



Central University of Jammu

Rahya-Suchani (Bagla), District Samba, J&K -181143,

Engagement of Contractual Staff in UGC-Madan Mohan Malaviya Teachers Training Centre at CUJ

Application are invited from suitable and eligible candidates for **Walk-In-Interview** for the below mentioned positions (**purely on temporary / contract basis**) in the UGC-Malaviya Mission Teacher Training Centre (MMTTC) at Central University of Jammu

S.No.	Name of the Post	No. of Vacancies	Age Limit	Qualification	Consolidated Remuneration/Month
1	Computer Assistant	01	40 Years	Essential 1. A Bachelor's Degree from any recognized Institute / University 2. English Typing @35 WPM or Hindi Typing @ 30 WPM 3. Proficiency in Computer Operations 4. Graduation in any discipline with minimum 60% marks from a recognized University Desirable 1. Proficiency of working on MS-Office (Word, Excel, PowerPoint etc), various Online Meeting Platforms, Adobe Photoshop or Corel Draw 2. Work Experience	Rs. 30,000/-
2	Multi Tasking Support Staff	01	35 Years	1. 10th Class Pass from recognized Board or ITI Pass	Rs. 22,000/-

GENERAL TERMS OF CONDITIONS

- 1) It is the sole responsibility of the candidate to assess his/her own eligibility for the position 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. The eligible candidates will be required to deposit Rs. 500/- as application processing fees in

the form of DD in favour of Finance Officer, Central University of Jammu on the day of Walk - In Interview. SC/ST candidates are exempted. 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/her candidature. In case, it is detected at any point of time in future even after engagement 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.

- 2) The person engaged will be purely on contract basis for six months and shall have no claim for absorption, extension or permanent employment. An affidavit in this regard will have to be submitted by the selected candidate duly attested by first class Magistrate at the time of joining otherwise he/she shall not be allowed to join and the offer of engagement will be issued to next candidate in selection panel. Contract for engagement may be extended at the sole discretion of the University based on satisfactory performance during the period of engagement and other factors to be determined by the University.
- 3) 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.
- 4) Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificates" issued by the Association of Indian Universities, New Delhi.
- 5) Candidate should bring all original certificates along with one set of self-attested photocopies relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the documents, he/she shall not be allowed to appear at the interview his/her candidature shall be treated as cancelled without any further communication in this regard. (i) Interim enquiries shall not be entertained. (ii) Conditional form of applications will not be entertained by the University. (iii) 'Canvassing in any form shall disqualify the candidature of the candidate'.
- 6) The candidate must 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 form which will facilitate communication at any point of time.
- 7) The University reserves the right to place reasonable limit on the total number of candidates to be called for interviews, if required.
- 8) The selected candidates shall be appointed under written contract for engagement.
- 9) The grade point B in the 7 point scale (Grade O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- 10) With regard to any ambiguity relating to the recruitment in general and eligibility in a respect of this position in particular, the decision of the Hon'ble Vice Chancellor shall be final.
 - a. The University reserves the right not to engage anyone for the above positions advertised for any reasons whatsoever.
 - b. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- 11) Rejection of Applications Forms: Applications not filled up on the basis of supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/

- experience certificate/ category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
- 12) Candidates in their own interest are advised to remain in touch with the University website (www.cujammu.ac.in). They should also regularly check University website for updates / corrigendum. Issuance of notifications in the newspapers is not obligatory on the part of the University. All correspondence including Intimation of Interview will be sent by University on the University website only. Any change of postal address given in the application form should at once be communicated to the University
 - 13) In case of any dispute, any suit or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
 - 14) In case of any doubt in English or Hindi version of the Notification, English version shall prevail over Hindi version.
 - 15) Engagement offer to selected candidate shall remain valid for 10 days from the date of issue of engagement order. Non-reporting / joining of selected candidate within the prescribed time limit will automatically cancel the engagement. Such position will be offered to next candidate as per merit list in vogue.

Sd/-
Registrar
registrar@cujammu.ac.in
Ph. No. 08082197957

Encl: Application Form

No.: CUJ/Admin/EN-Temp/2024/03/468

Date: 26.07.2024

Check list of Documents to be Enclosed

S.No.	Documents	
1.	Matric/Secondary/High School (10 th Class) Marks Sheet	
2.	Matric/Secondary/High School (10 th Class) Certificates	
3.	Bachelor's Degree Marks Sheet	
4.	Bachelor's Degree	
5.	Master's Degree Marks Sheet	
6.	Master's Degree	
7.	M.Phil Marks Sheet	
8.	M.Phil Degree	
9.	Ph.D. Degree	
10.	Experience Certificate(s) from previous employers	
11.	Category Certificate (if applicable) SC/ST/OBC in the prescribed format	
12.	Disability Certificates (if applicable) in the prescribed format issued by a Medical Board.	
13.	Any other (Please Specify)	

Application Form for Contractual staff in Central University of Jammu

Advertisement No. _____ Dated _____

Name: _____

Father's Name: _____

Mother's Name: _____

Date of Birth: _____

Paste here a signed copy
of your recent passport
size photograph

Category: UR [] OBC [] SC [] ST [] EWS []

Permanent Address: _____

Correspondence Address: _____

Mobile No: _____

E-mail: _____

Whether Employed: Yes / No

Experience details:

Sl. No.	Full Name and Address of Employer	Designation	Period		Nature of Appointment	Scale of Pay	
			From	To		PB	GB
1.							
2.							
3.							
4.							
5.							

(use additional sheets, if required)

For Office use only

Educational Qualification: -

Examination(s)	College/ University	Year	Marks Obtained	Max Marks	Percentage
Graduation					
Master Degree					
M.Phil.					
Ph.D./NET/SET/SLET					

Additional Qualifications (if any):

- 1.
- 2.

Any other information, which the applicant wishes to share:

The particulars given above are correct to the best of my knowledge and believe.

Date:

(Signature of the Applicant)

Note: Applicants are requested to attach separately brief Resume along with documents related to educational, experience and date of birth certificate.