



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**
(website: www.skuast.org, email: registrar@skuast.org, Tel: 0191-2262012)

**ADVERTISEMENT FOR THE POST OF ASSISTANT DIRECTOR RESIDENT
INSTRUCTIONS**

Notification No. 20 (Secy.) of 2025

Dated: 21/11/2025

Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu invites applications, on the prescribed Application Form appended as **Annexure-I** to this notification, from candidates who are domiciles of the Union Territory of Jammu and Kashmir for participating in the selection process for the following post:

S.No.	Name of the post	Pay Band+GP /Pay Level	No. of post
1.	Assistant Director Resident Instructions	₹15,600-39100 + GP ₹5400/ (Level – 10 ₹56,100-1,77,500)	1 (OM)
Total			1

Eligibility criteria for the post is given as under:

Name of the Post	Minimum Essential Qualification	Mode of Selection/ Selection criteria
Assistant Director Resident Instructions	<u>Essential</u> i) Master's degree with minimum 55% marks or equivalent grade in OGPA or equivalent postgraduate qualification in Agriculture/ Veterinary Sciences or allied Sciences ii) Ph.D degree in Agriculture/allied Sciences (Ph.D is relaxable for candidates holding Post Graduation Degree in Veterinary Science) iii) NET	Written/Screening Test : 80% weightage
		Interview : 20 % weightage
		<u>Syllabus of written test is annexed with this notification as Annexure-II.</u>

Age of the candidate as on 01.01.2025

The requirement of age for Open Merit & Reserved categories is as follows:

S.No.	Category	Minimum - Maximum age Limit in years
1.	OM	18-40
2.	SC	18-43
3.	ST-1	18-43
4.	ST-2	18-43
5.	RBA	18-43
6.	ALC/IB	18-43
7.	EWS (Economically Weaker Section)	18-43
8.	Other Backward Classes(OBC)	18-43
9.	Person with Disabilities	18-42
10.	Government Service / Contractual Employment	18-40



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S.No.	Category	Minimum - Maximum age Limit in years
11.	Inservice employees of all State Universities of Jammu and Kashmir	18-50
12.	Ex-Servicemen	18-48

Important dates

Last date for submission of offline application forms along with the prescribed fee	22.12.2025 Upto 05:00 PM
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Application Fee

Application fee payable	₹1000/- (Rupees One thousand only)
<i>Applications received without the prescribed fee shall not be considered and will be summarily rejected. No representation whatsoever against such rejection shall be entertained. The fee once paid shall, under no circumstances, be refunded nor adjusted against any other examination or selection.</i>	

Other detailed terms and conditions with regard to the appointment, domicile etc.:

(I) Appointment of the candidate

The appointment and other service conditions in respect of the candidate selected through this selection process, shall be governed as per extant rules/regulations of SKUAST-J and JKCSR as well as amendments made from time to time.

(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 and amendments made herein from time to time.
- (ii) The candidate must possess Domicile Certificate issued by the Competent Authority on the format prescribed for the purpose, on or before the cut-off date i.e. last date of submission of offline application form.

(5) Important Instructions for the candidates

- The application form alongwith a copy of detailed notification can be downloaded from University website www.skuast.org.
- The application will be accepted on the prescribed format in offline mode only. No other means/mode of applications will be accepted.
- The application form complete in all respects duly supported by self attested photo copies of all the relevant documents, certificates, testimonials, along with two recent passport size photographs of the candidate with name indicated at the back side of the photographs etc and accompanied with the Bank Demand Draft worth ₹1000/- (Rupees one thousand only), drawn in favour of Comptroller, SKUAST-Jammu payable at Jammu should reach only through **Speed Post/Registered Post** in the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu, Chatha, Jammu-180009 by or **before 22-12-2025 upto 5:00 PM**. Applications received after expiry of the said date will not be entertained. However, the inservice candidates must submit the advance copy of the application form within the prescribed last date and application through their employer should reach to Registrar,



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SKUAST-Jammu, Main Campus, Chatha, Jammu-180009 within 2 weeks after last date i.e., **05-01-2026 upto 05:00 PM.**

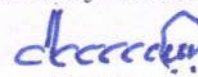
- The last date for receipt of application forms as stipulated above, shall be the cut off date for determining the eligibility for the post. Any qualification/experience acquired and produced thereafter shall not be considered.
- Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained.
- The selection to the above said advertised post shall be based on the written test (80% weightage) and interview basis (20% weightage).
- The syllabus of written test for the position shall also be made available on the University website: www.skuast.org.
- The applicants should carefully fill the details in the offline application form and the information/details so submitted shall be treated as final for the purpose of determining eligibility and category of the candidate and no further claim with respect to qualification, experience and age etc. whatsoever in 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.
- 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 submission of the application form.
- The original certificates and testimonials of the documents enclosed by the candidates alongwith application form are 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 Documents 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 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.
- Degrees obtained from the Universities declared fake by the University Grants 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)/age etc. are verified by the University.
- The University reserves the right to withdraw or defer filling up of the post advertised here-in-above at any stage without assigning any reason(s) thereof.
- The in-service eligible candidate (s) should forward their application forms through their employers. The inservice candidates whose applications are not received through the proper channel well in time shall be considered as fresh candidates and no benefits of previous services shall be granted in their favour. All the in-service applicants are required to produce "No Objection Certificate" from the Competent Authority at the time of documents verification, failing which he/she shall not be considered for appointment as in-service candidate.
- 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.



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- The candidates must necessarily indicate their personal valid Mobile Number and active e-mail address under the relevant column of the offline application form for any communication/clarification by the University, failing which the University shall not be held responsible for any miscommunication.
- No TA/DA will be paid to the candidates for participation in the test.
- The details of written test and interview shall be uploaded on the University website: www.skuast.org. Examination details/call letters shall not be issued by post at any stage of examination. The candidates are therefore advised to visit the official website of the University www.skuast.org and local dailies regularly for updates and information about the examination/selection process.
- 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 along with themselves valid Photo-ID proof such as aadhar card, voters 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.
- Candidates, in their own interest, are advised to keep visiting the University Website regularly for updates in this regard.


Registrar

No.: AUJ/Secy/25-26/F-137(Part-III)/1991-2090

Dt.: 21-11-2025

Cc: -

1. Principal Secretary to Govt., Agriculture Production and Farmers Welfare Department, UT of J&K, Civil Secretariat, Jammu/Srinagar
2. All Officers of the University_____.
3. All Heads of the Divisions/Co-ordinators/Chief Scientists/I/C Regional Stations/ Sub-Stations/ KVKs of SKUAST-Jammu.
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. SKUAST-J website www.skuast.org.
7. Notice Board.



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

Annexure-"I"

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APPLICATION FORM FOR THE POST OF ASSISTANT DIRECTOR RESIDENT INSTRUCTIONS

GENERAL INFORMATION

Demand Draft Details

DD NO. _____

Date _____

Issuing Bank _____

Amount _____

Please affix your
latest size self-
attested
photograph

PERSONAL INFORMATION

1. Name in full (in capital letters)	First Name	Middle name	Last Name	
2. Date of Birth (DD-MM-YY)				
3. Age as on 01.01.2025	Year	Month	Day	
4. Father's Name				
5. Gender (Male/Female)				
6. Permanent Address				
7. Contact details: Telephone & Fax No. with area code, Mobile No., and e-mail ID	Mobile			
	Tel.			
	e-mail			
8. Full Postal Address for Correspondence with pin code				
9. Domicile of UT of J&K (Yes/No)				
10. Community (SC/ST1/ST2/OBC/RBA/ALC_IB/EWS/ General)				
11. Have you ever been convicted by a Court of Law for any offence? (Yes/No) If yes give the details of the proceedings				
12. Whether any disciplinary case is pending against you? (Yes/No)				



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If any minor/major penalty has been imposed on you during the last ten years? (Yes/No) <i>If yes, give details of the proceeding</i>	
13. Indicate, if you possess essential (Yes/No)	
14. Whether any relative employed by SKUAST-J. (Yes/NO) (If yes, please give details below)	
15. Physically Challenged (Yes/No) <i>If yes, attach a copy of certificate</i>	
16. Ex-Serviceman (Yes/No) <i>If yes, attach a copy of certificate</i>	
17. Are you in service candidate (Yes/No) <i>If yes, the application form should be routed through proper channel</i>	
18. Are you in service candidate of State University of Jammu and Kashmir (Yes/No) <i>If yes, the application form should be routed through proper channel</i>	

Educational Qualifications (in ascending order)

S. No.	Examination Passed	Year	Institute/ University	Division	Percentage of marks obtained/OGPA	Subject
1.						
2.						
3.						
4.						

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			Reasons for leaving the post
			From	To	Pay & DA	
1.						
2.						
3.						

Declaration

I hereby declare that all the statements/information made in this application are true and complete to the best of my knowledge and belief and I have not concealed any fact or withheld any fact or any information. In the event of any information being found false or incorrect or ineligibility being detected before, during or after the process of selection/appointment, my candidature will stand cancelled and all claims to the appointment shall stand forfeited.

(Handwritten signature)

(Signature of the candidate)



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Annexure-"II"

Syllabus for the post of Assistant Director Resident Instructions (ADRI)

A. General Knowledge, Aptitude, Language and Communication

1. General knowledge: General science, Current affairs
2. Aptitude: Mental ability and reasoning, simple arithmetic, and quantitative aptitude
3. Language: English writing and communication skills.
4. Communication: Skills of writing academic reports, proposals and correspondence Individual and group presentations, impromptu presentation, public speaking, Group discussion.
5. Computer awareness: Basic knowledge of computer, network, internet (social media, email and website) and cyber security (IT Act 2000).

B. University Act and Governance

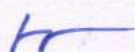
1. Role and structure of Agricultural Universities.
2. Understanding of University Act, ICAR/UGC norms, statutory bodies (Academic Council, Board of Studies) and accreditation.
3. Resident instructions, policies and guidelines.
4. Knowledge of reservation policy.
5. Upholding academic standards and addressing issues related to plagiarism, research and publication ethics, and other academic misconduct.
6. Handling student grievances and disciplinary procedures.
7. Anti-ragging regulations and UGC norms

C. UGC regulation on Plagiarism 2018

1. Plagiarism, its objectives, and levels of plagiarism.
2. Similarity checks for exclusion from Plagiarism.
3. Detection/Reporting/Handling of Plagiarism.
4. Departmental Academic Integrity Panel (DAIP), Institutional Academic Integrity Panel (IAIP), and Penalties in case of plagiarism in submission of thesis and dissertations.

D. Educational Planning and implementation

1. Academic Calendar preparation.
2. Curriculum development for semester wise teaching plan and work load distribution
3. New Initiatives such as Sarathi, Bilateral Degree, Professor of Practice.
4. Assist in implementing and enforcing academic policies and regulations related to postgraduate studies.
5. Progressive evaluation, Academic Bank of Credit, Migration of students from one institution to other.



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E. National Policies on Education

1. The National Policy on Education (NEP) 1968- Key highlights covers elementary education to colleges in both rural and urban India, Equivalent opportunities for all including women, SC and ST communities to study.
2. The National Policy on Education 1986-Key highlights.
3. Common Minimum Programme-2005.
4. The National Policy on Education (Programme of Action) 1992- Key highlights, Revised Policy Formulations (RPF) 1992- Reforms.
5. Report of Yashpal Committee 1993- Major recommendations.
6. The National Education Policy 2000- Main features.
7. Research and Publication Ethics, VCI Regulations, History of Agricultural Education Pre- and Post-Independence: India and Global, Land Grant Colleges.

F. Education Commissions after independence

1. University Education Commission (1948-1949)- Major recommendations on higher education.
2. University Grants Commission 1953, UGC Act in 1956- Grant giving agency and determination, and maintenance of standards in institutions of higher education.
3. Indian Education Commission or The Kothari Commission (1964-66)- Major recommendations and reforms.
4. National Knowledge Commission 2005, 2006 and 2009- Major recommendations.

G. ICAR Deans Committee

1. Classification of level of courses
2. Multiple entry and exit
3. New courses for acquiring advance knowledge and skill and for strengthening their cultural and ethical values and through choice based programme.
4. Deeksharambh
5. Academic Bank of Credit
6. Minimum requirement for establishing colleges for agriculture and allied disciplines.

H. VCI Rules and Regulations

1. The Mandate of the Council.
2. Indian Veterinary Council Act, 1984: Rules and Regulations.
3. Veterinary Council of India (Minimum standards of Veterinary education)- Degree course (B.V.Sc. & A.H.) regulations, 2016.

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