

Employment Notification for Appointment of Registrar

ADVERTISEMENT No: 05 of 2025
DATED: 11.03.2025

Online applications in prescribed format are invited from the eligible Indian citizens and overseas citizens of India (OCIs) for appointment to the post of **Registrar (Tenure post)** on direct/deputation basis.

- 1. Pay Structure:** Level -14 OF 7th CPC, (Rs.144200-218200)
- 2. Method of Recruitment:** Direct/ Deputation for tenure of five years or till attaining the age of 62 years, whichever is earlier.

3. Essential Educational and other qualifications required for direct recruitment/ deputation basis:

Direct Recruitment:

- Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.
 - At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in the educational administration.
- OR
- Comparable experience in research establishment and / or other institutions of higher education.
- OR
- 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Deputation basis:

Qualification and Experience as indicated under direct recruitment.

Grade: Holding analogous post or eight years experience at Pay Level-12

4. Age Limit:

Direct Recruitment: Preferably below 57 Years

Deputation: Not exceeding 58 years

5. Important Dates:

S. No.	Particulars	Date
1.	Date of availability of online application form	12 th March, 2025
2.	Last date for submission of online application form with fee	15 th April, 2025
3.	Last date for submission of downloaded copies of the application form along with enclosures/documents	25 th April, 2025

6. Application Fee: Rs. 1500/-Nonrefundable.

Note: Amendments/ changes if any in the advertisement shall be published only on the University website www.cukashmir.ac.in.

7. Terms & Conditions:

1. All the appointees including the in-service candidates shall be governed by the New Pension System (NPS) introduced by Govt of India.
2. Candidates who are already in service shall submit their applications through proper channel along with vigilance clearance certificate from the Competent Authority. However, they may send an advance copy of the applications and in case their application is not forwarded due to whatever reasons till the time of interview as the case may be, they shall not be allowed to appear in the interview as a candidate through proper channel.
3. For all those appointments made on deputation basis the University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory, in the opinion of the Competent Authority.
4. It shall be the responsibility of the candidates to assess their eligibility for the post for which they are applying in accordance with the prescribed qualifications, experience, etc. and submit their applications, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents or misleading information or canvassing in any manner on the part of the candidates shall lead to their disqualification.
5. Documents submitted by an applicant shall be subject to verification by the Competent Authority at any time even after joining the employment. If any document is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected and action under rules shall be initiated against the candidate which shall lead even to the cancellation of the appointment.
6. Candidates shall bring all the original certificates relating to their age, qualifications, experience, etc., at the time of tests/ interview. In case a candidate/s fails to submit the original documents for the verification, he/she may not be allowed to appear in the test/interview and his/her candidature shall be cancelled without giving any further communication/explanation in this regard.
7. A person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules 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.
8. The Appointment of candidates shall be subject to the verification of character and antecedents by the Competent Authority. Until the receipt of such verification reports, the appointment shall be treated as provisional. In case the report/s with regard to the conduct, character, antecedents etc., is/are found to be unsatisfactory, the appointment shall be canceled/ terminated forthwith.
9. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)- notified by the UGC/MoE/University along with amendments from time to time and not mentioned in the advertisement shall be deemed to have been included on the conditions associated with this advertisement.
10. The Selection Committee has the discretion to fill or not to fill up the post advertised by the University in this notification due to non-availability of suitable candidate/s or any other reasons. No candidate/s reserves any claim for filling the vacancies mentioned in this advertisement.
11. Application Fee: All applications must be accompanied by a non-refundable processing fee or processes prescribed through online mode.
12. The date for determining eligibility of candidates in every respect i.e. qualifications, experience etc. shall be considered as on the closing date, i.e. the last date of the submission of the online application form. However, preferred age limit shall be considered on the issuance date of notification.
13. All the relevant information/ updates shall be uploaded on University website. The candidates are advised to remain in-touch with the University website www.cukashmir.ac.in and notifying the same in newspapers shall not be obligatory on University part.
14. The Institute shall retain the application forms of non-shortlisted candidates and non-selected candidates only for three months after the completion of recruitment process.
15. Applications which are not supported by submission of fee of ₹1500/- shall be summarily rejected. No correspondence shall be entertained in this regard.
16. For those candidates who are in service (Govt. / Semi Govt. / PSUs / Universities / Educational Institutions), their application/s must be forwarded through proper channel, as prescribed and should furnish "No Objection Certificate" from the Competent Authority of the serving organization along with the forwarding letter at the

time of interview otherwise they may not be allowed to appear in the interview as a candidate through proper channel. However, they may submit the advance copy of the application form to be considered otherwise.

17. All updates to this advertisement including corrigendum, amendment, if any, will be hosted on the University website only and the candidates are advised to check the website periodically for updates. No separate communication would be ordinarily dispatched.
18. Relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
19. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
20. Candidates who have been awarded Ph.D/Masters/Bachelors degree from foreign Universities should enclose "Equivalence Certificate" issued by Association of Indian Universities, New Delhi, without which their degrees will not be considered.
21. The selected candidates shall be appointed only after undertaking a written contract.
22. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview.
23. Age of superannuation for the post of Registrar at present is **62 years**.
24. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
25. Central University of Kashmir will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.

8. GENERAL INSTRUCTIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
2. No TA/DA will be paid for attending interview. However, for outstation SC/ST/PWD candidates second class railway to and fro fare on shortest route will be reimbursed after attending the interview. This is not admissible to SC/ST/PWD candidates who are already employed in the Central/ State Government services.
3. Applications not accompanied by necessary supporting documents, self-attested copies of degree certificates/ marks sheets/experience certificate/category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
4. Candidates are advised to attach a duly signed list of enclosures with the application form.
5. Any change of address given in the application form should at once be communicated to the University.
6. The University will not be responsible for any postal delay.
7. In case the last date fixed for receipt of applications is declared a holiday/closed day, next working day shall be deemed to be the last date for receiving the forms.
8. In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.

6. HOW TO APPLY?

The online prescribed application form is available on the Samarth e-governance (CU-Kashmir recruitment portal) link <https://cukashmirnt.samarth.edu.in/index.php/site/signup>. The application form along with payment of applicable non-refundable application fee is to be submitted online through portal. The candidates need to apply through **online mode till 15th April, 2025** and submit the downloaded application form along with relevant self-attested documents (Qualification Certificates/Exp. Certificates etc.) at Recruitment Section, Central University of Kashmir, Green Campus Ganderbal-191201 in person or by post till **25th April, 2025**.

Sd/-
Prof. M.Afzal Zargar
Registrar

No. CUKmr/RCT/F.No.486/2025/2445
Dated: 11-03-2025



कश्मीर केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KASHMIR
(शिक्षामंत्रालय)
(MINISTRY OF EDUCATION)
भारतसरकार
GOVERNMENT OF INDIA



Please contact for assistance from 9:30am to 5:30pm:

1. Queries related to eligibility & other similar issues : 9469684022/6005823906/9596083960
2. Queries related to submission of online application form/s and fee: 9797959391/7006969538

Copy forwarded for information to:

1. Secretary, Ministry of Education, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi – 110002.
3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002
4. Principal Secretary Higher Education, Department, Govt. of J&K, Civil Secretariat, Srinagar.
5. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
6. Daily local & national newspapers.