



Sher-e-Kashmir
University of Agricultural Sciences and Technology of Kashmir
Shalimar Campus, Srinagar-190025, Kashmir
Ph./Fax-0194 2461271 Website www.skuastkashmir.ac.in

Advertisement Notice No. 06 of 2016
D a t e d : 28- 11 - 2016

Applications on the prescribed proforma forming Annexure 'A' to this advertisement notice are invited from the permanent residents of Jammu & Kashmir State for the following posts:

Sl. No.	Post	No. of posts	Category	Minimum qualification for direct recruitment
01.	Assistant-cum-Typist (Pay Band of ₹ 5200-20200 + Grade Pay ₹ 1900)	10	Open Merit -05 Backward Area -02 Scheduled Caste-01 Scheduled Tribe- 01 ALC- 01	<ul style="list-style-type: none">• Graduate from any recognized University.• Having knowledge of type writing, having not less than 35 words speed per minute.• Having Six Months Certificate Course in Computer Application from a recognized Institute

(Type test will be conducted on computer keyboard).

General conditions:

- 1) Last date for receipt of Application Forms **December 20, 2016 (upto 5.00 p.m)** (Any Application Form that may reach SKUAST-K after last date of receipt will not be entertained) at the risk and responsibility of applicant.
- 2) Age as on 01-01-2016 : Minimum = 18 years
General Category Candidates : Maximum = 40 years
Reserved Category Candidates 43 years
Physically challenged Candidates 42 years
In-service Candidates 40 years
- 3) The applications on prescribed format, complete in all respects should reach the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar Campus, Srinagar-190025 by the stipulated date duly accompanied with a Bank Draft for ₹ 500/- (Rupees five hundred only) non-refundable pledged to Comptroller, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar-190025, Srinagar payable at J&K Bank Ltd. Shalimar, Branch, SKUAST-K, Srinagar.
- 4) In-service candidates are required to route their applications through proper channel.
- 5) The University reserves the right to defer filling up of any or all posts advertised here-in-above, without assigning any reason thereof.
- 6) The number of posts indicated here-in-above is subject to increase or decrease at the sole discretion of the University at the time of appointment.
- 7) No TA/DA will be paid to the candidates for participation in the test or interview.

- 8) Only relevant qualifications and claims including category status etc. should be recorded in the Application Form, which shall be in possession of the candidate on or before the last date for receipt of Application Form.
- 9) The application will be accepted in the prescribed format only.
- 10) The original certificates and testimonials which are in possession of the candidate on or before the last date of receipt of Application Forms, shall be required to be produced by the applicants at the time of conduct of test or interview.
- 11) The certificates/testimonials or any other documents attached with the Application Form by the applicant in support of his/her eligibility for the post are subject to verification by the University for their authenticity and genuineness at the risk and responsibility of the concerned.
- 12) The last date for receipt of Application Forms, as stipulated above, shall be the cut off date for determining the eligibility to apply for the post. Any qualification/experience acquired thereafter shall not be taken into account for any purpose.
- 13) Any candidate(s) having failed to obtain minimum 35 wpm speed in typing on computer key board in the prescribed type test, shall deem himself /herself to have summarily failed in the said type test. University will not be bound to entertain any correspondence whatsoever from any one in this regard. No second chance to appear in the type test will be provided to any candidate(s) whatever may be the reasons.
- 14) The candidate(s) having been able to qualify the prescribed test with minimum 35wpm speed in typing in the prescribed type test, will only be invited for interview before the Selection Committee.
- 15) If otherwise needed by the University in case number of successful candidates would be more, short listing of the candidates to be called for interview before the prescribed Selection Committee in the manner/ratio to be decided by the University, will be done in r/o such candidates only who would qualify the prescribed type test at minimum 35 wpm speed.
- 16) Canvassing by any candidate in any form will render him/her disqualified for the post.
- 17) Duly attested copies of the following certificates be attached with the Application Form:
 - Date of Birth Certificate
 - Permanent Resident Certificate
 - Educational Qualification (Degree certificate from recognized institution) prescribed for the post
 - Certificate of Higher/Additional qualification if any,
 - Six months Certificate Course in Computer Application from a recognized Institute
 - Experience Certificate wherever applicable
 - Marks Certificate of prescribed qualification

Sd/-
(Prof. M.H. Wani)
Registrar

No: AU/Adm/(GAD)/Adv-NT/2016/13783-853
Dt: 28-11-2016

Copy for information and necessary action to the:

- All Officers of the University _____ *PPZ Mc.*
- All Heads of Divisions/Regional Research Stations/Centres/Institutes/Units/KVKs of SKUAST-K
- Secretary to Vice-Chancellor, SKUAST-K, Shalimar. He is requested to get this Notice published in two leading local dailies.
- I/C ARIS for placing on University website.
- University Advertisement Notice file (w.3.s.c.)
- Notice Board.

[Signature]
Asstt.Registrar(GAD) *28/11*

8. Technical Qualification(if any) : _____
9. Certificate Course in Computer Application
(attach certificate) from a recognized Institute : _____
10. Reservation category if any(Attach certificate
from competent authority) : _____
11. List of certificates/testimonials enclosed : _____

Declaration

I _____ S/o/ D/o _____
R/o _____ do hereby solemnly affirm and declare that the entries made in the application form are true and correct to the best of my knowledge and nothing has been concealed or suppressed therein.

I undertake an oath that if any misrepresentation of facts or concealment of any information in the above application is found at any stage I shall be liable for action as warranted under rules.

Signature of the candidate