



Cluster University of Srinagar



Gogji-Bagh, Srinagar – 190008

Established by Government of Jammu & Kashmir through Srinagar and Jammu Cluster Universities Act of 2016
Recognised by UGC under Section 2(f) of UGC Act of 1956

Website: www.cusrinagar.edu.in

Email: registrar@cusrinagar.edu.in

EMPLOYMENT NOTIFICATION NO: 02-CUS OF 2025

DATED: 21.01.2025

Online applications along with details of qualification, experience and contribution to profession/research; are invited for the position of **Controller of Examinations** in the Cluster University of Srinagar.

Pay Scale: Level 14 of Pay Matrix ₹144200-218200/- (Pre- revised: PB4, ₹37,400-67,000 with GP of ₹10,000/-) and other benefits as admissible from time to time.

Important Dates:

Date of availability of online application: 22.01.2025

Last date for submission of online application: 11.02.2025

Last date of submission of hardcopies of the online applications: 18.02.2025

Qualifications:

- Master's degree with at least 55% marks or an equivalent grade of "B" in the UGC 7-point scales.
- At least 15 years of experience as Assistant Professor in level 11 of Pay Matrix ₹68900-117200/- (Prevised; PB-3, AGP ₹7000/-) and above or with 8 years of service in level 12 of Pay Matrix ₹101500-167400/- (Prevised: PB-3, AGP ₹8000/-) and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in Research Establishments and/or other Institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar in level 12 of Pay Matrix ₹78800-209200/- (Pre-revised: PB-3, GP ₹7600/-) or an equivalent post.

Tenure: The post is tenured for a period of 05 years or upto the age of superannuation of 60 years, whichever is earlier;

AGE: Not more than 57 years as on 1st of January, 2025.

OTHER CONDITIONS:

1. Candidates who have been awarded post-graduate/Ph.D. degree from foreign University should enclose an “Equivalence Certificate” issued by the Association of Indian Universities (AIU), New Delhi, without which their candidature will not be considered.
2. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
3. The appointment shall be governed by the rules and regulations of the University, the University Grants Commission, the Union Ministry of Education, and UT of J&K whichever is applicable.
4. The post shall not be interchangeable with any other post/s in the similar PB & GP.
5. Only those candidates should apply for the post, who fulfil all the eligibility criteria by the last date laid down in the advertisement notice by the University.
6. The University reserves the right not to fill the vacancy advertised, if circumstances so warrant, without assigning any reason thereof.
7. The appointment shall be purely on tenure basis.
8. Incomplete Application Forms will be summarily rejected.
9. In-service candidates need to forward his/her application through proper channel.

General Instructions:

- a. Application form available on the university website at www.cusrinagar.edu.in complete in all respects along-with the Bank Draft of ₹1500/- (non-refundable) drawn in favour of the Registrar, Cluster University Srinagar and payable at Srinagar should be submitted in the office of Registrar, Cluster University, office, Gogji Bagh, Srinagar -190008 J&K. Post order will not be accepted;

- b. Candidates sending their application forms by post should ensure that the envelope containing application form is super-scribed as “Application for the post of Controller of Examinations advertised vide Notice No:02-CUS-of 2025 dated_21.01.2025, should reach the office of the Registrar, Cluster University Srinagar, Gogji Bagh, Srinagar;
- c. Candidates invited for interview shall not be paid any TA/DA;
- d. Canvassing in any form by or on behalf of the candidate will lead to dis-qualification;
- e. All enclosures attached with the Application Form should be self-attested by the candidate;
- f. The Vice-Chancellor is empowered to place before the Selection Committee suitable persons for its consideration along with the applications received in response to the advertisement;
- g. The University shall verify the authenticity of all documents submitted by the candidates at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith and the action shall be taken as warranted under rules;
- h. Addendum/corrigendum, if issued, to this advertisement shall be uploaded on the University website only;
- i. No Application form shall be entertained after the last date.

Documents to be attached with the Application Form:

- i) Self-attested copy of Date of Birth Certificate;
- ii) Self-attested copies of all qualification / experience certificates;
- iii) Bank Draft of ₹1500/-.

Sd/-
Registrar
Cluster University Srinagar

No: CUS/Adv/Controller/182-86 /2025 Dated: 21.01.2025

Copy to the: -

1. Principal Secretary to Hon’ble Chancellor for kind information of the Hon’ble Lieutenant Governor (Chancellor of the Universities of UT of J&K).
2. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi for circulation of the advertisement among all the universities.
3. Joint Director Information Kashmir for publication in the two leading News Papers of Kashmir and Jammu Provinces.
4. Pvt. Secy. to Administrative Secretary to Government, Higher Education. Department for information of Administrative Secretary, Higher Education.
5. In-charge I.T. Section for uploading on the University website.