Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu.
Chatha Campus – 180009

Advertisement for the posts of

ACCOUNTS ASSISTANT/ CASHIER

in

SKUAST-JAMMU

Advertisement Notification No. 10 (Secy.) of 2026
Dated: 09.11.2026



0191-2262012 / registrarofficeskuastj@gmail.com

Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu invites applications in **online mode** from the eligible candidates having domiciles of UT of Jammu and Kashmir for participating in the selection process for the following Posts in the University. Applications may be submitted through the university website www.skuastjammu.ac.in or via scanning the given QR Code.

Name of the post	Pay Level	Total	OM	SC	ST1	ST2	RBA	OBC	LAC /IB	EWS
Accounts Assistant /Cashier	Level-5 (₹29200-92300)	3	2	1	-	-	-	-	-	-

Eligibility criteria for the post(s) is given as under:

Name of the Post	Minimum Essential Qualification	Mode of Selection /Selection Criteria
Accounts Assistant /Cashier	i) Graduate or above from any recognized University with minimum of 50% marks for Open Merit and 45 % marks for Reserved Category. However, candidates having post-graduation degree with 50% marks or holding a PhD degree shall also be eligible for selection. **Note:** 1. *Candidates selected for the post of Accounts Assistant/Cashiers shall have to undergo a training course for a period of one year (comprising theoretical training for six months and practical training for six months) during which they shall be paid a stipend of ₹6000/- per month. They shall be granted Pay level-5(29200-92300) after completion of one year training course as described above. During the period of probation, they shall have to qualify the ACC examination within the prescribed period failing which their future increments shall be stopped till they pass the requisite examination.*	Written (100% weightage) **Syllabus of written test is annexed with this notification as Annexure - I**

Age of the Candidate(s) as on 01.01.2026

The Requirement age for Open Merit & Reserved Categories is as follows:

1.	Open Merit	:	18 to 40 Years
2.	Reserved Category	:	18 to 43 Years
3.	Persons with Benchmark Disability (PwBDs)	:	18 to 42 Years
4.	The upper age limits for in-service employees of all State Universities of Jammu & Kashmir	:	18 to 50 Years
5.	Ex-Servicemen *(Every Ex-Serviceman having served in the Armed Forces shall be allowed to deduct the period of such Service from his Actual Age and if the Resultant Age does not exceed the maximum age limit prescribed for the post by more than 3 years, he shall be deemed to satisfy the condition regarding age limit).*	:	Candidate should not be born after 01.01.2008

Abbreviations:

OM-Open Merit, RBA-Resident of Backward Area, SC-Scheduled Castes, ST1-Scheduled Tribe 1, ST2- Scheduled Tribe 2, EWS-Economically Weaker Section, LAC/IB-Line of Actual Control/International Border, OBC-Other backward Classes PwBD- Persons with Benchmark Disability, ESM- Ex-Servicemen.

Application Fee:

i) Fee payable: **₹1000/-**(Rupees One Thousand only) per application for Open Category candidates and **₹700/-** (Rupees Seven Hundred Only) per application for candidates belonging to Reserved categories.

ii) Fee can be paid only through online mode viz. **Net Banking, Credit or Debit cards**.

iii) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Important Date(s):

- **Date of Commencement of Online Applications : 16.11.2026**
- **Cut-off/Last date for submission of Online Applications : 15.12.2026**

(I) In Service Candidates:

Apart from filling-up the online application form, the **In-service candidates** are also required to submit/send their Application Form(s) through proper channel, to Registrar, SKUAST-J, Main Campus, Chatha, UT of J&K, Jammu–180009, within one month from the last date of submission of applications in online mode i.e.**14.01.2027**.

(II) Domicile:

(i) The candidate should be Domicile of the Union Territory of Jammu & Kashmir as defined in terms of the Notifications issued by the Ministry of Home Affairs, Government of India vide S.O 1229 (E) dated 31.03.2020 and S.O 1245(E) dated 03-04-2020 read with Notification issued by the General Administration Department, Government of Jammu and Kashmir vide S.O 166 dated 18-05-2020.

(ii) The candidate must possess Domicile Certificate issued by the Competent Authority, on or before the cut-off date i.e. last date of submission of applications in online mode.

General Conditions:

- The detailed advertisement notification can be downloaded from the University website www.skuastjammu.ac.in.
- The applications will be accepted in online mode only. No other means/mode of applications will be accepted.
- The selection to the above said advertised post shall be based on the written test (100% weightage).
- The syllabus of the written test for the posts is annexed as Annexure-I with the advertisement notification.

- The applicants should carefully fill the details in the online application form and the information/details so submitted shall be treated as final for the purpose of determining eligibility and category of the candidate and no further claim with respect to qualification and age etc. whatsoever in this account shall be entertained subsequently. The candidates are advised to go through the requirements of educational qualification, age, etc. and must satisfy themselves that they are eligible for the post.
- Only relevant qualification(s) including category status should be recorded in the application form, which shall be in possession of the candidate on or before the last date of submission of application in online mode.
- The original certificates and testimonials of the documents uploaded by the candidate in online mode during the submission of application forms are required to be produced by the applicants at the time of verification of documents, as and when notified by the University.
- In case of candidates claiming possession of equivalent educational qualification (where it is applicable/required), it shall be mandatory to produce relevant Equivalence Certificate from the designated Competent Authorities at the time of the Documents Verification. However, final decision regarding selection of such candidates will be taken by the University, in light of the relevant rules which shall be binding.
- Degrees obtained from the Universities declared fake by the University Grants Commission shall not be entertained.
- Canvassing by any candidate(s) in any form will render him/her disqualified for the post.
- The candidates may note that their candidature shall remain provisional until the genuineness of their qualification/category certificate(s)/age/character etc. are got verified by the University.
- The University reserves the right to withdraw or defer filling up of the post advertised here-in-above at any stage without assigning any reason(s) thereof.
- The in-service eligible candidate (s) should forward their application forms through their employer(s) within one month from the last date of submission of applications in online mode. The in-service candidates whose applications are not received through the proper channel shall be considered as fresh candidates and no age relaxation/benefits of previous services shall be granted in their favour. All the in-service candidates are required to produce "No Objection, Certificate from the Competent Authority at the time of verification of documents, failing which he/she shall not be considered for appointment as in-service candidate.
- Candidature of candidates, found indulging in an irregularity/misconduct/ malpractice, at any stage of the selection process, shall be cancelled forthwith and such candidates shall be debarred from the future examinations and any other action as deemed appropriate under rules shall also be taken.
- The candidates shall necessarily indicate their personal valid mobile Number and active e-mail address under the relevant column of the online application form for any

communication/clarification by the University, failing which the University shall not be held responsible for any miscommunication.

- No TA/DA will be paid to the candidates for participation in the written test.
- The date of written test shall be uploaded on the University website: **www.skuastjammu.ac.in**. The call letters shall not be issued by post at any stage of examination. The candidates are, therefore, advised to visit the official website of the University/local dailies regularly for updates and information about the selection process.
- In case of any dispute, any suit or legal proceedings against the University, the jurisdiction for such proceeding shall be restricted to the Courts at Jammu, UT of J&K.
- Candidates, in their own interest, are advised to keep visiting the University Website for regular updates in this regard.

IMPORTANT INSTRUCTIONS TO CANDIDATES:

- Before applying, candidates are advised to go through the instructions given in the advertisement Notification very carefully.
- Candidates shall register themselves on the university recruitment portal using a valid and active mobile number and e-mail ID. The same mobile number/e-mail ID should be retained for future correspondence regarding the recruitment process.
- After successful registration, candidates shall log in to the portal using their registered credentials and select the relevant recruitment advertisement/post for which they intend to apply.
- The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate, otherwise their candidature shall be cancelled at the time of documents verification or as and when it comes into the notice of the Documents Verification Committee/University.
- Request for change/correction in any particulars in the application form, once submitted, will not be entertained under any circumstances. Therefore, the applicants are advised to fill all the fields of the online application form with due diligence and after carefully reading the terms and conditions given in the Advertisement Notification.
- Candidates are advised to fill the application form carefully & diligently. Further they are advised to review the application form carefully before submitting. Once submitted and application number generated, no claims for making changes in any entry/field shall be entertained at any later stage.
- Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application portal on account of heavy load on the website during the closing days.
- Candidates are advised to upload their photograph, signature (size- 20 kb to 50 kb in jpeg/png format), category certificate (max size 100kb to 500 kb in jpeg/pdf format), qualifications/experience (if any) certificates (self-attested) (max size- 100kb to 500 kb in jpeg pdf format) as required for the respective post(s).

- Submission of application forms implies that candidate is willing and is in agreement to undergo screening for all the security and scrutiny mechanism as have been put in place by the University, which among other things includes physical frisking, door frame metal detectors (dfmds) scanning, biometric capturing, facial recognition screening, adhaar authentication etc.
- The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of documents verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Committee's decision in this respect shall be final and binding.
- Candidates seeking reservation benefits available for RBA / SC/ ST1/ ST-2/ OBC/ EWS /ALC/IB/PwBD/ESM must ensure that they are entitled to such reservation as per eligibility condition(s) prescribed in this notice. They should also be in possession of the certificates in the prescribed format in support of their claim, on or before the cut-off date. Candidates are also required to upload the (valid with-in cut-off date) category certificate while filling up the online application form.
- When application is successfully submitted, it will be accepted 'provisionally'. Candidates should take printout of the application form and submit the same at the time of documents verification. The candidates are further advised not to submit the hard copies of the online application form in the Registrar's office either in person or by post/email.
- Only one online application for the post is allowed to be submitted by the candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their online application forms. In case, more than one application of a candidate is detected for the post, the Committee will consider latest application. If a candidate submits multiple application forms for the same post and appears in the examination (at any stage) more than once for the post, his/her candidature will be cancelled and they will be debarred from the examinations of the University as per rules. Applications with blurred/ illegible photograph/ signature will be rejected summarily.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate(s)/ shall be held responsible for the same and liable for suitable legal action under Cyber/IT act/relevant rules.

(Prof. Anil Kumar)
Registrar

No.: AUJ/Secy./26-27/F-137(Part-III)/2728-83
Dt.: 09-11-2026

Cc: -

1. The Financial Commissioner (Additional Chief Secretary), Agriculture Production Department, UT of J&K, Civil Secretariat, Jammu/Srinagar
2. All Officers of the University_____.

3. Principal Private Secretary to Hon'ble Lieutenant Governor, Lieutenant Governor's Secretariat, Lok Bhawan, Jammu/Srinagar.
4. All Heads of the Divisions/I/C Regional stations/Sub-stations/KVKs of SKUAST-Jammu.
5. CP & AO of SKUAST Jammu.
6. Assistant Registrar (Legal) for kind information and further necessary action please.
7. SVC for kind information of Hon'ble Vice Chancellor and further requested for appropriate publicity through local dailies.
8. University Advertisement Notice File w.3.s.c.
9. Notice Board.

Annexure-I

Syllabus for written Test for the post of Accounts Assistant/Cashier

Marks:100 **Time:02.00Hrs.**

S.No.	Subject	Marks assigned
1	General Knowledge with special reference to J&K UT	25 Marks
2	Accountancy and Book Keeping	25 Marks
3	General English	9 Marks
4	Statistics	9 Marks
5.	Mathematics	8 Marks
6.	Economics	8 Marks
7.	General Science	8 Marks
8.	Knowledge of Computers	8 Marks

General Knowledge with special reference to J&K UT — 25 Marks

(i) Current Events of National and International importance
(ii) Political & Physical divisions of world & India
(iii) Indian Culture, Heritage and Freedom Struggle/Movement.
(iv) Transport & Communication.
(v) Demography-Census, its feature and functions.
(vi) Important Rivers & Lakes in India.
(vii) Weather, Climate, Crops, Means of Transport of India.
(viii) Environment, Ecology & Bio-diversity.
(ix) J&K UT
  a) History
  b) Economy
  c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
  d) Heritage & Culture
  e) Important Tourist Destinations
  f) J&K Reorganisation Act, 2019.

Accountancy and Book Keeping — 25 Marks

(i) Introduction to Financial Accounting and its terms.
(ii) Accounting equation and Journal.
(iii) Voucher Approach in Accounting.
(iv) Bank Reconciliation Statement.
(v) Financial Management/Statements.

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Syllabus for written Test for the post of Accounts Assistant/Cashier

(vi) Partnership Accounts.
(vii) Ledger Accounts.
(viii) Financial Audit.
(ix) Elements of Double entry Book Keeping.
(x) Trial Balance
(xi) Trading Account
(xii) Profit Loss Account and Balance Sheet.
(xiii) Concept of Social Accounting, Social Audit and cash based system of accounting.
(xiv) Public Financial Management System (PFMS)
(xv) Indian Financial Management System
(xvi) Taxation, Tax Laws- Direct, Indirect
(xvii) Cost Management-Budgetary control
(xviii) Cost Accounting
(xix) Developments in Accounting

GENERAL ENGLISH — 9 Marks

(i) Tenses
(ii) Rearranging of jumbled sentences.
(iii) Narration
(iv) Modals
(v) Articles
(vi) Comprehension with blanks to be filled in with
  i. Phrases
  ii. Pronouns
  iii. Homonyms / homophones.
(vii) Clauses
(viii) Synonyms and antonyms
(ix) Pairs of words and their use in meaningful sentences.
(x) Idioms and phrases.
(xi) Uses of Prepositions.
(xii) Active & Passive Voice

Statistics — 9 Marks

(i) Primary and secondary data.
(ii) Methods of collecting Primary and Secondary Data
(iii) Preparation of questionnaires
(iv) Tabulation and compilation of Data
(v) Measures of central Tendency
(vi) Theory of Probability
(vii) Theory of Attributes- Basic concepts and their applications.
(viii) Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.

Syllabus for written Test for the post of Accounts Assistant/Cashier

(ix) Demography-Census, its features and functions.
(x) Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

Mathematics — 8 Marks

(i) Simple / Compound interest.
(ii) Linear equations with two variables.
(iii) Permutations/ Combinations & Binomial Theorem.
(iv) Limits & Derivatives.
(v) Set Theory- Basic Concepts and Applications.
(vi) Relations and Functions
(vii) Matrices & Determinants
(viii) Probability
(ix) Coordinate & Three dimensional Geometry
(x) Vectors. General

Economics — 8 Marks

(i) Introduction of Economics- Basic concept and Principles.
(ii) Fiscal & Monetary Policy- Meaning, Scope and Methodology.
(iii) Theory of consumers demand using indifference curve technique.
(iv) Demand Analysis
(v) Factor Pricing –Marginal productivity Theory & Ricardian Theory of Rent
(vi) Pricing under various forms of Market.
(vii) Factors of production & Laws of Production.
(viii) Concept of Economic Growth and its measurement
(ix) Characteristics and problems of developing economy
(x) Planning vs Market Economy.
(xi) Economic Reforms inIndia
(xii) Concept & Measurement of National Income.
(xiii) Role of RBI

General Science — 8 Marks

Newtons Laws of Motion, Mass, Weight, Acceleration, Velocity, Speed etc
Electric Current, Power, Energy, Voltage.
Chemical Equation, types.
Metals, Non-metals- Physical & Chemical properties.
Various sources of energy; Conventional sources of energy; Biomass and wind energy. Non-conventional sources of energy (Solar energy,Tidal energy).
Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
Communicable & Non-Communicable Diseases.
Vitamins- Diseases related to vitamin deficiency.
Ecosystem – Its components, Food chains and Food webs.

Annexure-I

Syllabus for written Test for the post of Accounts Assistant/Cashier

Environmental pollution. Ozone layer, its depletion, Green House Effect.

Knowledge of Computers **8 Marks**

Basic Applications of Computer and its component.
Fundamentals of computer sciences.
Concept of Open Source Technologies.
Input & output Devices.
Operating system
Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.
Concept of Computer Virus and Anti-Virus.
Hardware & Software, Elements of Computers Processing System Hardware , CPU, Peripherals, Storage Media, Software Definition, Role and Categories Firmware and Human-ware.
Role of Information Technology in Governance.