

ADVERTISEMENT NOTICE No: 05 OF 2017

Dated: 05 -05-2017

- Availability of online application form: **09th May, 2017.**
- Last date for submission of Online/ Hard copy of Application form: **30th May, 2017**

Online applications are invited from permanent residents of Jammu & Kashmir State for the following posts.

I. Deputy Finance Officer **01**
(Pay band of Rs. 15600-39100 with Grade Pay Rs. 7600/-)

Essential

- a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University.
- b) Nine years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration,

Or

Comparable experience in research establishment and/or other institutions of higher education,

Or

Five years of administrative experience as Assistant Finance Officer or in an equivalent post.

Desirable

- i) Master degree in Finance/ Commerce/ Business Administration/ Economics/ CA/ICWA.
- ii) Communication skills both oral and written.
- iii) Ability to guide, provide leadership and inculcate team spirit amongst the staff working with him/her.
- iv) A good Knowledge of Computer Applications/ Accounting software.

II. Assistant Registrar **02**
(Pay band of Rs. 15600-39100 with Grade Pay Rs. 5400/-)

Essential

- i) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University along with good academic record.
- ii) Three years administrative experience in a University/ Government/ Semi Government organization

Or

Three years teaching experience at University Level.

Desirable

- i) Communication skill both oral and written.
- ii) Ability to provide guidance and leadership to the staff working with him/her.
- iii) A good Knowledge of Computer Applications.

III. Personal Assistant 01

(Pay band of Rs. 9300-39100 with Grade Pay Rs. 4200/-)

Essential

- i) Bachelor's degree in any discipline with a minimum of 50% marks or equivalent Grade Point Average from a recognized University.
- ii) Three years administrative experience in University/ Government/ Semi Government organization.
- iii) Shorthand speed of 65 words and typing speed of 35 words per minute on computer.

Desirable

- i) Communication skills both oral and written.
- iii) A good Knowledge of Computer Applications.

IV. Accounts Assistant 03

(Pay band of Rs. 5200-20200 with Grade Pay Rs. 2400/-)

Essential

- i) Commerce graduate or equivalent degree with a minimum of second division from a recognized University.
- ii) Experience of at least one year in accounting matters and accounting software including Tally etc. in a University/ Government/ Semi Government organization or one year Accounts Training from a recognized Accounts School after graduation.

Desirable

- i) Knowledge of Computer Applications.

V. Medical Assistant 01

(Pay band of Rs. 5200-20200 with Grade Pay Rs. 2400/-)

Essential

- i) 10+2
- ii) Diploma in Medical Assistant from State Medical Faculty or an institution recognized by the Government.
- iii) Two years experience in Govt./ Semi-Govt. organization.

VI. Professional Assistant 01

(Pay band of Rs. 9300-39100 with Grade Pay Rs. 4600/-)

Essential

- i) Master's Degree in Library Science with minimum 55% marks or equivalent Grade Point Average from a recognized University with adequate experience in computer applications.
- ii) Three years relevant experience in University/ Government/ Semi Government organization. University/organization.

Desirable

- i) Communication skills both oral and written
- ii) Ability to provide guidance, leadership to employees working with him

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VII. Jr. Professional Assistant 01
(Pay band of Rs. 9300-39100 with Grade Pay Rs. 4200/-)

Essential

- i) Master's Degree in Library Science with minimum 55% marks or equivalent Grade Point Average from a recognized University with adequate experience in computer applications.
- ii) Two years relevant experience in University/ Government/ Semi Government organization.

Desirable

- i) Communication skills both oral and written
- ii) Ability to provide guidance, leadership to employees working with him

VIII. Library Assistant 03
(Pay band of Rs. 5200-20200 with Grade Pay Rs. 2400/-)

Essential

- i) Bachelors' Degree in Library Science with minimum second class or Equivalent Grade Point Average from a recognized University.

Desirable

- i) Master's degree in Library Science with Second Class.
- ii) A good knowledge of library software applications.

IX. Jr. Assistant 09
(Pay band of Rs. 5200-20200 with Grade Pay Rs. 1900/-)

Essential

- i) Bachelor's degree with a minimum of 50% marks or equivalent Grade Point Average from a recognized University.
- ii) Typing speed of 35 words per minute on computer.

Note: candidates holding PG degree from recognized University are exempted for having 50% marks at Graduation.

Desirable

- iii) Knowledge of Computer Applications.

X. Clerk Cum Accounts Assistant 02 (for nursing colleges)
(Pay band of Rs. 5200-20200 with Grade Pay Rs. 2400/-)

Essential

- i) Commerce Graduate or equivalent degree with a minimum of second division from a recognized University.
- ii) Experience of at least one year in accounting matters and accounting software including Tally etc. in a University/ Government/ Semi Government organization or one year Accounts Training from a recognized Accounts School after graduation.
- iii) Typing speed of 35 words per minute on computer.

Desirable

- ii) Knowledge of Computer Applications.

NOTE:- The Candidates who have already applied for any of the above said posts in response to Advertisement Notice Nos. 02 of 2015 dated: 22- 01-2015 and 03 of 2015 dated: 25-05-2015 are required to apply afresh through online mode, however they need not to pay the application fee of Rs. 800/-. Those who fail to apply afresh will have no claim whatsoever for consideration for the post(s) applied earlier.

GENERAL CONDITIONS/ INSTRUCTIONS.

1. Age as on 01-01-2017
 - i) Not below 18 years; and
 - ii) Not above:-
 - (a) 40 years in case of Open Merit.
 - (b) 43 years in case of SC / ST/ RBA/ ALC/ OSC candidates.
 - (c) 42 years in case of Physically Challenged candidates.
 - (d) 48 years in case of Ex-Servicemen.

However, this shall not apply for the post of Deputy Finance Officer and in-service candidates.

2. Candidates are required to apply online through University website www.islamicuniversity.edu.in. No other means/ mode of application will be accepted. The fee of Rs. 800/- (Rupees eight hundred only) can be deposited in any of the branches of Jammu and Kashmir Bank against the auto-generated pay-in-slip with the application form.
3. The in-service candidates should forward their application forms through their employer.
4. The selected candidate(s) shall be governed by the New Pension Scheme. However, this shall not apply in case of candidate(s) (if any) of IUST, who are governed by Old Pension Scheme.
5. Hard copy of application form complete in all respects duly supported by attested copies of certificates and testimonials should reach office of the Registrar by or before **30th May, 2017**. Applications received after the expiry of the due date will not be entertained.
6. Eligible candidates will be informed about the date and place of test/interview through intimation under certificate of posting/ speed post/ registered post/e-mail whichever suitable. However, University does not take any responsibility for non receipt or delayed receipt of the intimation by a candidate.
7. Candidates in their own interest are advised to remain in contact with University website regarding date of test/interview.
8. Candidates will have to produce original documents relating to their qualification, experience etc. at the time of appearing in the interview.
9. The University reserves the right to defer filling up of any or all posts advertised here-in above, without assigning any reason thereof.
10. The University reserves the right not to fill up any or all posts advertised herein above without assigning reason thereof.
11. The University reserves the right to increase the number of posts advertised here-in-above.
12. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview. The criterion for short listing of candidates besides syllabus for written test (if any) shall be notified separately and published on the University website (www.Islamicuniversity.edu.in).
13. Candidates not fulfilling the requirements prescribed here-in-above as on the last date of receipt of applications need not apply.
14. The University shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/ clandestine antecedents and has suppressed any information, then his/her service shall be terminated forthwith.
15. Candidates who had applied earlier and sent their bio-data/academic vitae to the Vice-Chancellor or any other authority of the University must apply afresh online by following the procedure.

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16. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date prescribed for the receipt of applications, for which the candidates are advised to be in the lookout for announcements in the website: www.islamicuniversity.edu.in
17. In case of any disputes /suits or legal proceedings against the University, the jurisdiction shall be confined to the court of Srinagar only.
18. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.
19. No TA/DA shall be paid to candidates for appearing in the interview.

**Sd/-
Registrar**

No. IUST/Reg/Adv/17/3658

Dated: 05-05 -2017