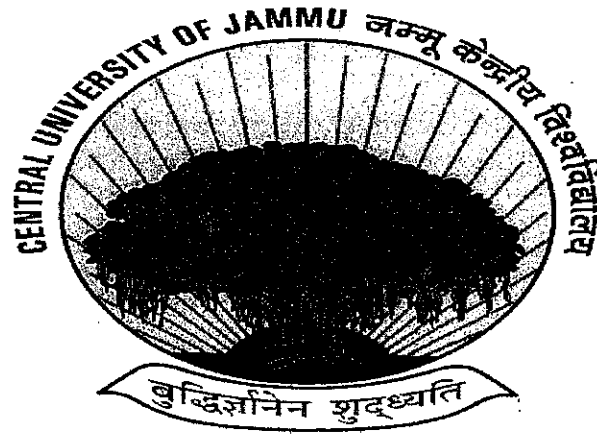


जम्मू केंद्रीय विश्वविद्यालय  
**CENTRAL UNIVERSITY OF JAMMU**



**CADRE RECRUITMENT RULES  
(NON TEACHING EMPLOYEES), 2016**

# CENTRAL UNIVERSITY OF JAMMU

(Established under Central Universities Act, 2009)

## CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2016

The Executive Council of the Central University of Jammu in exercise of the powers conferred under Statute 12(2) of the Central Universities Act, 2009, hereby makes the following rules for regulating method of recruitment to non-teaching posts (including Library posts) in the University.

### 1. Short Title and Commencement:

- (i) These rules may be called Central University of Jammu Cadre Recruitment Rules (Non-Teaching Employees), 2016.
- (ii) These rules will come into force on the date of its notification *after these are approved by the Executive Council of the University.*

### 2. Definitions:

- (a) "Act" means the Central Universities Act, 2009 as amended from time to time.
- (b) "Cadre" means the strength of service or a part of service sanctioned as a separate Unit.
- (c) "Executive Council" means the executive council of the Central University of Jammu.
- (d) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis. *However, such ad-hoc employees who may be holding substantive post in any other post, other than the ad-hoc post being held, shall be covered under this clause.*
- (e) "Direct Recruitment" means recruitment otherwise than by Promotion or Deputation/Absorption.
- (f) "Government" means the Central Government/Govt. of India.
- (g) "Limited/Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University *or any person/agency authorized by the University* for promotion to a higher post specified in these Rules.

- (h) "Non-Teaching Employees" means employees of the University other than University teachers and such other employees as *may be defined not being the non-teaching employees.*
- (i) "On Probation" with relation to a person, means a person appointed to any post *mentioned in these rules* on probation as specified in these Rules.
- (j) "Prescribed" means prescribed by the rules or standing orders.
- (k) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract/daily wages/temporary/ ad-hoc basis. *However service followed by regular service without break, shall be taken as regular service as per rules of Govt. of India.*
- (l) "Schedule" means a schedule appended to these rules.
- (m) "Service" means the service rendered in the Central University of Jammu.
- (n) "Statutes", "Ordinances" and "Regulations" means, respectively, the Statutes, Ordinances and Regulations of the University made under the Central Universities Act, 2009.
- (o) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statues/Ordinances, where not specified, as per these Recruitment Rules.
- (p) "University" means the Central University of Jammu established under the Central Universities Act, 2009.
- (q) All other words and expressions used but not defined in these rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Central Universities Act, 2009, Statutes and Ordinances of the Central University of Jammu made there under or in the rules of Government of India.

**3. Extent of Application:**

These rules shall apply to all the temporary/contractual/permanent non-teaching employees of the University.

**4. The staff of the Central University of Jammu shall be classified as:**

- a. Group "A"
- b. Group "B"
- c. Group "C" including Multi Tasking Staff (MTS)

**5. Appointing Authority:**

As per the Act, Statutes and Ordinances of the University, the Appointing Authority for the posts in Group 'A' and Group 'B' shall be the Executive Council and for Group 'C' shall be the Vice-Chancellor.

**6. Schedule:**

The number of posts, their classification, scales of pay, the details of qualifications, experience, age limit etc. for various posts and any other information relevant to the post is attached as Appendix-2.

**7. Method of Recruitment:**

The following shall be the mode of recruitment for various posts existing in University in accordance with these rules of the University:-

- (a) By Direct Recruitment
- (b) By Promotion
- (c) By Deputation
- (d) On Contract/Tenure/Temporary/ Re-employment for person who retired from service in exception case.

**8. Procedures for issue of Advertisement and inviting applications for all categories of Non-teaching posts:**

**I. Issue of Advertisement:-**

The vacant Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue etc. shall be advertised in appropriate time, giving at least one insertion in any of the popular National Dailies and one insertion in the 'Employment News', University News and Central University of Jammu website [www.cujammu.ac.in](http://www.cujammu.ac.in) also. Individual desirous of offering their candidature for a given post may submit their application online through Online Application System (or any other mode as prescribed in the advertisement) by visiting the University website and submit the hard copy of the application with all the necessary enclosures and prescribed application fee, if any, within the prescribed closing date.

*Note: (i) The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying on the website only for which the desirous candidates should be in constant touch with the website.*

*(ii) Applications for short term/contractual engagements and also on deputation may be invited through any other mode of circulation such as the Circular or Notification on the University Web-site and Notice Board of the University.*

(iii) Notwithstanding the provisions mentioned at column No.10 of each post, the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University with proper justifications.

## **II. Date of issue of Advertisement:**

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

## **III. Validity period of Advertisement:**

Where the Selection Committee has not met even after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitate, it may extend the validity of the advertisement for another six months. However, in any case, the validity of an advertisement shall not be extended beyond 18 months w.e.f. the closing date of the receipt of applications.

## **IV. Application Form:**

- a) Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from time to time by the University. The Bank Draft shall be made in favour of the Central University of Jammu. Money Orders or Cheques or cash payment shall not be accepted towards the application fee. The candidates are required to apply online through University website(or any other mode prescribed by the university) and hard copy of application form with all necessary enclosures along with the prescribed application fee as per the advertisement may be sent to the Designated Officer of Central University of Jammu. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. The SC/ST/PWD and the regular employee of Central University of Jammu are exempted for application fee.
- b) **Receipt of applications:** The closing date for online submission of application form shall ordinarily be one month and for receipt of hard copy of the online application form shall be two weeks after the closing date for applying online. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. The Vice Chancellor may, however, order for acceptance of any application received after the closing date subject to production of proof that the application along with the enclosures and the desired bank draft is posted by the candidate on or before the closing date of the receipt of the

application as per the Advertisement. In case the closing date (declared closed) is holiday, the next working day shall be treated as closing/last date.

- c) Application should be addressed to the "Designated Officer as may be indicated in the Advertisement of Central University of Jammu, in a closed cover super-scribing "Application for the post of ..... alongwith the "Post Code : ..... " of the post as prescribed in the advertisement.

d) **Holding of Written Tests:**

While filling the posts under direct recruitment, the University may hold the written tests for Group "A" "B" "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, drafting, Basic GoI Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to written test, skill/trade test and interview (wherever applicable) will be decided by the competent authority.

In case of tests where point system does not exist, those candidates who qualify such tests namely stenography, typing, computer awareness, running of any specialized programme/software as per the prescribed criteria shall be called for interview (wherever applicable). While recommending the candidate(s) for appointment for the post(s), the Selection Committee shall give due weightage of qualification, experience, performance of the candidates in the written test, skill/trade tests and interview (wherever applicable). Accordingly, the merit list shall be prepared in order of merit on the basis of total marks secured in all the tests. It should be noted that by getting any call for interview shall not entitle any candidate to be appointed on the post:-

The University may also hold the written tests and other trade/professional tests at the time of promotion of the employees of the University at its discretion and fix qualifying marks and also hold interviews in addition to screening of the Annual Performance Appraisal Reports for five preceding years. While screening the Annual Performance Appraisal Reports, the University may also fix any other stringent criteria for consideration of the DPC.

**9. Minimum Qualification and Experience:**

For recruitment to various posts, the qualifications and experience shall be as prescribed in these rules and where these are not prescribed in the rules, the qualification requirements of such posts shall be adopted from the guidelines of the UGC or DOPT (Government of India) or as decided by Executive Council.

**10. Age Limit:**

The upper age limit for appointment to various posts has been prescribed in the appropriate column of these rules. However, the upper age limit for appointment where not prescribed under these rules will be as prescribed by the Executive Council from time to time, keeping in view the guidelines of the UGC, the DOPT or any other Central University.

**11. Reservations of posts:**

The policy of the Government of India with regard to the reservation as applicable for various categories in recruitment/promotion etc. shall be followed.

*"Saving: Nothing in these rules shall affect the reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard."*

**Payment of TA:**

The candidate will have to present himself/herself for an interview, if called for, at the place and time mentioned at his/her own expenses. However, the out-side candidates belonging to SC/ ST/ PWD categories will be defrayed shortest route second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the UGC/Government of India rule, if they attend the interview. The above mentioned concessions are not admissible to those SC/ST candidates who are already in Central/ State Government service. This facility may also be extended to other categories as per the guidelines of the UGC/ Government of India rule.

**12. Constitution and Role of the Screening Committee:**

The Vice-Chancellor or Acting Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice-Chancellor from the administrative sector not below the rank of Assistant Registrar shall be the Member-Secretary of every Screening Committee of the University. The Member-Secretary shall place all the relevant documents including copy of the advertisement, rules governing the method of recruitment and UGC's regulations/guidelines etc. The Screening Committee shall be required to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement. Each member of the Screening Committee shall be personally and collectively responsible/liable for violation of the prescribed rules/UGC guidelines/regulations as amended from time to time. The Screening Committee is not expected to interpret the recruitment rules/guidelines of the regulatory bodies/terms of

advertisement in order to justify the eligibility of any candidate. Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/guidelines shall be modified/alterd by any committee/officers of the University in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be changed to the advantage of any candidate. The Screening Committee/competent authority shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20 maximum and minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.

**13. Constitution of Selection Committees and Departmental Promotion Committees:**

The Constitution of the Selection Committee and Departmental Promotion Committee and their quorum are specified in the **Appendix-1 and Appendix-3** respectively, vide these rules as the case may be. The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/Departmental Promotion Committees at the time of selection/promotion to any post of the University. In addition to the above, the nominee(s) of the SC/ST/OBC/Minority/ Women community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/Departmental Promotion Committees in case the SC/ ST/OBC/Minority/ Women candidates are to be considered for interview/promotion and no member of the committee does not belong to that category. Any other member/members shall also be included in the Selection Committees/Departmental Promotion Committees as per the directives of the Ministry of HRD (Government of India)/UGC issued from time to time.

**14. Direct Recruitment by Open Selection:**

- i. Wherever, UGC guidelines in respect of any particular post (non-teaching) are not available or framed, the University shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement and compatibility of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- ii. Recruitment to any regular post in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule 12 of these rules.



- iii. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
- iv. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- v. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
- vi. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
- vii. Based on the recommendations of the Selection Committee, the Executive Council / competent authority may, at its discretion, sanction one time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India rules in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- viii. In case the appointing authority is not in agreement with the recommendations of the DPC, it shall refer the matter to the Executive Council by recording the reasons for such disagreement. In this case, the decision of the Executive Council shall be final. However, in case of promotion/appointment through the Selection Committee, the recommendations of the Selection Committee shall be placed before the Executive Council for approval.

**15. Appointments/ Engagements on Temporary/Ad-hoc/Contract basis.**

- i. The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on rates, efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
- ii. Where the hiring of services in any area/sector is not feasible, the University may consider appointments on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfill the eligibility criteria for the post as per the rules and have applied in response to the advertisement issued by the University. Such appointments/ engagements shall be considered only against the existing vacancies.
- iii. Appointment on temporary/ad-hoc/contract basis for specific assignments shall be made by the University on certain monetary consideration, taking into consideration

the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. The contractual appointment shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.

- iv. The engagement(s) on temporary ad-hoc/contract basis under any Project/Scheme/Cell of the University shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency.
- v. The temporary service of any person who is an outsider or a non-permanent employee served in the University under any Scheme/Project/Cell/Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/her eligibility for promotion to any higher post. However, his/her seniority shall be determined from the date of regularization or merger of the Scheme/Project/Cell, as the case may be. In case of any permanent employee who has been appointed and permitted to join any Scheme/Project/Cell/ Programme of the University by retaining lien on his/her permanent post and meanwhile the Scheme/Project/Cell/ Programme is merged with the maintenance grant of the University, the period of his/her services rendered in the Scheme/Project/Cell/Programme shall be taken into account for all purposes.
- vi. Temporary/adhoc/contractual services shall not be counted for any purpose including seniority for promotion against any post.

**16. Promotion:**

- (a) For candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- (b) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remark, it cannot be regarded as complimentary.
- (c) The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APARs) for five preceding years as specified in these rules. In case there is any adverse entry in the APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.

- (d) The eligibility criteria, Vigilance Clearance Reports, CR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs shall be provided to the DPC for consideration.
- (e) In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as follows:-

No. of vacancies	Normal Zone	Extended Zone for SC/ ST
1	5	5
2	8	10
3	10	15
4	12	20
5 to 10	Twice the number of vacancies + 4	5 times the number of vacancies
11 to 14	24	--do--
15 and above	1½ times of the number of vacancies + 3	--do--

The assessment of each officer should be made on evaluation of APARs for the preceding five years as specified in these rules. The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all Group 'B' & 'C' posts and "Very Good" i.e. minimum score 7 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:-

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and will be given a score of 5 for the purpose of calculating average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (f) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (g) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (h) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- (i) The following cases shall be brought to the notice of the DPC:-
- i) Employees under suspensions;
  - ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
  - iii) In respect of whom prosecution for a criminal charge has been pending.
- The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his/her promotion will be determined and he/she will be promoted notionally with reference to the date of promotion of his/her junior and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.
- (j) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

**17. Functions of the DPC:**

- i) The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group 'A', 'B' & 'C' employees. The constitution of DPC for various categories of posts will be as per the **Appendix-3**.
- ii) Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts subject to satisfactory completion of probation period. As regards the confirmation of the Group 'A' non-teaching staff, the order of confirmation to the incumbents shall be issued with the approval of the competent authority after

completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).

- iii) While considering the promotion cases, the Departmental Promotion Committee shall consider the following:
- a) Provisions of the Act/Statutes/Ordinances/Regulations/Rules/UGC/GOI guidelines as applicable.
  - b) Eligibility criteria & relaxations/concessions applicable to the SC/ST categories.
  - c) Work & Conduct Reports
  - d) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Confidential Reports/the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to bench marks as mentioned at Rule-17(b) & (e) or any other criteria for consideration as per the rules.
  - e) Vigilance Clearance Report
  - f) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
  - g) Performance in the interview/skill test/written test, if conducted by the DPC as per rule.
- iv) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like ACRs/APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

**Note:-** In case any APAR(s) of any particular period has not been initiated by the designated authority despite the fact that the employee concerned produces the proof of submission of appraisal report(s) duly filed-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediate preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

## 18. Mode of Promotion

- i) In addition to the condition for promotion for the posts as specified at para (v) below, the University may decide the method and procedure to be followed by the DPC for

promotion in respect of any category of posts. For this purpose, the University at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at-least one external expert shall also be mandatory.

- ii) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance Appraisal Reports APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the University.
- iii) All promotions of the non-teaching staff shall take effect from the date of joining after approval of recommendation of the Department Promotion Committee by the competent authority.
- iv) The qualifying of Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi Professional Assistant, Library Assistant or other positions as identified from time to time. Further, the qualifying of Typing Test/Skill Test with knowledge of computers shall also be the compulsory requirement for all Stenographers and Personal Assistants of the University who will be considered for promotion as Personal Assistant and Private Secretary as per the eligibility criteria prescribed in these rules.
- v) Either due to non-performance/misconduct/misbehaviour or violation of Rule 3 – a, b, & c of the CCS Conduct Rules, 1965, the period of probation could be extended by one more year beyond 2 years. If there is no improvement with regard to the performance or other traits mentioned above, the University shall terminate the services or revert the employee concerned forthwith without giving any further opportunity for improvement. However, when the employee concerned is confirmed on his/her post consequent upon the satisfactory completion of the extended period of probation, then the eligibility of his/her promotion to the next higher post, if any or upward movement under the Assured Career Progression Scheme (ACPS)/Modified Assured Career Progression Scheme (MACPS) or the Career Advancement Scheme as may be applicable, shall be proportionately increased by one year. In other words, such an employee may be considered for promotion/ACP Scheme/Modified Assured Career Progression Scheme (MACPS)/Career Advancement Scheme after one year from the date of his/her actual date of eligibility.

#### **19. Ad-hoc Promotions:**

- i) In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience

maximum by one year at his/her discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down under Rule-17 and 18 above. However, this arrangement shall not be allowed to continue for more than one year in case the employee concerned is not considered for regular promotion. In such cases, the candidate must have maintained at least three outstanding reports in the last 5 years prior to the date of eligibility for such ad-hoc promotion.

- ii) Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these rules, they may also be considered for ad-hoc-promotion against the leave/lien/deputation vacancies or in cases where it is not possible to convene the regular meetings of the DPC/ Selection Committee subject to the condition that they have minimum score 5 (Group 'B' & 'C' posts) and 7 (Group 'A' posts) in the preceding years as per rule-17 (e) above. In such cases, ad-hoc promotions may directly be made by the appointing authority at its discretion after proper screening of the relevant records such as nature of vacancy, the APARs, vigilance clearance report(s), seniority list, roster position etc.

**20. Panel:**

- a) The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year from the date of such approval of the competent authority. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.
- b) In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year from the date of such approval of the competent authority.

**21. Assured Career Progression Scheme (ACP)/ MACP/ Career Advancement Scheme (CAS):**

- (i) The financial up-gradation under the ACP/MACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the orders/guidelines of UGC/Government of India as amended/issued from time to time.
- (ii) The Modified Assured Career Progression Scheme(MACP) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008.
- (iii) In case of up-gradation of pay scale upto the level of Deputy Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate atleast one external expert and other members representing SC/ST/OBC/PWD/Minorities etc. wherever required as per the guidelines of the UGC/GOI.

- (iv) Any dispute in the afore-mentioned advancement schemes applicable for non-teaching staff, the decision of the University Grants Commission shall be final.

## 22. Probation:

(i) **In case of direct recruitment**, the selected candidate will be kept on probation for a period as specified vide these rules. The appointing authority may extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

(ii) **In case of promotion** to the next higher post, the employee(s) shall be kept on probation for a period of two years (no probation in case of promotion within the same group of post) from the date of DPC/Selection Committee. The appointing authority may at his/her discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his/her parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.

### Note:-

- (i) If an employee who is recruited/promoted to any post(s), avail leave on piecemeal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- (ii) In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e. termination of his services/reversion to the post from which he/she is appointed /promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis or re-employment after superannuation.



- (iv) No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the University. However, in case his/her request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding application, that he /she would resign the post in the event of his/her selection in other department.
- (v) No employee of the University shall be confirmed on his/her post unless and until he/she signs the service agreement.

**23. Power to Relax:**

- (i) Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PWD or other reserved categories as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- (ii) In addition to above, the relaxation in age shall also be given in respect of the following categories as mentioned against each:-

S.NO.	CATEGORIES OF PERSONS	EXTENT OF AGE RELAXATION
1.	Regular Employees of Central University of Jammu	Age limit shall not apply
2.	Contract/ Daily Wage-Workers of Central University of Jammu	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University.
3.	Employees of the Central Government/ State Government/ Central Universities/ UGC maintained Deemed Universities/ Govt./ Govt.-aided College/ Other Central autonomous bodies/ organisations/ Institutions/ Public Sector Undertakings	Relaxation as per Govt. of India norms.
4.	Ex-serviceman	Relaxation as per Govt. of India norms.

**24. Disqualification:**

- a) No person who has entered into or contracted a marriage with a person having a spouse living or
- b) Who, having a spouse living has entered into or contracted a marriage with any person.

Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

**25. Discipline/ Vigilance Clearance Reports:**

- (i) Candidate who is already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- (ii) Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/or misleading statement/information in the application or tampering of documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile etc., the Chief Vigilance Officer of the University shall have the powers to investigate/ inquire into the matter and submit his/her report to the administration for further action in this regard at any time of recruitment process or employment as per rule.

**26. Removal of Difficulties:**

- i) The Executive Council may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) All existing rules and orders in relation to the matters covered under these rules, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

**27. Interpretation:**

Any ambiguity or lack of clarity with regard to any clause of the rules, the decision of the Executive Council shall be final.

**28. Amendment of Rules:**

The Executive Council shall have the authority to amend, modify change, withdraw, suspend and relax any or all of these rules. The decisions of the Executive Council shall be final and binding on all employees.

**29. Residuary Matters:**

In respect of all matters not specifically provided for in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed. In case any particular provision in these rules clashes with any provision of the Act/Statutes, the provision of the Act/Statutes shall prevail and the provision in these rules shall stand superseded.

**30. Liability of officers to serve in India or/ and abroad:**

Employees appointed shall be liable to serve anywhere in India or/and abroad.

**31. Territorial Jurisdiction:**

In cases of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Samba court and High Court, Jammu.

**32. General Terms and Conditions of recruitments:-**

- i. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview (wherever applicable). The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- iii. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- iv. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading

information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his/her undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.

- v. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/*malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his/her appointment, if already appointed.
- vi. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/or misleading statement/ information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- vii. The persons appointed against any post shall be governed by the Act/Statutes/ Ordinances/Regulations/Rules governing the service conditions/method of recruitments as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/Guidelines of the UGC adopted by the University from time to time.
- viii. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/terminated forthwith without notice.
- ix. The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.

- x. The terms and conditions of appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- xi. **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- xii. The selected person shall be required to arrange his/her own accommodation as per his/ her convenience.
- xiii. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- xiv. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- xv. The selected candidates shall be governed by the Act/Statutes/Ordinances/Regulations/Rules of the University and also the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other Rule/Resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- xvi. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/her educational qualifications, experience, age, caste and other testimonials along with his/her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10<sup>th</sup> May, 2013).
- xvii. A relaxation of marks in case of SC/ST/PWD candidates will be applicable as per the Govt. of India guidelines.
- xviii. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

- xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS**

**FOR A SEVEN POINTS SCALE**

(Ref. UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

**Note:** Conversion will be done as per rules of UGC/other Universities/Boards etc. for the purpose of determining the grade/scale wherever necessary.

- xx. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- xxi. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/professional fields.
- xxii. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
- xxiii. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.

- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- (iv) The University reserves the right to reject any application without assigning any reason thereof.
- (v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.
- (vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
- xxiv. (i) Interim enquiries shall not be entertained.
- (ii) 'Canvassing in any form shall disqualify the candidature of the candidate'.
- (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.
- xxv. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/her complete information with regard to his/her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID , if any in the application which will facilitate communication at any point of time.
- xxvi. For any clarification, the candidates may contact the designated officer(s) of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance.

### 33. Written Contract:-

Every employee of the University shall be appointed under a written contract which shall be lodged with the University and a copy of which shall be furnished to the employee concerned. The format of agreement is given in **Appendix-4**. Any dispute arising out of the contract between the University and any of its employees shall be resolved in accordance with the provisions of Section 33 of the Central Universities Act, 2009.

## Appendix-1

### Selection Committees for Direct Recruitment of Non-Teaching Employees

(1) Following shall be the constitution of the Selection Committees:-

(a) Selection Committee for statutory posts like Registrar, Finance Officer, Controller of Examinations etc.:

As per Statute 18(2), of the Statutes of the Central Universities Act, 2009 and as amended time to time.

(b) Selection Committee for the posts of Assistant Librarian, Deputy Librarian, Librarian:

As per UGC Regulations, 2010 and as amended time to time.

(c) Selection Committee for the post of **Assistant Registrar and above** (other than statutory posts):

1.	Vice-Chancellor/ Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor)	:	Chairman
2.	Two members from amongst the members of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.	:	Member
6.	Registrar	:	Member-Secretary

(d) Selection Committee for the **technical posts** below Assistant Registrar:

1.	Dean of the concerned School of Studies	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member
3.	Two expert, not in service of the University, nominated by the Vice Chancellor	:	Member
4.	The Head of the Department/Centre or in the absence of HoD, a professor to be nominated by the Vice-Chancellor	:	Member



5.	A representative of SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the Selection Committee do not belong to that category.	:	Member
6.	Registrar / Deputy Registrar* (*in the absence of Registrar, to be nominated by the Vice Chancellor)	:	Member-Secretary

(e) Selection Committee for **non-technical** posts below Assistant Registrar:

1.	Registrar	:	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	:	Member
3.	Finance Officer or Controller of Examinations or Librarian, nominated by the Vice Chancellor	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/ Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category:	:	Member
5.	Two Expert, not in the service of the University, nominated by the Vice-Chancellor,	:	Member
6.	Deputy Registrar, nominated by the Vice Chancellor	:	Member-Secretary

**SCHEDULE****CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2016**

Sl. No.	Cadre Structure/ Name of the Post
<b>I.</b>	<b>ADMINISTRATIVE / MINISTERIAL SERVICES</b>
	<b>STATUTORY POSTS</b>
1.	Registrar
2.	Finance Officer
3.	Controller of Examinations
	<b>OTHER POSTS</b>
4.	Deputy Registrar
5.	Assistant Registrar
6.	Section Officer
7.	Assistant
8.	Upper Division Clerk
9.	Lower Division Clerk
10.	Multi Tasking Staff
11.	Peon/Office Attendant
	<b>ISOLATED POSTS</b>
12.	Internal Audit Officer (On Deputation)
13.	Public Relations Officer
<b>II.</b>	<b>TRANSPORT SERVICES</b>
14.	Driver
<b>III.</b>	<b>LIBRARY SERVICES</b>
15.	Librarian
16.	Deputy Librarian
17.	Assistant Librarian
18.	Information Scientist
19.	Professional Assistant
20.	Semi Professional Assistant
21.	Library Assistant
22.	Library Attendant
<b>IV.</b>	<b>HEALTH AND MEDICAL SERVICES</b>
23.	Medical Officer
24.	Nurse
25.	Pharmacist
26.	Dresser
<b>V.</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES</b>
27.	System Analyst

Sl. No.	Cadre Structure/ Name of the Post
28.	Senior Technical Assistant (ICT)
<b>VI. OFFICIAL LANGUAGE SERVICES</b>	
29.	Hindi Officer
30.	Hindi Translator
31.	Hindi Typist
<b>VII. SECRETARIAL SERVICES</b>	
32.	Private Secretary
33.	Personal Assistant
<b>VIII. ENGINEERING SERVICES</b>	
34.	Executive Engineer
35.	Assistant Engineer
36.	Junior Engineer (Civil/ Electrical)
<b>IX. SECURITY SERVICES</b>	
37.	Security Officer
38.	Security Inspector
<b>X. TECHNICAL/ LABORATORY SERVICES</b>	
39.	Senior Technical Assistant
40.	Technical Assistant
41.	Laboratory Assistant
42.	Laboratory Attendant
<b>XI. GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES</b>	
43.	Cook
44.	Kitchen Attendant
45.	Hostel Attendant

**Departmental Promotion Committee of Non-Teaching Employees****A) For Group 'A' post(other than statutory posts):**

1.	Vice-Chancellor/ Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor)	:	Chairperson
2.	One expert not currently associated with the University nominated by the Vice-Chancellor out of the panel approved by the Executive Council	:	Member
3.	Dean of School for technical posts or any other person nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate representing these categories is the applicant and none of the other members of the Selection Committee belongs to that category.	:	Member
5.	Registrar	:	Member-Secretary

**B) For Group 'B' post:**

1.	Vice-Chancellor or his nominee	:	Chairperson
2.	One expert not currently associated with the University nominated by the Vice-Chancellor out of the panel approved by the Executive Council	:	Member
3.	Dean of School for technical posts or any other person nominated by the Vice-Chancellor	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate representing these categories is the applicant and none of the other members of the Selection Committee belongs to that category.	:	Member
5.	Registrar	:	Member-Secretary

**C) For Group 'C' post:**

1.	Dean	:	Chairperson
2.	One expert not currently associated with the University nominated by the Vice-Chancellor out of the panel approved by the Executive Council	:	Member
3.	Dean of School for technical posts or Finance Officer or Controller of Examinations or Librarian to be nominated by the Vice-Chancellor, as the case may be	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of candidate representing these categories is the applicant and none of the other members of the Selection Committee belongs to that category.	:	Member
5.	Registrar	:	Member
6.	Deputy Registrar	:	Secretary

WRITTEN CONTRACT OF APPOINTMENT

Every employee of the university other than teacher and member of the academic staff shall be appointed on a written contract, the form of which is prescribed as under:

TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED this the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand and \_\_\_\_\_ between \_\_\_\_\_ S/O/D/O/W/O \_\_\_\_\_ aged \_\_\_\_\_ years, residing at \_\_\_\_\_ of the first part (hereinafter called 'the party of the first part') and the Central University of Jammu of the second part.

WHEREAS the Central University of Jammu (hereinafter referred to as "the University") have engaged the party of the first part as \_\_\_\_\_ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these presents witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty \_\_\_\_\_ (Date) subject to the terms and condition herein contained.
2. The party of the first part shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all times obey the rules including the University Servants Conduct Rules prescribed for the time being and as amended from time to time, or the Regulations of the branch of the University to which he/she may be attached and shall, whenever required, perform such duties as may be assigned to him/her from time to time.
3. The party of the first part shall be the employee of the University and his/her status shall be that of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Department/Branch/Centre) as on the date of appointment.
4. The party of the first part shall, from the date of coming into force of these presents, be granted Rs. \_\_\_\_\_ (Basic Pay) and the grade pay of Rs. \_\_\_\_\_ in the pay Band of Rs. \_\_\_\_\_. He/she shall also be eligible for the usual allowances admissible under rules of the University/Govt. of India in force.

5. The party of the first part shall, during the period of this agreement, earn leave according to the rule applicable to him/her.
6. If the Party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officer of his/her equal rank in the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary for the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University New Pension Scheme according to the rules applicable to him/her.
9. The party of the first part shall submit himself/herself for Self Appraisal, PABS methodology, as prescribed by the UGC as notified and amended from time to time, if applicable to him/her.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provisions of the rules made or deemed to have been made under Article 309 and 313 of the Constitution of India, the provisions of any Act or Statute or Ordinance or Regulation or Rule made by the University in regards to the employees in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as to their applicability shall be final.

IN WITNESS WHEREOF \_\_\_\_\_ (name) the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the \_\_\_\_\_ day of \_\_\_\_ Two Thousand and \_\_\_\_\_.

SIGNED BY THE PARTY OF THE FIRST PART:  
IN THE PRESENCE OF  
Witnesses

1) \_\_\_\_\_  
2) \_\_\_\_\_

Signed by the party of the  
second part in the presence of  
Witnesses

1) \_\_\_\_\_  
2) \_\_\_\_\_







# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## INDEX

### ADMINISTRATIVE / MINISTERIAL SERVICES PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
<b>I. STATUTORY POSTS</b>				
1	Registrar	A	37400-67000	10000
2	Finance Officer	A	37400-67000	10000
3	Controller of Examinations	A	37400-67000	10000
<b>II. OTHER POSTS</b>				
4	Deputy Registrar	A	15600-39100 37400-67000 (After 05 yrs.)	7600 8700 (After 05 yrs.)
5	Assistant Registrar	A	15600-39100	5400
6	Section Officer	B	9300-34800	4600
7	Assistant	B	9300-34800	4200
8	Upper Division Clerk	C	5200-20200	2400
9	Lower Division Clerk	C	5200-20200	1900
10	Multi Tasking Staff	C	5200-20200	1800
11	Peon/Office Attendant	C	5200-20200	1800
<b>III. ISOLATED POSTS</b>				
12	Internal Audit Officer (On Deputation)	A	15600 - 39100	7600
13	Public Relations Officer	A	15600-39100	5400

### TRANSPORT SERVICES PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1.	Driver	C	5200-20200	1900

### LIBRARY SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay/ Academic Grade Pay
1.	Librarian	A	37400-67000	10000
2.	Deputy Librarian	A	15600-39100 37400-67000 (After 3 yrs)	8000 9000 (After 3 yrs)
3.	Assistant Librarian	A	15600-39100	6000
4.	Information Scientist	A	15600-39100	5400
5.	Professional Assistant	B	9300 - 34800	4200
6.	Semi Professional Assistant	C	5200 - 20200	2800
7.	Library Assistant	C	5200 - 20200	2000
8.	Library Attendant	C	5200 - 20200	1800



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## HEALTH AND MEDICAL SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Medical Officer	A	15600 – 39100	5400
2.	Staff Nurse	B	9300 – 34800	4600
3.	Pharmacist	C	5200 – 20200	2800
4.	Dresser/ Medical Attendant	C	5200 – 20200	1800

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES PAY STRUCTURE

In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	System Analyst	A	15600 – 39100	5400
2.	Senior Technical Assistant (ICT)	B	9300 – 34800	4200

## OFFICIAL LANGUAGE SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Hindi Officer	A	15600 – 39100	5400
2.	Hindi Translator	B	9300 – 34800	4200
3.	Hindi Typist	C	5200-20200	1900

## SECRETARIAL SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Private Secretary	B	9300 – 34800	4600
2.	Personal Assistant	B	9300 – 34800	4200



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## ENGINEERING SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Executive Engineer	A	15600-39100	6600
2.	Assistant Engineer	B	9300 – 34800	4600
3.	Junior Engineer	B	9300 – 34800	4200

## SECURITY SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Security Officer	B	9300 – 34800	4600
2.	Security Inspector	C	5200 – 20200	2800

## TECHNICAL/ LABORATORY SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Senior Technical Assistant (Laboratory)	B	9300 – 34800	4200
2.	Technical Assistant	C	5200 – 20200	2800
3.	Laboratory Assistant	C	5200 – 20200	2000
4.	Laboratory Attendant	C	5200 – 20200	1800

## GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Cook	C	5200 – 20200	1900
2.	Kitchen Attendant	C	5200 – 20200	1800
3.	Hostel Attendant	C	5200 – 20200	1800

**Note:** Corresponding pay scales when approved by the UGC/MHRD, as the case may be, shall be replaced with the approval of the Vice-Chancellor in the Ordinance



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## ADMINISTRATIVE / MINISTERIAL SERVICES

### PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
<b>I. STATUTORY POSTS</b>				
1	Registrar	A	37400-67000	10000
2	Finance Officer	A	37400-67000	10000
3	Controller of Examination	A	37400-67000	10000
<b>II. OTHER POSTS</b>				
4	Deputy Registrar	A	15600-39100 37400-67000 (After 05 yrs.)	7600 8700 (After 05 yrs.)
5	Assistant Registrar	A	15600-39100	5400
6	Section Officer	B	9300-34800	4600
7	Assistant	B	9300-34800	4200
8	Upper Division Clerk	C	5200-20200	2400
9	Lower Division Clerk	C	5200-20200	1900
10	Multi Tasking Staff	C	5200-20200	1800
11	Peon/Office Attendant	C	5200-20200	1800
<b>III. ISOLATED POSTS</b>				
12	Internal Audit Officer (On Deputation)	A	15600 – 39100	7600
13	Public Relations Officer	A	15600-39100	5400



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF REGISTRAR

1.	Name of Post	<b>Registrar</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration, <b>OR</b> Comparable experience in a research establishment and/ or other institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct Recruitment For a term of *five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by deputation, grades from which deputation to be made	As indicated at Col. 7 (Deputation or contract)
12.	Composition of Selection Committee for Direct Recruitment	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor iii. Two members of the Executive Council nominated by it. iv. One person not in the service of the University nominated by the Executive Council. v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

	<p>members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</p> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>
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\*For a term of three years in case of first Registrar.

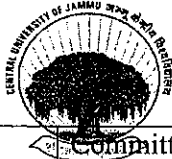


# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF FINANCE OFFICER

1.	Name of Post	<b>Finance Officer</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale. ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration, <b>OR</b> Comparable experience in a research establishment and/ or other institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. <b>Desirable:</b> Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct Recruitment For a term of *five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt., University System/ Other organization on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.
12.	Composition of Selection	i. Vice Chancellor – Chairperson



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

Committee for direct recruitment	<ul style="list-style-type: none"><li>ii. A nominee of the Visitor</li><li>iii. Two members of the Executive Council nominated by it.</li><li>iv. One person not in the service of the University nominated by the Executive Council.</li><li>v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</li></ul> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>
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\*For a term of three years in case of first Finance Officer.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS

1.	Name of Post	<b>Controller of Examinations</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, along with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Relevant experience in conducting University/ National level educational institutions examinations or other comparable examinations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment For a term of five years or till attaining the age of 62 years, whichever is earlier. (eligible for re-appointment)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation/ Contract  As indicated at Col. 7
12.	Composition of DPC or Selection Committee	i. Vice Chancellor – Chairperson ii. A nominee of the Visitor



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

		<ul style="list-style-type: none"><li>iii. Two members of the Executive Council nominated by it.</li><li>iv. One person not in the service of the University nominated by the Executive Council.</li><li>v. A representative of SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of candidate(s) representing these categories is/ are the applicant(s), and if any of the above members of the selection committee do not belong to that category, to be nominated by the Vice Chancellor.</li></ul> <p>From above (ii), (iii) &amp; (iv), at least three of them attend the meeting.</p>
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# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1.	Name of Post	<b>Deputy Registrar</b>
2.	Number of Post(s)	Two (02)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600 Rs. 37400-67000 (PB-4) + Grade Pay Rs. 8700 (after 5 years of service)*
5.	Whether selection or non-selection post	Not Applicable/ Selection
6.	Age Limit for direct recruits	Preferably below 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale.</p> <p>ii. Nine years' of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration,</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable :</b> Relevant Experience in the areas of Establishment/ Examinations/ Finance.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	75% by direct recruitment  25% by promotion failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Assistant Registrar with five years' regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 <b>Deputation:-</b> Officers holding analogous posts on regular basis or with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 possessing administrative experience in the Central/ State Government, Universities and other autonomous organizations.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-I or Appendix-3 as the case may be.

\*To be redesignated as Joint Registrar with the stipulation that the post will revert as Deputy Registrar when it falls vacant (Refer letter No 6-7/97(JCRC) Vol. (IV) dated 04-10-2014).



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF ASSISTANT REGISTRAR

1.	Name of Post	Assistant Registrar
2.	Number of Post(s)	Three (03)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable/ Selection.
6.	Age Limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No  <b>Qualification:</b> No, but must possess at least Bachelor's degree from a recognized University/ Institute.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment  50% by promotion, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Officer/ Private Secretary with four years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600.  The ratio for Section Officer and Private Secretary shall be 2:1 for promotion (against post falling under promotion quota).  <b>Deputation:-</b> Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800 in the Central/ State Government, Universities and other autonomous organizations and possessing at least Bachelor's degree with relevant experience.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SECTION OFFICER

1.	Name of Post	<b>Section Officer</b>
2.	Number of Post(s)	Four (04)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ Selection.
6.	Age Limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Bachelor's degree from a recognized University/ Institute ii. At least three years experience as Assistant in the Grade Pay of Rs. 4200 or Eight years experience as UDC or equivalent post in the Grade Pay of Rs. 2400 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/corporate/bank with annual turnover of Rs. 200 crores. iii. Working knowledge of computer applications, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> Yes.
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment (based on written test/ skill test) 50% by promotion from the cadre of Assistant according to seniority-cum-fitness and subject to qualifying the departmental test failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Assistants with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 <b>Deputation:</b> Officers holding analogous post on regular basis or with three years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 or equivalent in the Central/ State Governments, Universities or autonomous organizations and possess the qualifications and experience as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF ASSISTANT

1.	Name of Post	Assistant
2.	Number of Post(s)	Eight (08)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ Selection.
6.	Age Limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Bachelor's degree from a recognized University/ Institute ii. At least three years experience as UDC or equivalent in the grade of Rs.5200-20200 + Rs.2400/- or eight years as LDC or equivalent in the grade of Rs. 5200-20200 + G.P. 1900 of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution /corporate /bank with annual turnover of Rs. 200 crores. iii. Working knowledge of computer applications, noting and drafting.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> Yes
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment (based on written test and skill test) 50% by promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> UDC with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1.	Name of Post	<b>Upper Division Clerk</b>
2.	Number of Post(s)	Eight (08)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2400
5.	Whether selection or non-selection post	Not Applicable/ Non Selection.
6.	Age Limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Bachelor's Degree from a recognized University/ Institute ii. At least two years experience as LDC or equivalent in the grade of Rs. 5200-20200 + G.P. 1900 of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution /corporate /bank with annual turnover of Rs. 200 crores. iii. Working knowledge of Computer Application.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b>Age:</b> No <b>Qualification:</b> Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment (based on written test and skill test)  50% by promotion, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1.	Name of Post	Lower Division Clerk
2.	Number of Post(s)	Seventeen (17)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable/ Selection
6.	Age Limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Bachelor's Degree from a recognized University/ Institute.</p> <p>ii. English typing @35 w.p.m. Hindi typing @ 30 w.p.m (Time allowed – 10 mts.) (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p>iii. Working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As indicated at column 10.
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	<p>i. 85% by direct recruitment</p> <p>ii. 10% of vacancies shall be filled from amongst the Group 'C' Staff in the Grade pay of Rs. 1800 and who possess Senior Secondary (+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years.</p> <p><b>Note:</b> if more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>iii. <b>Promotion:</b> 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have eight years regular service in posts with the Grade pay of Rs. 1800. <b>Note:</b> Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/ trade tests.</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	As indicated at Col. 10.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF

1.	Name of Post	<b>Multi Tasking Staff</b>
2.	Number of Post(s)	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Matriculation or equivalent pass <b>OR</b> ITI pass* *May be adopted as per special requirements of the post, if any.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF OFFICE ATTENDANT/PEON

1.	Name of Post	Office Attendant/Peon
2.	Number of Post	Four (04)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Matriculation from a recognized Board of School Education.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF INTERNAL AUDIT OFFICER

1.	Name of Post	Internal Audit Officer (On Deputation)
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 7600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	Deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:-</b> by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., holding analogous posts on regular basis <b>OR</b> with three years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 <b>OR</b> with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF PUBLIC RELATIONS OFFICER

1.	Name of Post	<b>Public Relations Officer</b>
2.	Number of Post(s)	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age Limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Master's degree in Mass Communication and Journalism or equivalent degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record from a recognized University/ Institute.</p> <p style="text-align: center;">Or</p> <p>Master's Degree in any discipline with at least 55% marks or its equivalent and Post Graduate Diploma in Journalism and Mass Communications.</p> <p>ii. At least five years of experience in the centre of any established English News paper/periodical, national news agency, radio or television or film media or equivalent experience as Public Relation Officer in an recognized University.</p> <p><b>Desirable:</b> Working knowledge of Computer applications. Ability to communicate in local languages.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## TRANSPORT SERVICES

### PAY STRUCTURE

Sl. No.	Name of Post	Group	Core Pay Scale as per 6 <sup>th</sup> CPC	
			Pay Band (Rs.)	Grade Pay (Rs.)
1.	Driver	C	5200-20200	1900



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF DRIVER

1.	Name of Post	Driver
2.	Number of Post	Five (05)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>i. Class 10<sup>th</sup> standard from a recognized School/ Board.</li> <li>ii. Possession of a valid driving licence of passenger vehicle/ MGV/ HGV issued by the competent authority.</li> <li>iii. Experience of driving motor vehicles M/H for at least 3 years.</li> </ul> <p><b>Desirable:</b> Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment. 25% by absorption (through driving test, knowledge of traffic rules) failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Absorption:</b> From amongst the regular Despatch Rider, Bus Conductor and Multi-tasking Staff in the University who possess valid Driving License who fulfill the necessary qualification as prescribed at Col.7
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## LIBRARY SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay/ Academic Grade Pay
1.	Librarian	A	37400-67000	10000
2.	Deputy Librarian	A	15600-39100 37400-67000 (After 3 yrs)	8000 9000 (After 3 yrs)
3.	Assistant Librarian	A	15600-39100	6000
4.	Information Scientist	A	15600-39100	5400
5.	Professional Assistant	B	9300 – 34800	4200
6.	Semi Professional Assistant	C	5200 – 20200	2800
7.	Library Assistant	C	5200 – 20200	2000
8.	Library Attendant	C	5200 – 20200	1800



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LIBRARIAN

1.	Name of Post	<b>Librarian</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 10000
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 55 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p><b>A.</b></p> <ol style="list-style-type: none"> <li>i. Master's degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</li> <li>ii. At least 13 years' experience as Deputy Librarian in University library or 18 years' experience as a College Librarian.</li> <li>iii. Evidence of innovative Library service and organization of published work.</li> </ol> <p><b>Desirable:</b> M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification.</p> <p><b>Note:</b> API score and other conditions as per UGC Regulations, 2010 as amended from time to time.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment For a term of 5 years or till attaining the age of 62 years, whichever is earlier (eligible for re-appointment).
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2010 as amended from time to time.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF DEPUTY LIBRARIAN

1.	Name of Post	<b>Deputy Librarian</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 8000 Rs. 37400-67000 (PB-4) + Academic Grade Pay Rs. 9000 (after three years of service)
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 50 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> i. Master's degree in Library Science/ Information Science/ documentation with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. ii. Five years' experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment/computerization of library.  <b>Desirable:-</b> M.Phil./ Ph.D. degree in Library Science/ Information Science/ documentation/ archives and manuscript keeping/ computerization of library.  <b>Note:</b> API scores and other conditions as per UGC Regulations, 2010 as amended from time to time.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2010 as amended from time to time



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF ASSISTANT LIBRARIAN

1.	Name of Post	Assistant Librarian
2.	Number of Post	Two (02)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Academic Grade Pay Rs. 6000
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Master's degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment of University Assistant Librarian.  <b>Desirable:</b> PG Diploma in Library Automation and Networking or PGDCA or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per the UGC Regulations, 2010 as amended from time to time.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF INFORMATION SCIENTIST

1.	Name of Post	<b>Information Scientist</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent degree from a recognized institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent degree from a recognized University with two years post qualification experience in library automation and networking.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's in Computer Applications (MCA) or equivalent degree from a recognized university with two years post qualification experience in library automation and networking.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years post qualification experience in library automation and networking.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Library &amp; Information Science (M.Lib.I.Sc) from a recognized University/Institute and at least five years post qualification experience, out of which three years in Library Automation preferable in University/Institute.</p> <p><b>Note:</b> All qualifying degrees with atleast 60% marks.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF PROFESSIONAL ASSISTANT

1.	Name of Post	Professional Assistant
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Master's degree in Library & Information Science from a recognized University/Institution. ii. Knowledge of Computer Applications.  <b>Desirable:-</b> i. Two years experience in the relevant field in a university/research establishment /Central /State Govt. / PSU and other autonomous bodies library. ii. PG Diploma in Library Automation and Networking or PGDCA or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment. 50% by promotion, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Semi Professional Assistant with five years regular service in the Grade Pay of Rs 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SEMI PROFESSIONAL ASSISTANT

1.	Name of Post	<b>Semi Professional Assistant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 32 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent.</li> <li>ii. Knowledge of Computer Applications</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Master in Library &amp; Information Science/ Master in Library Science or equivalent</li> <li>ii. PG Diploma in Library Automation and Networking or PGDCA.</li> <li>iii. One years experience in the relevant field in a university/research establishment /Central /State Govt. / PSU and other autonomous bodies library.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation.</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Library Assistant with eight years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2000.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT

1.	Name of Post	Library Assistant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent. ii. Working knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment based on written test/skill test.  25% by promotion from the cadre of Library Attendant according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800 and qualifying departmental test.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LIBRARY ATTENDANT

1.	Name of Post	<b>Library Attendant</b>
2.	Number of Post	Four (04)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. 10+2 or its equivalent examination from a recognized Board ii. Certificate course (of not less than 3 months) in Library Science from a recognized Institution or One year experience as library attendant in a University or College library.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## HEALTH AND MEDICAL SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Medical Officer	A	15600 – 39100	5400
2.	Staff Nurse	B	9300 – 34800	4600
3.	Pharmacist	C	5200 – 20200	2800
4.	Dresser/ Medical Attendant	C	5200 – 20200	1800



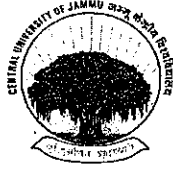


# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF MEDICAL OFFICER

1.	Name of Post	<b>Medical Officer</b>
2.	Number of Post	Two (02) one male and one female
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. MBBS recognized by M.C.I. ii. Registered with Medical Council of India/State Medical Council.  <b>Desirable:</b> i. Post Graduate (M.D. Medicine) Medical Qualification from a recognized Institution by the MCI. ii. Working experience in a Hospital attached with a Medical College/ Corporate Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF NURSE

1.	Name of Post	Nurse
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600/-*
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. B.Sc. Nursing from a recognized University/ Institution. <b>OR</b> Diploma in General Nursing and Midwifery (GNM) with two years experience. ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Relevant experience of two years in reputed Hospital
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.

\*As per approved pay scale of UGC for the post



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF PHARMACIST

1.	Name of Post	Pharmacist
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 32 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. 10+2 or equivalent in Science subjects from a recognized Board or University ii. Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India <b>OR</b> Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. iii. Registered as Pharmacist under the Pharmacy Act, 1948.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF DRESSER/ MEDICAL ATTENDANT

1.	Name of Post	Dresser/ Medical Attendant
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. Matriculation or its equivalent examination from any recognized Board/ University. ii. Elementary knowledge of first aid. iii. One year relevant experience in hospital/dispensary/reputed clinic.  <b>Desirable:</b> 10+2 with Science Biology subject or equivalent from a recognized Board/ University
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	System Analyst	A	15600 – 39100	5400
2.	Senior Technical Assistant (ICT)	B	9300 – 34800	4200



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST

1.	Name of Post	System Analyst
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent. <b>OR</b> B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience. <b>OR</b> Master in Computer Applications (MCA) or equivalent with two years of relevant experience. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience</p> <p><b>Desirable:</b> Relevant experience in software development/automation/net working.</p> <p><b>Note:</b> All qualifying degrees with atleast 60% marks.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT (ICT)

1.	Name of Post	<b>Senior Technical Assistant (ICT)</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> i. B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent from a recognized institute. <b>OR</b> Master in Computer Applications (MCA) or equivalent from a recognized institute. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. At least one year of relevant experience. <b>Desirable:</b> Relevant experience in library automation and networking. <b>Note:</b> All qualifying degrees with atleast 55% marks.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<b>Age:</b> No <b>Qualification:</b> Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment 50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## OFFICIAL LANGUAGE SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Hindi Officer	A	15600 – 39100	5400
2.	Hindi Translator	B	9300 – 34800	4200
3.	Hindi Typist	C	5200-20200	1900





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF HINDI OFFICER

1.	Name of Post	<b>Hindi Officer</b>
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	40 years (as per UGC sanction letter)
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i.) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>ii.) Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p><b>Desirable:</b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Deputation:</b> Officers from the Central Govt./ State Govt./ University System or other similar organisations: i. holding analogous posts; <b>OR</b> with five years' service in posts in the PB-2 Grade Pay Rs. 4600/ 4200 or equivalent; ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR

1.	Name of Post	Hindi Translator
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years (as per UGC sanction letter)
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b>Desirable:</b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/	<b>Deputation:</b> Officers from the Central Govt./ State Govt./ University System or other similar organisations:



## CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

	absorption to be made	<p>i. holding analogous posts; <b>OR</b> with three years' service in posts in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800/2400 or equivalent; <b>OR</b> with eight years' service in posts in the in the scale of Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900 or equivalent. <b>AND</b></p> <p>ii. Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.</p>
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF Hindi Typist

1	Name of Post	Hindi Typist
2	Number of Post(s)	One (01)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	25 Years (as per UGC sanction letter)
7	Education and other qualifications required for direct recruits	(i) 10+2 or equivalent qualification from a recognized Board. (ii) Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) (iii) Working knowledge of Computer <b>Desirable:</b> Graduate from a recognized university
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## SECRETARIAL SERVICES

### PAY STRUCTURE

(In.Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Private Secretary	B	9300 – 34800	4600
2.	Personal Assistant	B	9300 – 34800	4200



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

1.	Name of Post	Private Secretary
2.	Number of Post	Five (05)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> <ol style="list-style-type: none"> <li>Bachelor's Degree from a recognized University/ Institute.</li> <li>Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</li> <li>Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.</li> <li>Knowledge of computer applications.</li> <li>Three years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment failing which by deputation. 50% by promotion through seniority-cum-fitness, failing which by deputation.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and subject to qualifying the Stenography test at a speed as specified in the Recruitment Rules. <b>Deputation:</b> Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in the scale of pay of Rs.9300-34800 + GP Rs.4200/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

1.	Name of Post	Personal Assistant
2.	Number of Post	Three (03)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> <ol style="list-style-type: none"> <li>Bachelor's Degree from a recognized University/ Institute.</li> <li>Proficiency in Stenography in English with minimum speed of 80 w.p.m.</li> <li>Proficiency in Typing in English with minimum speed of 35w.p.m.</li> <li>Knowledge of computer applications.</li> <li>One year's experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## ENGINEERING SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Executive Engineer	A	15600-39100	6600
2.	Assistant Engineer	B	9300 – 34800	4600
3.	Junior Engineer	B	9300 – 34800	4200



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE ENGINEER

1.	Name of Post	Executive Engineer
2.	Number of Post	One (01)
3.	Classification	Group 'A'
4.	Pay Band & Grade Pay	Rs. 15600-39100 (PB-3) + Grade Pay Rs. 6600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.</li> <li>Eight years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.</li> </ol> <p>Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience in construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.</li> <li>Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment, failing which by deputation
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding analogous post;</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area;</p> <p style="text-align: center;"><b>OR</b></p>



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

		with eight years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER

1.	Name of Post	Assistant Engineer
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable/ Non-selection
6.	Age limit for direct recruits	Preferably below 40 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p><b>A.</b></p> <ol style="list-style-type: none"> <li>Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent.</li> <li>Two years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <ol style="list-style-type: none"> <li>Diploma in Civil Engineering from a recognized University/ Institute</li> <li>Five years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion:</b> Three years regular service as Junior Engineer possessing a degree in Engineering in the relevant field;</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field</p> <p><b>Deputation:</b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding analogous post;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years regular service as Junior</p>



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

		Engineer possessing a degree in Engineering in the relevant field; <b>OR</b> with five years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant field.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (CIVIL/ ELECTRICAL)

1.	Name of Post	<b>Junior Engineer (Civil/ Electrical)</b>
2.	Number of Post	Two (02) – One (Civil), One (Electrical)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor's degree in Engineering (Civil/ Electrical) from a recognized University/ Institute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least two years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.</p> <p><b>Desirable:</b> Working knowledge of AUTOCAD, other relevant software.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## SECURITY SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Security Officer	B	9300 – 34800	4600
2.	Security Inspector	C	5200 – 20200	2800



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SECURITY OFFICER

1.	Name of Post	Security Officer
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4600
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 40 years.
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor's Degree with eight years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Indian Army or such Uniformed service(s) at JCO level/equivalent or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>And</b></p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p><b>Desirable:</b> (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should be able to speak English, Hindi and local language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Officers from the Central/ State Government, recognized Universities and other Autonomous organizations:-</p> <p>a) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>b) with three years' regular service in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200.</p>
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SECURITY INSPECTOR

1.	Name of Post	<b>Security Inspector</b>
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institution/ Private Organization of repute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Indian Army or such Uniformed service at JCO level/equivalent or above with at least Class 10<sup>th</sup> standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">And</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p><b>Desirable:</b> (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should able to speak English, Hindi and local language.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment (failing which by deputation)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation: Officers from the Central/ State Government, recognized Universities and other Autonomous organizations:-</p> <p>a) holding analogous posts on regular basis;</p> <p style="text-align: center;"><b>OR</b></p> <p>b) with three years' regular service at appropriate level.</p>
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## TECHNICAL/ LABORATORY SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Senior Technical Assistant	B	9300 – 34800	4200
2.	Technical Assistant	C	5200 – 20200	2800
3.	Laboratory Assistant	C	5200 – 20200	2000
4.	Laboratory Attendant	C	5200 – 20200	1800



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT

1.	Name of Post	<b>Senior Technical Assistant (Laboratory)</b>
2.	Number of Post	One (01)
3.	Classification	Group 'B'
4.	Pay Band & Grade Pay	Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200
5.	Whether selection or non-selection post	Not Applicable/ Non-selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. <b>STA (Instrumentation):</b> B.Tech./ B.E. in Instrumentation Science with at least 60% of marks from a recognized University;</p> <p>ii. <b>STA (Physical/ Chemical Science):</b> Master's degree in Physic/ Chemistry with at least 55% of marks from a recognized University;</p> <p>iii. <b>STA (Biological Science):</b> Master's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University; *As per requirement of the University i.e. in which laboratory to be provided.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Technical Assistant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2800
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

1.	Name of Post	Technical Assistant
2.	Number of Post	One (01)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2800
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 35 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. <u>TA (ICT):</u> B.E. / B. Tech. (Computer Science/ Information Technology) or equivalent from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>BCA or B.Sc. Computer Science/IT with atleast 55% marks and one year relevant experience in Govt. recognized institute.</p> <p>ii. <u>TA (Physical/ Chemical Science):</u> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&amp;D Laboratory.</p> <p>iii. <u>TA (Biological Science):</u> Bachelor's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&amp;D Laboratory. *As per requirement of the University i.e. in which Laboratory to be provided.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No  Qualification: Yes
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	50% by direct recruitment  50% by promotion, failing which by deputation/ direct recruitment (as may be decided by the competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Assistant with eight years of regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2000.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 -- Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LABORATORY ASSISTANT

1.	Name of Post	Laboratory Assistant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 2000
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Bachelor's degree in Science with Physical/Chemical/Biological science subjects from a recognized University.  <b>Desirable:</b> Experience in Science Laboratories of Academic/ Research institutions.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	75% by direct recruitment  25% by promotion based on a departmental test, failing which by deputation/ direct recruitment (as may be decided by competent authority)
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Laboratory Attendant with five years of regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDANT

1.	Name of Post	Laboratory Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> 10+2 or its equivalent examination with Science subjects from a recognized Board.  <b>Desirable:</b> Experience of working in a Science Laboratory
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES

### PAY STRUCTURE

(In Rupees)

Sl. No.	Name of Post	Group	Core Pay Scale (as per 6 <sup>th</sup> CPC)	
			Pay Band	Grade Pay
1.	Cook	C	5200 – 20200	1900
2.	Kitchen Attendant	C	5200 – 20200	1800
3.	Hostel Attendant	C	5200 – 20200	1800



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF COOK

1.	Name of Post	Cook
2.	Number of Post	Three (03)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1900
5.	Whether selection or non-selection post	Not Applicable/ selection
6.	Age limit for direct recruits	Preferably below 32 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>i. Class 10<sup>th</sup> Standard from a recognized School/ Board</li> <li>ii. Three years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organizations.</li> </ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>i. ITI Trade Certificate in Bakery &amp; Confectionery (one year duration)</li> <li>ii. Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Qualification:</b> Yes</p>
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	<p>50% by direct recruitment</p> <p>50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.</p>
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Kitchen Attendant with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.





# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF KITCHEN ATTENDANT

1.	Name of Post	<b>Kitchen Attendant</b>
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> i. Class 10 <sup>th</sup> Standard from a recognized School/ Board.  <b>OR</b> ii. ITI Trade Certificate in the relevant field ii. Two years' experience in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.



# CENTRAL UNIVERSITY OF JAMMU

(Established under the Central Universities Act, 2009)

## RECRUITMENT RULES FOR THE POST OF HOSTEL ATTENDANT

1.	Name of Post	Hostel Attendant
2.	Number of Post	Two (02)
3.	Classification	Group 'C'
4.	Pay Band & Grade Pay	Rs. 5200-20200 (PB-1) + Grade Pay Rs. 1800
5.	Whether selection or non-selection post	Not Applicable
6.	Age limit for direct recruits	Preferably below 30 years
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> Matriculation or equivalent pass <b>OR</b> ITI pass  <b>Desirable:</b> Two year's experience of working in a Hostel/ Canteen/ Hotel or similar organizations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2016 – Appendix-1 or Appendix-3 as the case may be.

(f) Notwithstanding anything contained in this section, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

28. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

Power to  
make  
Ordinances.

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to examinations, degrees and diplomas of the University;
- (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (h) the conditions of residence of the students of the University;
- (i) the special arrangements, if any, which may be made for the residence and teaching of women students and the prescribing of special courses of studies for them;
- (j) the establishment of Centres of Studies, Boards of Studies, Specialised Laboratories and other Committees;
- (k) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;
- (l) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- (m) the institution of fellowships, scholarships, studentships, medals and prizes;
- (n) the setting up of a machinery for redressal of grievances of employees and students; and
- (o) all other matters which by this Act, or, the Statutes, are to be, or, may be, provided for by the Ordinances.

(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Executive Council and the Ordinances so made may also be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes:

Provided that in the case of Guru Ghasidas Vishwavidyalaya and Doctor Harisingh Gour Vishwavidyalaya, and Hemvati Nandan Bahuguna Garhwal University, till such time as the first Ordinances are not so made, in respect of the matters that are to be provided for by the Ordinances under this Act and the Statutes, the relevant provisions of the Statutes and the Ordinances made immediately before the commencement of this Act under the provisions of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, and the Uttar Pradesh State Universities Act, 1973, respectively, shall be applicable in so far as they are not inconsistent with the provisions of this Act and the Statutes.

Residence  
condition for  
membership  
and office

33. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

Membership of  
authorities by  
virtue of  
membership of  
other bodies.

34. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni  
Association.

35. (1) There shall be an Alumni Association for the University.

(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.

(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students  
Council.

36. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of—

(i) the Dean of Students' Welfare who shall be the Chairman of the Students' Council;

(ii) twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extra-curricular activities; and

(iii) twenty students to be elected by the students as their representatives:

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

(2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

(3) The Students' Council shall meet at least twice in every academic year and the first meeting of the Council be held in the beginning of the academic session.

Ordinances,  
how to be  
made.

37. (1) The first Ordinances made under sub-section (2) of section 28 may be amended, repealed or added to at any time by the Executive Council in the manner specified in the following sub-clauses.

(2) No Ordinances in respect of the matters enumerated in sub-section (1) of section 28 of this Act shall be made by the Executive Council unless a draft of such Ordinances has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinances proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinances proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic

Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinance made by the Executive Council shall come into effect immediately.

(6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption.

(7) The Visitor shall have the power to direct the University to suspend the operation of any Ordinances.

(8) The Visitor shall inform the Executive Council about his objection to the Ordinances referred to in clause (7) and may, after receiving the comments of the University, either withdraw the order suspending the Ordinances or disallow the Ordinances, and his decision shall be final.

38. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances for the following matters, namely:—

(i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

(ii) providing for all matters which are required by this Act, the Statutes or the Ordinances to be prescribed by Regulations; and

(iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

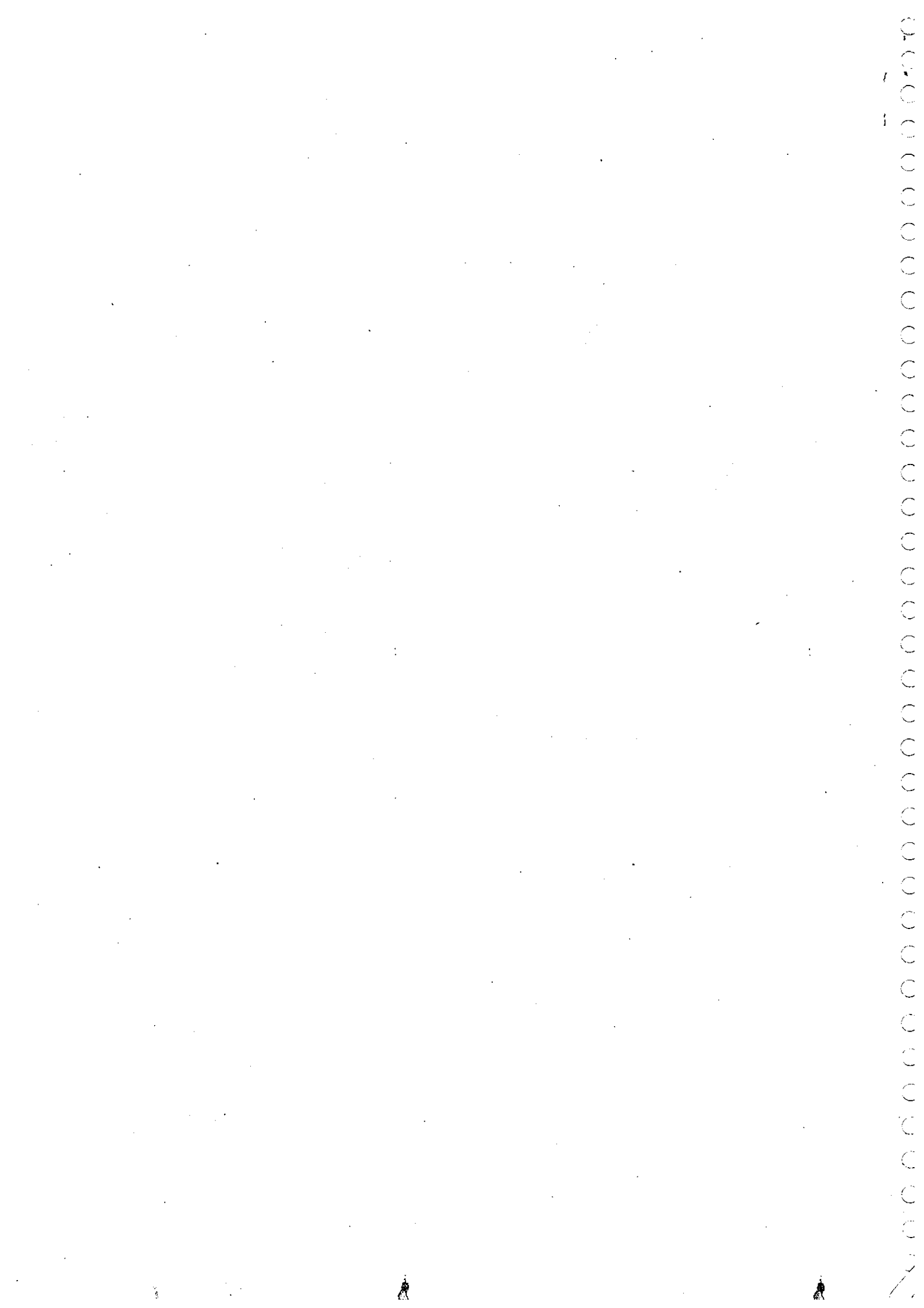
(3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

39. Subject to the provisions of this Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

Delegation of Powers.

V. K. BHASIN,

*Additional Secretary to the Govt. of India.*



## **Table Item No. – 09.**

### **To consider the adoption of ordinance governing B.Voc programmes**

The UGC has sanctioned B.Voc courses in Retail Management and Tourism Management. The programmes were operationalised in the year 2015. This programme has to be carried with industry partner and sector skill councils. The draft was sent to members of academic council through circulation. The suggestion made by one member of academic council has been incorporated in the enclosed draft. The copy of the mail sent by the member for showing concurrence with the modification made as suggested has also been enclosed for perusal. The draft ordinances are placed for approval.

Submitted for consideration and approval of Executive Council.

De







# जम्मू केन्द्रीय विश्वविद्यालय Central University of Jammu

No: 11-1/CUJ/Reg/B.Voc./2015/2/1366- 89

Date: 29-03-16

To

All Members of the Academic Council,  
Central University of Jammu, Jammu.

Sub: B. Vocational Programme Ordinance

Sir/Madam,

As per the instructions of UGC, Central University of Jammu is running B. Vocational Courses (Retail Management and Tourism Management). The same courses have been approved by the Academic Council in its meeting held on 08.11.2015.

For smooth functioning of the B.Voc. programmes, an Ordinance has been prepared which has been duly approved by the Vice Chancellor in anticipation of the approval of Academic Council. The Copy of the Ordinance is enclosed along for kind reference. You are requested to send your consent/comments as per enclosed format.

In case we don't receive any response from your end within two weeks, it will be presumed that you have no objection and it will be treated as final and submitted to Executive Council through circulation and thereafter to submit to Visitor through MHRD as per the provisions of Statutes (copy enclosed).

With kind regards

Yours Sincerely

  
Registrar  




(d) Notwithstanding anything contained in this section, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

28. (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

Power to  
make  
Ordinances.

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, the qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to examinations, degrees and diplomas of the University;
- (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
- (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- (h) the conditions of residence of the students of the University;
- (i) the special arrangements, if any, which may be made for the residence and teaching of women students and the prescribing of special courses of studies for them;
- (j) the establishment of Centres of Studies, Boards of Studies, Specialised Laboratories and other Committees;
- (k) the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;
- (l) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
- (m) the institution of fellowships, scholarships, studentships, medals and prizes;
- (n) the setting up of a machinery for redressal of grievances of employees and students; and
- (o) all other matters which by this Act, or, the Statutes, are to be, or, may be, provided for by the Ordinances.

(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Executive Council and the Ordinances so made may also be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes:

Provided that in the case of Guru Ghasidas Vishwavidyalaya and Doctor Harisingh Gour Vishwavidyalaya, and Hemvati Nandan Bahuguna Garhwal University, till such time as the first Ordinances are not so made, in respect of the matters that are to be provided for by the Ordinances under this Act and the Statutes, the relevant provisions of the Statutes and the Ordinances made immediately before the commencement of this Act under the provisions of the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, and the Uttar Pradesh State Universities Act, 1973, respectively, shall be applicable in so far as they are not inconsistent with the provisions of this Act and the Statutes.



Residence  
condition for  
membership  
and office

33. Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

Membership of  
authorities by  
virtue of  
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other bodies.

34. Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

Alumni  
Association

35. (1) There shall be an Alumni Association for the University.

(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.

(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

Students  
Council

36. (1) There shall be constituted in the University, a Students' Council for every academic year, consisting of—

(i) the Dean of Students' Welfare who shall be the Chairman of the Students' Council;

(ii) twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extra-curricular activities; and

(iii) twenty students to be elected by the students as their representatives:

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council, if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

(2) The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

(3) The Students' Council shall meet at least twice in every academic year and the first meeting of the Council be held in the beginning of the academic session.

Ordinances,  
how to be  
made

37. (1) The first Ordinances made under sub-section (2) of section 28 may be amended, repealed or added to at any time by the Executive Council in the manner specified in the following sub-clauses.

(2) No Ordinances in respect of the matters enumerated in sub-section (1) of section 28 of this Act shall be made by the Executive Council unless a draft of such Ordinances has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinances proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinances proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic



Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinances made by the Executive Council shall come into effect immediately.

(6) Every Ordinances made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption.

(7) The Visitor shall have the power to direct the University to suspend the operation of any Ordinances.

(8) The Visitor shall inform the Executive Council about his objection to the Ordinances referred to in clause (7) and may, after receiving the comments of the University, either withdraw the order suspending the Ordinances or disallow the Ordinances, and his decision shall be final.

38. (1) The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances for the following matters, namely:— Regulation.

(i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;

(ii) providing for all matters which are required by this Act, the Statutes or the Ordinances to be prescribed by Regulations; and

(iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by this Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

39. Subject to the provisions of this Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers. Delegation of Powers.

V. K. BHASIN,  
Additional Secretary to the Govt. of India.





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## Ordinance

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Rekha Menon <rekha.menon@nsdcindia.org>  
To: qazi cuj <qazicuj@gmail.com>  
Cc: Nitin Jhamb <nitin.jhamb@nsdcindia.org>

Tue, Jul 5, 2016 at 1:29 PM

Dear Shahid,

The suggestions which we have shared is been incorporated in the Ordinance. I concur with the proposal.

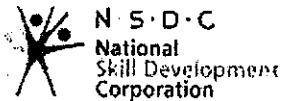
Thank you.

Regards

Rekha Menon

Lead- Education

Standard & QA



**National Skill Development Corporation**

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Corporate Identity Number: U85300DL2008NPL181612

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**From:** qazi cuj [mailto:qazicuj@gmail.com]

**Sent:** Tuesday, July 05, 2016 1:19 PM

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## Ordinance No

### BACHELOR'S OF VOCATIONAL DEGREE PROGRAMMES (B.Voc)

#### 1. General Rules

- a) Nobody shall be denied admission to a programme of study in the University on the basis of sex, caste, creed, race, class, religious belief or any of them.
- b) The B.Voc programme will be focused on providing undergraduate degree with multiple exit points such as Certificate, Diploma, Advanced Diploma and Degree under National Skill Qualification Framework (NSQF) comprising of level 5, 6 and 7 spread over three years. It shall incorporate qualification packs suggested by respective sector skill councils with specific job roles in line with National Occupation Standards.
- c) The B.Voc course shall be divided in six semesters and university examination will be held at the end of every semester in the months of November/December (for semester I, III & V) and May/June (for semester II, IV & VI) or as proposed by Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council.
- d) The CUCET/Entrance Test shall be aimed at assessing knowledge, comprehension and aptitude of the candidates seeking admission to pursue higher studies.
- e) The academic calendar and commencement of class work for all programmes of study shall be in accordance with the guidelines/regulations of the UGC and other National Level Regulatory Bodies as issued and amended from time to time.
- f) The duration of programmes of study shall be prescribed by Advisory Committee of Bachelor's of Vocational Degree Programmes and approved by Academic Council in conformity with requirements of regulations prescribed by the UGC and other National Regulatory Bodies from time to time.
- g) No student pursuing a full time B.Voc programme in the University shall be allowed to take up a job without prior and explicit permission of the University. Provided that a student already employed at the time of admission shall submit, within ten days from the date of admission, a certificate, in original from his/her employer to the effect that

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the employer has granted him/her leave for the whole duration of the programme of study, failing which his/her admission to the programme of study shall stand cancelled.

- h) Unless otherwise provided, no student pursuing a full course programme of study in the University shall be permitted to attend any other course or to take any other regular examination leading to another degree of this University or any other University/Educational Institution. Provided that this does not debar a student from appearing in an examination for a course of study for which he/she has already completed the instructional part.
- i) If at any time, it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission, his/her candidature shall be liable to be cancelled and if admitted his/her name shall be removed from the rolls of the University.
- j) There shall be no age bar for admission to Bachelor's of Vocational Degree Programmes
- k) Admission to the Bachelor's Vocational Degree Programmes will be done twice a year (summer / winter session), to facilitate a steady stream of learners joining the university and moving out as trained work force to the job market.

## **2. Applications**

- a) All admissions shall be based on the applications received in response to an admission notification.
- b) Applications for admission must be accompanied by a non-refundable prescribed application fee in the form of a Payee's Account Bank Draft/Pay Order (payable to the Central University of Jammu) or any other mode of payment notified by the University.
- c) The University will have a single common application form for admission to all B.Voc degree programmes.
- d) Applicants for admission shall be required to indicate their choices of B.Voc programmes in order of preference in their application forms to be submitted offline/online as per decision taken by the University from time to time.

## **3. Prospectus**

- a) The prospectus shall be published on the website of the University and the attention of the prospective candidates and the general public shall be drawn to such publication

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**17) Detailed Course Outline**

The detailed course outline shall be prepared by the Board of Studies and shall be approved by Advisory Committee of Bachelor's of Vocational Degree Programmes and Academic Council and shall include such specific details about the particular course as, completion requirements, assessment criteria unit-wise course contents, lecture plan, prescribed texts, reading lists, planned activities for students' efforts/teacher-led activities etc.

**18) Programmes of Study**

All B.Voc programmes shall be in general adhere to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils.

**19) Minimum and Maximum Duration of Programmes of Studies**

Subject to the requirements of the UGC/Regulatory Body/Professional Councils concerned, the minimum and maximum duration of B.Voc programmes introduced and offered by the University shall be two years after completion of the duration of the course.

**20) Conditions for the Award of Certificate/Diploma/Advanced Diploma/Degree**

A student admitted to a programme of study shall be awarded Certificate/ Diploma/ Advanced Diploma/ B.Voc Degree in the concerned discipline, if he/she successfully completes General Educational & Skill Component in each semester with minimum credits for award of certificate, Diploma, Advanced Diploma and award of B.Voc degree or six semesters, with minimum credits at each level for exit as specified in the NSQF scheme, as the case may be, and additional credits specified for the purpose by the individual Department/Sector Skill Council.

**21) Medium of Instruction and Examination**

- I) The Medium of instruction in respect of all Vocational Programmes of Studies offered by the Schools/Departments of Studies shall be English, Hindi and State languages depending upon the requirements of the course.
- II) Question Papers of all examinations shall be set and answered in English language or any other language depending upon the requirements of the course.
- III) Project Work/Project Report/Field Work Report/Training Report etc., if any, shall have to be written in English/Local Language, except in case of the Programmes of Study where the same may be required to be written in the respective languages.



hosted on the website through advertisements in the prominent national and local dailies.

- b) Contents of the prospectus shall be such as approved by the Academic Council, and will interalia, contain intake capacity, procedure of admission, fee structure, eligibility conditions, admission schedule and information about CUCET/Entrance Test.
- c) Fee and other charges as prescribed from time to time, shall be charged from a student admitted to a programme of study in the University.

#### 4. Reservation of seats

There shall be reservation of seats for SC, ST, OBC and Differently Abled Persons in the following manner:

i. Scheduled Caste (SC) Category	15.0%
ii. Schedule Tribe (ST) Category	7.5%
iii. Other Backward Classes (OBC) Category	27.0%
iv. Differently Abled Persons	3.0%

Persons suffering from not less than forty per cent (40%) of any disability as certified by a competent medical authority would be considered for admission under this category.

**Explanation:** For the purpose of calculation of number of seats under a Reserved Category, fraction of 0.5 or more shall be taken as one seat and fraction of less than 0.5 shall be ignored.

- 4.1 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed conditions of admission criteria of the Course.
- 4.2 Application form of a candidate under a reserved category must be submitted along with the requisite certificate issued by the competent authority as per the prescribed proforma.
- 4.2 Application form received without the requisite certificate(s) shall be liable to be rejected.

#### 5. Minimum Eligibility Conditions

- a) To be eligible for admission to a bachelor's vocational degree programme of study, a candidate must have secured a minimum of 45% of the aggregate marks in class +2 level of a recognized Board of School Education or an equivalent grade/NSQF certification level, admission to first semester or level 4 of bachelor's vocational degree programme under NSQF can be made as per following categorization unless otherwise



prescribed by Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council:

**Category-1:** Candidates who have already acquired prescribed NSQF certification level in a particular industry sector and opted for admission in the bachelor's of vocational degree programme under same sector for which he / she was previously certified at school level.

**Category-2:** Students who have acquired requisite NSQF certification Level but may like to change their sector and may enter in B.Voc course in a different sector.

**Category-3:** Students who have passed 10+2 examination with conventional schooling without any background of vocational training.

**Category-4:** Students who have qualified equivalent examination from polytechnic in the same field may also be considered eligible.

- b) Equal weightage, at par with other subjects, would be given to vocational subjects at +2 level while considering candidates for admission

#### 6. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to Scheduled Caste, Scheduled Tribe and Persons with Disabilities. However, in open merit category if suitable number of candidates are not eligible then the relaxation in minimum qualifying marks up to a maximum of 5% marks shall be permitted.

#### 7. Criteria for Selection

- a) Admission to a B.Voc programme in the University shall be made on the basis of academic merit in qualifying examination, however, in case the number of candidates is three times the number of seats to be filled in the programme of study, then admission shall be made on the bases of merit of the Composite Score of the selection criteria in accordance with the preference of the candidates.
- b) The composite score shall be determined as under

Components of the Composite Score	Weightage
Marks in the qualifying degree examination	50%
Scores obtained in the CUCET/Entrance Test	50%



If the score of candidates are same then this shall be resolved on the basis of the score obtained by the candidates in the CUCET/Entrance test. If the same is still not resolved, it shall be decided on the basis of marks obtained in the qualifying degree examination.

**c) Syllabus, components and weightage of the CUCET/Entrance Test.**

The components, weightage and the syllabus of the CUCET/Entrance Test shall be prescribed by the Advisory Committee of Bachelor's Of Vocational Degree Programmes and approved by Academic Council or Collegium of Central Universities.

d) Notwithstanding the above provisions, the University may also admit students, in case of a B.Voc programme where the number of intake is small, on the basis of marks obtained in the qualifying examination.

**8. Supernumerary Seats for Admission of the Foreign National/NRIs/PIOs**

- a) In a course of study, 15% seats or as fixed by advisory committee of Bachelor's of Vocational Degree Programmes may be filled as supernumerary seats meant for Foreign National (FN), Non-Residential Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) Candidates belonging to the FN/NRI/PIO categories shall not be required to appear in the CUCET/Entrance Test of the University but will have to fulfill minimum eligibility conditions for admission on the basis of equivalence of the qualifying examination determined by the Government of India from time to time.
- c) Admission to these categories of students shall be granted on the merit based on the qualifying examination.
- d) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their applications on prescribed forms along with the certified copies of all the documents required as per the policy laid down by the Government of India not later than the prescribed date.
- e) Candidates seeking admission under FN/NRI/PIO category shall be required to pay the prescribed fees and other charges as applicable to their category.
- f) Students admitted under the FN/NRI/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- g) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same to the Dean of the School concerned, failing which their admission shall stand cancelled.





## 9. Completion of Admissions

- a) No candidate shall be entitled to claim admission as a matter of right. The University reserves the right to refuse admission to any individual case, without assigning any reason.
- b) A candidate shall be considered as admitted to a programme of study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee. If a candidate fails to complete the admission formalities by the prescribed date, he/she will forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the University Website and on the Notice Boards of the School/Department concerned. No intimation to the selected candidates will be sent by post/e-mail.
- d) The candidates shall be required to get their admissions completed by the notified dates.
- e) The selected candidates shall be required to produce, for verification, on or before the date prescribed for completion of the admission formalities, the following documents in original:
  - i. certificates, Diplomas, Mark-Sheets of all educational qualifications;
  - ii. In case of employed candidates, no objection certificate (NOC) from the employer clearly mentioning that the employer has no objection in the candidate pursuing Bachelor's of Vocational Degree Programme at the University as a regular student.
- f) Admission will be granted to only those candidates whose results of the qualifying examinations are complete in all respects.
- g) Admission of candidates to a programme of study shall be subject to the approval of the Vice-Chancellor or any other authority nominated by him/her.
- h) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.
- i) All the students admitted to a B.Voc programme shall be required to submit Migration Certificates in original within 30 days from the date of admission failing which their admissions in the University shall be liable to be cancelled.



## **10. Conduct and Administration of Admission**

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of the list of candidates on the basis of the merit of the CUCET/Entrance Test, shall be the responsibility of a person or a Committee specifically appointed by the Vice-Chancellor for the purpose. Accordingly, it shall be the responsibility of such person or Committee, as the case may be, specifically appointed to ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to. The said person or Committee shall, inter alia,
- i. coordinate the task of preparation of the University Prospectus;
  - ii. issue notification for admission specifying the date of issue of application form and the last date for its receipt;
  - iii. receive, verify and process application forms, allot roll numbers and issue admit cards;
  - iv. take care of the logistics and conduct of CUCET/Entrance Test.
  - v. tabulate the scores obtained by the candidates in the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission to various programmes of study in accordance with the merit of the composite score;
  - vi. notify the merit list, of the selected candidates, based on complete score and forward the same to the Chairman of the Admission Committee concerned for completion of admission.
- b) There shall be an Admission Committee at the level of each department running Bachelor's of Vocational Degree Programme comprising (a) Head of Department concerned as Chairman, (b) Nodal Officer of Bachelor's of Vocational Degree Programmes (c) One nominee of the Vice-Chancellor.
- c) Fee: The fee shall be fixed by the committee constituted by the University for Bachelor's of Vocational Degree Programmes which would essentially include Head of the Department concerned, Finance Officer or his nominee, Nodal Officer, Bachelor's of Vocational Degree Programmes and one nominee of the Vice Chancellor. The course fee would be reviewed after every two year.
- d) Question papers for the CUCET/Entrance Test, each year shall be set by the Expert(s) appointed by the Vice-Chancellor/Collegium of Central Universities.

## **11. Appellate Committee**

A candidate aggrieved by the decision of the Admission Committee may file an appeal within ten days, from the last date of admission, on the prescribed form and payment of



prescribed fee, to the Appellate Committee through the Head of Department concerned. The Appellate Committee shall consist of the following:

- i. Vice-Chancellor or his nominee
- ii. Head of the Department concerned
- iii. Nodal Officer of Bachelor's of Vocational Degree Programmes
- iv. One faculty member of the concerned department
- v. Nodal Officer appointed by the Vice-Chancellor for conducting the CUCET/Entrance Test.

12. Appellate Committee shall decide the appeal on merit.

### 13 Curriculum

The curriculum for Bachelor's of Vocational Degree programmes in each year of the programme would be a suitable mix of skill development and general education components. The weight-age for skill development would be 60 % and general education component 40%. The 60:40 credit weightage should be maintained on completion of each level. The curriculum and courseware be aligned as per the Qualification Pack (QP) of the respective sector skill council. The changes would be incorporated as per UGC/NSDC guidelines issued from time to time keeping in view the needs of the local industry as well. Presently the B.Voc programme shall follow the credit schema for each of the years as under:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Duration	Exit points/ Awards
4	18	12	30	One Sem.	Certificate
5	36	24	60	Two Sem.	Diploma
6	72	48	120	Four Sem.	Advanced Diploma
7	108	72	180	Six Sem.	B.Voc Degree

#### I) Skill Development Component:

The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.

- i) The curriculum would necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- ii) The overall design of the skill development component along with the job roles selected would be such that it leads to an inclusive specialization in one or two domains.

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- iii) National Occupation Standard (NO) is not available for a specific area/job role, the department would get the curriculum developed in consultation with industry experts.
- iv) The curriculum would be designed to focus on work-readiness skills in each of the three years.
- v) Adequate attention shall be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

**ii) General Education Component:**

The general education component would adhere to the normal university standards by emphasizing on courses which provide holistic development and not exceeding 40% of the overall curriculum. Strong emphasis shall be given to language and communication skills.

NSQF Level	Vocational Skill Building (Hrs)	General Learning (Hrs)	Total (Hrs)
4	275	225	500
5	550	450	1000
6	600	400	1000
7	750	250	1000

**14) Semester System**

The programmes of study offered by the University shall be based on the Semester-System. Each Semester shall have a minimum of 90 working days. The broad framework specified by concerned sector skill council about national occupational standards, qualification packs by pre-specifying general and skill components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

**15) Course Catalogue**

The nomenclature/title, educational components, course-requirements including pre-requisite and credits shall be reviewed, regularly updated in light of UGC guidelines issued from time to time or as per the framework of concerned sector skill council and specified by the Board of Studies within the broad framework specified by the Advisory Committee. All Courses as specified shall be approved by Advisory Committee of Bachelor's Of Vocational Degree Programmes and Academic Council.

**16) Course Registration**

After admission to a vocational programme of study and at the commencement of each subsequent semester, a student shall be required to register for the courses he/she intends to undergo during the semester. The registration for courses shall be made in consultation with the concerned Head of Department on the prescribed format and it shall be submitted to the Head of the Department for onward transmission to Controller of Examinations.





## 22) Examination and Assessment System

- I) The B.Voc Programmes shall be offered under Semester System and Examination and Evaluation of students shall be divided into general education and skill component assessment. The assessment for the general education component shall be done by the department. However, in order to check the domain/applicative knowledge of theoretical precepts of students' skill component shall be assessed as per the guidelines of UGC/Sector Skill council. The evaluation of skill component shall be done by respective sector skill council/university.
- II) Semester examination will be open to regular candidates who have been on the rolls and meet the attendance and other requirements as prescribed in the University statutes.
- III) Evaluation of students shall be through Continuous Internal Assessment of General education and Skill component. The Continuous Internal Assessment shall comprise the following components:

Break-up of Evaluation Criteria and Weightage (%)	General education	Award
Continuous Internal Assessment (25%)	To be conducted by Community College	To be issued by the University
Mid Semester Examination (25%)		
End Semester Examination (50%)		

Evaluation Criteria and Weightage	Skill Component	Award
As per Sector Skill Council Guidelines amended from time to time	To be conducted by respective Sector Skill Council as per UGC/NSDC guidelines for vocational courses under Community College	To be issued by Sector Skill Council

- IV) Depending upon the nature and requirements of a particular course, Department shall, within the overall framework of Continuous Internal Assessment prescribed by the Advisory Committee for B.Voc programmes/Board of Studies concerned, have freedom to prescribe additional/different component and their weightages. Provided that the weightage of the End-Semester Examination shall not be less than 50% in case of General Education Component.

## V) Paper Setting & Evaluation

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- a) The overall framework of the Continuous Internal Assessment (CIA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the Advisory Committee. Preferably CIA should include following components attendance (5%), class participation (5%), unit tests/skill tests (10%) and student portfolio (5%).
- b) Within the overall framework of examination and evaluation as decided by the Advisory Committee, the content, format, duration of various components of the CIA shall be decided by the concerned faculty members in consultation with Head or his/her nominee and be notified to student along with the detailed course outline provided at the commencement of each course.
- c) The question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator except for the courses for which examination to be conducted by Sector Skill Council.
- d) In case of examinations involving Viva-Voce/Practicals, in a course offered by a Department under General Education Component, the evaluation shall be done by a panel comprising of Head, the concerned faculty member and an external examiner approved by the Vice-Chancellor out of the panel of Examiners.
- e) Project Report/Field Work Report/Training Report in case of general education component shall be evaluated by a panel of examiners comprising the Head of the Department and faculty member associated with B.Voc programme. In case of Viva-Voce based on the Project Work/Project Report/Field Work Report/Training Report etc., evaluation shall be done by the aforesaid panel of Examiners. However, in case of skill component the same may be evaluated by the expert from the concerned industry/sector skill council representative as per Sector Skill Council/UGC guidelines

**VI) Guidelines for Paper Setting**

- a) The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester. The question papers for General Education component for the End Semester Examination shall be based on the total course content prescribed for the Semester and for skill component as per respective Sector Skill Council norms.
- b) The question papers for the Mid-Semester and End-Semester Examinations shall be set such as to encompass total course contents covered with limited internal choices such as to

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make it imperative for the student to study the prescribed course content in full and deter them from selective study.

- c) The paper setter shall set the question paper for the Mid Semester Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head or his/her nominee at least five days prior to the commencement of the Mid-Semester Examination.
- d) Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.
- e) For Mid-Semester Examination, the Head or his/her nominee shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the superintendent concerned appointed by Head for conduct of examination.
- f) The paper setter for the End-Semester Examination shall set the question paper as per prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least ten days prior to the commencement of the End Semester Examination.
- g) Each Paper Setter shall also be required to submit in a separate sealed cover the key to the objective type questions to the Controller of Examinations along with the question paper set by him/her.
- h) **The question papers for the Mid-Semester Examination shall be as follows:**

For courses with 3 or more credits the paper shall be of 2 (two) hours duration and shall comprise the following sections:

**Section A** shall have 10 (Ten) objective type questions (Multiple Choice) of 0.5 mark each. (Total 05 Marks) and 03 (three) Short Answer Questions of 02 (Two) Marks each (Total 6 Marks)

**Section B** shall have 2 (Two) Essay/Long Answer Questions preferably one from each unit with internal choice of 07 (Seven) Marks each (Total 14 Marks);

**In two credit course, the paper shall be of  $1\frac{1}{2}$  hours duration and shall comprise the following:**

**Section A** shall have 6 (Six) objective type questions of 0.5 mark each (Total 3 marks), 03 (Three) short answer questions of 1.5 marks each (Total 4.5 marks). All questions in this section shall be compulsory.

**Section B** shall have 2 (Two) essay/long answer questions preferably one from each unit out of which examinees shall be required to attempt 01 (One) (total 5 marks).

- J) **The question papers for the End-Semester Examination shall be as follows:**

For courses with 3 or more credits, the paper shall be of 3 (Three) hour duration and shall comprise the following sections:

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**Section A** shall have 10 (Ten) objective type questions (Multiple Choice) of 1<sup>1/2</sup> Mark each. All questions in this Section shall be compulsory. (Total 15 Marks).

**Section B:** shall have 7 Short Answer type Questions of 8 (Eight) Marks each preferably covering all the units out of which the candidate shall attempt 5 questions. (Total 40 Marks).

**Section C** shall have 5 (Five) Essay/Long Answer Questions of 15 (Fifteen) Marks each (Total 45 Marks), out of which the examinees shall be required to attempt any 3 (Three) questions;

**K) In two credit course, the paper shall be of 2 hours duration and shall comprise the following:**

**Section A** shall have 08 (Eight) objective type questions of 1.5 marks each (Total 12 Marks)

**Section B** shall have 6 (Six) short answer questions out of which examinees shall be required to attempt any 03 (Three) questions of 6 marks each (Total 18 marks).

**Section C** shall have 3 (Three) Essay/Long Answer Questions at least one question from each unit out of which examinees shall be required to attempt any 02 (Two) questions of 10 marks each (Total 20 marks).

**VII) Any complaint in respect of a question paper shall be submitted to the concerned Head or his/her nominee within two days after the conduct of the paper in respect of which the complaint is made and shall be considered by a Committee consisting of (i) Head of the Department and (ii) teacher concerned. The recommendations of the Committee shall be submitted to the Vice-Chancellor for appropriate action in the matter.**

**VIII) Guidelines for Evaluation:** It shall be the bounden duty of the concerned faculty members to:

- (a) evaluate all assignments, quizzes and answer scripts of mid-semester examination and given the same to the students for their perusal within one week of the date of such examination;
- (b) address questions of students, explain and satisfy them about the marks/grades awarded to them;
- (c) display the marks/grades awarded to each student on the notice board of the Department; and
- (d) submit the marks/grades awarded to the students to the Head of the Department concerned.

Assignments, quizzes and answer scripts of mid-semester examination shall be retrieved back from the students and submitted to the Head of the Department for record.





IX) Head of the Department concerned, shall forward to the Controler of Examination, a consolidated award list of marks/grade awarded to the students in the Continuous Internal Assessment, Mid-Semester and End-Semester Examinations of each course, offered by the Department, through the Dean of the School concerned.

X) All the candidates shall be shown their answer scripts before declaration of the result as per the schedule notified by the Head of the Department. The evaluator shall address to their queries, if any. The candidate(s) not satisfied with the award may submit a representation to the Head which will be considered by a Committee consisting of Head of the Department and the teacher concerned. The decision of the Committee shall be final.

XI) **Letter Grades and Grade Points:** The UGC 10-point grading system as prescribed in revised guidelines of UGC for B.Voc shall be followed with the following letter grades:

Percentage of Marks and corresponding Letter Grades and Grade Points are as under:

Percentage of Marks	Letter Grade	Grade point	Description of Performance
96-100	O	10	Outstanding
90-95	A+	9	Excellent
80-89	A	8	Very good
70-79	B+	7	Good
60-69	B	6	Above Average
51-59	C	5	Average
41-50	P	4	Pass
Less than 40	F	0	Fail
Absent	Ab	0	Absent

Note: A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

XII) **Computation of SGPA and CGPA:** Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be adopted:

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the course components taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester viz.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where 'C<sub>i</sub>' is the number of credits of the i<sup>th</sup> course component and 'G<sub>i</sub>' is the grade point scored by the student in the i<sup>th</sup> course component.

- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme viz.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

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Where 'Si' is the SGPA of the ith semester and Ci is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

XIII) Marks-Grade Card shall be issued to candidates by the Controller of Examinations' office in accordance with guidelines issued by UGC for B.Voc programmes from time to time.

**23) Governance and Coordination:**

The Bachelor's of Vocational Degree Programmes would be governed by the Board of Studies and Advisory Committee. The course would be offered under the aegis of concerned Departments/School of Studies.

**1) Composition of Board of Studies for and Term of Office of its Members**

- |   |          |
|---|----------|
| 1. Board of Studies comprises of the following members:   |          |
| a. Head of the concerned Department   | Chairman |
| b. One industry representative from concerned specialisation to be nominated by the Head of Department          | Member   |
| c. One representative of concerned Sector Skill Council of India to be nominated by the Head of Department      | Member   |
| d. One representative from National Skill Development Corporation   | Member   |
| e. Two subject expert, not in the service of the University to be nominated by the Vice-Chancellor              | Member   |
| f. One Assistant Professor of the Department to be nominated by Head of the Department                          | Member   |
| g. One faculty member to be nominated by the Vice-Chancellor from amongst the faculty members of the Department | Member   |

**Term of office**

2. The term of office of members other than a and c shall be three years.
3. A member specified in a, e, f and g above shall cease to be member if he/she ceases to be a teacher of the concerned department.
4. A member specified in c and d above shall cease to be member if he/she ceases to be associated with concerned Sector Skill Council/National Skill Development Corporation of India
5. Any casual vacancy may be filled for the un-expired period.

**Meetings**

6. The Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be determined by the Vice-Chancellor.

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Provided that when Nodal Officer of Vocational Courses on the recommendation of the Head of the Department is of the opinion that a particular issue needs urgent consideration and it is not expedient that a meeting of Board of Studies be convened, the matter may be disposed off by circulation among members of Board of Studies and he/she may issue necessary instructions to that effect.

7. The quorum of the Board of Studies meeting shall be 50% of the members which shall include at least one outside subject expert and one sector skill council/industry representative.
8. Head of the Department shall convene and preside over the meetings of the Board of Studies.
9. In the absence of the Chairman, senior-most member present shall act as Chairman for that meeting.
10. Special meeting may be called by Chairperson at his/her own initiative or on a written request of at least 50% of the members of the Board of Studies. All members who have requested for the meeting will have to be present.
11. Chairman of the Board of Studies may invite special invitees maximum 02 depending upon the requirement if any Faculty from B.Voc Programme/Concerned Department/ Subject Experts /industry representative
12. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meeting.

## II) Composition, Powers and Functions of the Advisory Committee B.Voc Courses

### 1. Composition

The advisory committee shall consist of the following members:

- |   |                  |
|---|------------------|
| a. Vice Chancellor  | Chairperson      |
| b. One representative each of Sector Skill Council  | Member           |
| c. One representative from National Skill Development Corporation                                       | Member           |
| d. One representative each associated with concerned industry   | Member           |
| h. One subject expert each, not in the service of the University to be nominated by the Vice-Chancellor | Member           |
| e. Head of the Departments offering Bachelor's of Vocational Degree Programmes                          | Member           |
| f. Nodal Officer, Bachelor's of Vocational Degree Programmes  | Member           |
| g. On rotation basis between Departments offering vocational Courses                                    | Member Secretary |

### 2. Term of Office

The term of office of the members other than Vice Chancellor, Nodal Officer, Heads of the Departments in the Advisory shall be three years.



### 3. Powers and Functions

The Advisory Committee, subject to overall supervision of the Academic Council, shall exercise powers and perform the functions given below:-

- a. To prescribe the qualifications and procedures for admission of the candidates to the various vocational courses in the Departments
- b. To co-ordinate the teaching, evaluation and industry-academia interface in the Departments;
- c. To consider and approve subjects for various Vocational Degrees and other requirements of vocational degrees as recommended by the Board of Studies;
- d. To constitute Committees to organize the teaching and concerned industry/sector skill council inputs in subjects or areas which do not fall within the sphere of any Department and to supervise the work of such Committees;
- e. To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- f. To frame general rules for continuous internal evaluation and end-semester examinations;
- g. To consider and act on any proposal regarding the welfare of the students of the Vocational Courses;
- h. Chairman of the Advisory Committee may invite experts from industry, academic field as special invitees
- i. To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice Chancellor; and
- m. To delegate to the Nodal Officer/Head of Departments/Member Secretary, or to any other member of the Committee or to a Committee such powers, general or specific, as may be decided by the Committee from time to time.

### 4. Meetings

- (a) The Vice Chancellor shall preside over the meetings of the committee. In his absence, the Committee shall elect the Chairperson for the Meeting.
- (b) The Committee shall hold at least two ordinary meetings in an Academic Year, one in each semester;
- (c) The Vice Chancellor may convene special meetings of the committee at his /her own initiative or at the suggestion of the Nodal Officer/Head of Departments/ Member Secretary or on a written request from at last one third of the members of the Committee.

### 5. Quorum

The quorum for the meeting of the Committee shall be one third of its total members.

### 6. Notice





Notice for any meeting of the Committee shall be issued at least 14 days before the date fixed for the meeting. The Vice Chancellor may convene emergency meeting of the Committee at short notice.

**24) Nomination of Nodal Officer**

The Nodal Officer shall be nominated by the Vice-Chancellor from amongst the teachers of departments running B.Voc programme. Nodal officer shall be appointed for a term of one year and shall be eligible for re-appointment of maximum two terms

**25) This shall be deemed to have come into force with effect from 2015**

In case, there is no provision mentioned against any of the issues emerging thereafter, the general provision of the ordinances for other courses shall also be applicable to the B.Voc courses.

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