ₹250/- (for category and physically handicapped candidates) drawn in favour of Comptroller SKUAST-J payable at Jammu should reach only through Registered/ Speed Post to the office of the Dy. Registrar (Secy.), Sher-e-Kashmir, University of Agril. Sciences & Technology of Jammu, Chatha, Jammu (J&K) 180 009 by or before 07.10.2016** upto 5 P.M. Applications received after expiry of the said date will not be entertained.
- Envelope containing the application form should be subscribed as "APPLICATION FOR THE POST OF \_\_\_\_\_".
- Candidate must in possession of the prescribed academic/professional/ technical qualifications and fulfill all other eligibility conditions wherever required as shown against each post.
- Eligible candidates will be informed about the date and place of Written/Skill/Screening test and interview through Registered/Speed Post. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation on the part of Postal Department. The same information would also be displayed on the website of the University
- University reserves the right to withdraw any or all posts or defer filling up any or all the posts, advertised here in above at any stage without assigning any reason.
- Selected candidates can be posted/transferred in any constituent unit of the University
- Separate application is required to be submitted for each post.
- Candidates who may not be fulfilling all the requirements by the last date of receipt of application need not apply.
- Shortlisting of the candidates for interview would be done through Screening/Written/Skill test for the afore-stated posts comprising of questions on general intelligence, reasoning, general awareness and on the knowledge of the concerned subject.
- Candidates must ensure their eligibility before applying for these posts. Detailed scrutiny of copies of supporting documents/application forms would be done of those candidates, who qualify the screening/written/skill test. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature would be cancelled and the university's decision shall be final.
- Three self-addressed envelopes of size (9' x 4') duly affixed with postage stamps of ₹35/- each should be enclosed with the application form.
- Candidate selected for appointment will be placed on probation for two years. During the probationary period his/her services can be terminated on one month's notice without assigning any reason.
- Candidates already in-service are required to send applications through their employer only. Direct application will not be entertained. However, candidates are advised to submit an advance copy of the application form well before the last date. The application routed through proper channel must be received in the University failing which the candidate would not be allowed to appear before the selection committee.
- Applications received late or, without prescribed application fee or incomplete in any respect will not be entertained/rejected.
- Terms and conditions of appointment of candidates shall be governed by the provisions of the SKUAST Act, 1982 and the Statues and Regulations made there

under from time to time. Where the University does not have its own service rules, those prescribed by the State Govt. for its employees are, mutatis mutandis, applicable to the university employees also.

- Due reservation as per the rules shall be given to disabled/handicapped category. As such, candidates belonging to this category should enclose their relevant documents with the application forms in their support.
- In-service candidates of SKUAST-Jammu can submit their application form through proper channel directly to the Office of Registrar, SKUAST-Jammu but before the last date.
- Relaxation in upper age can be considered for in-service candidates of SKUAST-Jammu in the light of SKUAST Statutes, provided application form is submitted through proper channel.

### **General Conditions**

#### **Age as on 01.01.2016**

#### **Category**

General Candidates	18-40 years
Physically challenged candidates	18-42 years
Candidates of SC/ST /RBA /OSC/ALC categories	18-43 years
Candidates already in Government Service	18-40 years
For Ex-Serviceman category	Not more than 48 years

#### **Note:**

*The horizontal reservation for physically disabled persons to the extent of 3% would mean the reservation which would cut across the vertical reservation and the persons selected shall have to be placed in the appropriate category by making necessary adjustments. In respect of Physically Handicapped persons, the reservation shall be available only for services, posts and type identified for the purpose by the University.*

***“The application form and detailed information can also be viewed/downloaded from the University Website [www. skuast.org](http://www.skuast.org)”***

**No: AUJ/Secy./16-17/F-137/966-93**  
**Dt: 5-09-2016**

Sd/-  
**Registrar**

Cc: -

1. All officers of the University.
2. All Co-ordinators/Chief Scientists, I/C Regional stations/ Sub-stations/ KVK's of SKUAST of Jammu.
3. Dr. Manish Sharma, Associate Professor (Agril. Stat.) & I/c Data center with the request to kindly direct the concerned for the uploading of the advertisement on the University website.
4. Asstt. Registrar (Legal), SKUAST-Jammu for information and necessary action.
5. SVC for kind information of Hon'ble Vice Chancellor and further requested for appropriate publicity through local dailies.
6. University order file w.3.s.c.
7. Notice Board.

  
05/09/2016  
**Dy. Registrar (Secy.)**