

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

Applications, complete in all respects, on prescribed form, are invited from the permanent residents of the Jammu & Kashmir State for the following posts:

<u>S.No.</u>	<u>Name of Post</u>	<u>Pay Scale</u>	<u>No. of Posts</u>	<u>Category</u>
1.	Browsing Assistant	4000-6000	01	Open
2.	Protocol Assistant	4000-6000	01	Open
3.	Hospitality Officer	4000-6000	01	Open
4.	Receptionist	3050-4590	01	Open

II. Qualifications: -

1. Browsing Assistant

Essential

Graduation with one Year Diploma in Computer Applications.

Desirable

Experience in Browsing / Internet Laboratory / handling / Maintenance

2. Protocol Assistant

Graduation with 3-4 years experience in Public Relations.

3. Hospitality Officer

10+2 with Degree in Hotel Management / Graduate with Diploma in Hotel Management

4. Receptionist

Essential

Graduation with 1-2 year's relevant experience

Desirable

Experience in handling EPABX System

III. Age as on 01.01.2008 -

- i) Minimum for all candidates. = 18 years
- ii) Maximum for:
 - a) General Candidates = 37 years
 - b) SC/ST = 40 years
 - c) Physically Handicapped = 39 years
 - d) Ex-Serviceman = 40 years
 - e) Candidates already in Government Service = 40 years

IV. Prescribed application forms can be obtained from the Assistant Registrar (Forms & Stationery), University of Jammu, Jammu, personally on payment of Rs. 125/- or by sending Bank Draft worth Rs. 175/- drawn in favour of the Registrar, University of Jammu, Jammu-180006, encashable at Jammu.

V. Application forms accompanied by attested copies of qualification certificates/testimonials including experience certificates issued by the competent authority, alongwith self-addressed envelope affixed with postal stamps of Rs. 35/- be sent only by Registered/Speed Post to the Assistant Registrar (Estab NTW) Room No. 102, Administration Block, University of Jammu, Jammu, so as to reach him on or before 31st March, 2008.

Note:

1. If the number of applications received in response to this advertisement in respect of any of the posts is large, the University may shortlist the candidates on the basis of qualifications and experience higher than the minimum prescribed or by conducting a written/screening test. The interview letters shall be sent under Certificate of Posting. The University shall, however, be not responsible for any postal delay/lapse.
2. Applications by Government Servants should be sent through the Administrative Authority concerned, by the University Employees through the Registrars of their respective Universities and by the persons employed in the private Firms and Institutions through the Heads of the Firms/Institutions concerned. Applications not routed through the respective channels are liable to be rejected.
3. Applications received late or on plain paper or incomplete in any respect will not be entertained. The number of vacancies shown above is tentative and the same may increase or decrease, determinable at the time of selection.
4. Candidates selected for appointment will be placed on probation for two years. During the probationary period their services can be terminated on one month's notice or on payment of one month's salary.
5. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience, category, fitness, etc., before joining the post to which they are appointed.
6. Terms and conditions of appointment of candidates shall be governed by the provisions of the Kashmir and Jammu Universities Act, 1969, and the Statutes and Regulations made thereunder from time to time. Where the University does not have its own service rules, those prescribed by the State Government for its employees are, mutatis mutandis, applicable to the University employees also.
7. Candidates invited for interview will have to present themselves for interview at Jammu at their own cost.
8. The University reserves the rights not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason therefore.

-Sd-
Registrar

No. Estab. 108/22213-312
Dated: 13/3/08