

UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

Applications, complete in all respects, on prescribed form, are invited for the following post:

<u>Name of Post</u>	<u>Pay Scale</u>	<u>No. of Posts</u>
Administrator (General Zorawar Singh Auditorium)	Rs. 16400-22400	01

II. Qualifications: -

Ph. D/MBA with 10 years administrative experience

III. Prescribed application forms can be obtained from the Assistant Registrar (Forms & Stationery), University of Jammu, Jammu, personally on payment of Rs. 200/- or by sending Bank Draft worth Rs. 250/- drawn in favour of the Registrar, University of Jammu, Jammu-180006, encashable at Jammu.

IV. Application forms accompanied by attested copies of qualification certificates/testimonials including experience certificates issued by the competent authority, alongwith self-addressed envelope (size 10"x12") 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 3rd of September, 2007.

Note:

1. If the number of applications received in response to this advertisement in respect of the post 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 candidates finally approved by the Vice-Chancellor shall only be invited for interview. The interview letters shall be sent "under Registered post". 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 Teachers/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.
4. Candidates selected for appointment will be placed on probation for one or as per recommendation of the Selection Committee.
5. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications, experience and 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. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by a candidate, will, in addition to debarring him/her permanently or for a specific period from any employment in the University, also render him/her liable for criminal prosecution.
9. All enclosures attached with the application form should be authenticated by full signature of the candidate.
10. The University reserves the right not to fill up the vacancy advertised, if circumstances so warrant, without assigning any reason thereof.