

**Centre for Study of Social Exclusion and Inclusive Policy**  
**University of Jammu, Jammu**

No. CSSEIP/JU/2019/555  
Dated: 20 - 05 - 2019

**Advertisement Notice**

Applications are invited from eligible candidates for the following posts purely on temporary basis in the Centre for Study of Social Exclusion and Inclusive Policy, University of Jammu on consolidated amount as mentioned against each post.

The positions required:

S.no.	Position	Positions	Consolidated Pay (Rs. ) per month
1.	Research Assistant	1	35000/-
2.	Professional Assistant	1	35000/-
2.	Data Entry Operator	1	26000/-

This staff shall be required for 11 months or upto 31-03-2020 whichever is earlier. Application on plain paper be submitted to the Director, Centre for Study of Social Exclusion and Inclusive Policy on or before 3 June, 2019 by 5 P.M.



**ELIGIBILITY QUALIFICATIONS FOR RESEARCH ASSISTANT/ PROFESSIONAL ASSISTANT:**

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree Level in the disciplines of Political Science, Sociology, Economics, History or Home Science from an Indian University or an equivalent degree from an accredited foreign university.
2. The candidate, who are or have been awarded Ph.D Degree in compliance of the University grants commission (Minimum standards and Procedure for Award of PhD Degree) Regulations, 2009, shall be eligible to apply. However, candidates who have been registered for Ph.D course prior to 2010 in the Jammu University under the old scheme be exempted from the purview of the new Statute.
3. The candidates with Ph.D and research work will be preferred. Note:- preference will be given to the candidates who have specialized in the field of Social Exclusion related to Dalits, Tribals, Religious Minorities, Women and the other disadvantageous groups.
4. In the Seven point Scale with latter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

**Seven Point Scale**

<u>GRADE</u>	<u>GRADE POINT</u>	<u>%AGE EOUIVALENT</u>
O:Outstanding	5.5-6.00	75-10
A:Very Good	4.50-5.49	65-74
B:Good	3.50-4.49	55-64
C:Average	2.50-3.49	45-54
D:Below Average	1.5-2.49	35-44
E:Poor	0.50-1.49	25-34
F:Fail	0.00-0.49	00-24

A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/ Scheduled tribe/ Differently-abled (Physically and visually Differently-abled) categories for the purpose: of eligibility and for assessing good academic record.

A relaxation of 5% may be provided form 55% to 50% of the marks of the Ph.D Degree holders, who have obtained their Master's Degree prior to 19<sup>th</sup> September 1991.

**Criteria for screening for Research Assistant/ Professional Assistant:**

S. No.	Parameter	Points (100)	Points Scored
1	Percentage of Marks of P.G. Level	25 Points	
2	M.Phil (s)/PhD (15)	15 max	
3	Research Experience I. As independent Principal investigator of Project funded by National Level funding Agency. II. As Co-Principal investigator	5 points/Project  2.5 Points/Project (Maximum 10 Points)	
4	Teaching/ Research Experience at UG/PG level	(02 points/Academic session & 01 points/6 ' months) (maximum 10 points)	
5	Paper Presented in International conference/seminar Paper Presented in National Conference Paper Present in Regional/State Level	5 Points  3 Points  2 Points (Maximum 10 points)	
6	I. Publication in Journals/ Books Paper in referred ISSN journal/Chapter in ISBN Books. II. Book by International level Publisher. III. Book by national level Publisher'	3 Points  15 Points  10 Points (Maximum 30 Points) (Joint Publication points to be shared between first and remaining authors @6:4 ).	
7	Total Points	100	

**Criteria for selection for Research Assistant/ Professional Assistant****Research Assistant/ Professional Assistant**

- a) Academic Record and Research Performance (50 %)
- b) Assessment of Domain Knowledge, Research and Teaching skills (30%)
- c) Interview Performance (20%)

**Other conditions:**

1. For general information, it may be pointed out that in the Centre for Study of Social Exclusion and Inclusive Policy, University of Jammu takes all correspondence and writing work in English. The candidate must be well acquainted with oral communication and writing skills.
2. Candidates must enter the relevant API score in the Performance Based Appraisal System (PBAS) Performa. Each API score must be supported by the documentary evidence, without which no claim on account of API Score can be entertained. It is mandatory that, a candidate shall mark Page number on all the supporting documents and that of the document page number be quoted against the claimed score. The details with regard to ISSN/ISBN, sole author/Co-authors/Joint publication, refereed/nonrefereed/ indexed/non-indexed and local/national international status etc. must also be reflected in the publication part of PBAS Performa supported by documentary evidence.
3. Candidates who have been awarded post graduate/Ph.D degree from Foreign University should enclose Equivalence Certificate" issued by Association of Indian Universities (AIU), New Delhi without which their candidature will not be considered and application form will be rejected.
4. The appointment shall be governed by the rules and regulations of the University of Jammu, University Grants Commission and the Union Ministry of Human Resource development, wherever applicable.
5. The posts are purely on temporary basis upto March 31, 2019 i.e., the extension period of the Centre. However, the candidate shall have no claim on the post after the completion of term.
6. Since the work in the Centre is research based, the candidate should have an aptitude to visit field /offices for data collection.
7. Only those candidates should apply for the posts, who fulfill the eligibility criteria on or before the last date of receipt of applications.
8. The University reserves the right not to fill any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof.
9. The number of vacancies indicated in Advertisement notice is tentative. The University reserves the right to increase/decrease the number of posts at the time of selection.
10. If the number of application received for any post is large, the University reserves its right to place reasonable limit on the total no. of candidates to be called for interview. Short listing of the applicants shall be made on the basis of criteria to be fixed by the University before interview such as higher academic qualifications, experience, publications and other academic credentials of the candidates or by conducting a written test. The list of candidates finally approved by the committee shall only be invited for interview. The interview letters shall be sent "UNDER REGISTERED/SPEED POST". THE UNIVERSITY SHALL, HOWEVER, NOT BE RESPONSIBLE FOR ANY POSTAL DELAY/LAPSE.
11. Applications found incomplete in any respect shall be rejected without any notice
12. Canvassing in any form by or on behalf of the candidate will be a disqualification.
13. 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.

14. The candidates shall have to produce the original documents relating to their age qualifications, experience, fitness and other claims whatsoever at the time of interview. The Selected candidates shall also be required to produce the said documents before joining the post to which they are appointed
15. The candidates invited for interview will have to present themselves for interview at their own expenses.
16. Candidate are advised to submit the Relation certificate w.r.t relatives/s if any, working in the University of Jammu mention the Name, Designation and Department of relatives
17. The candidates are advised to write their names strictly as per Matriculation/Higher Secondary Certificates.
18. All enclosures attached with the application form should be self-attested by the candidate.
19. The University reserves the right not to fill the posts, if no suitable candidates is found.
20. Envelope containing duly filled in application form should be super scribed as "application for the Post of advertised vide notice No.- Dated

**GENERAL INSTRUCTIONS:**

Applications on plain paper with recent passport size Photograph pasted (not pinned) on the right top to be submitted alongwith attested copies of qualification certificates, testimonials, publication etc. BE SENT ONLY THROUGH REGISTERED POST TO THE DIRECTOR, CENTRE FOR STUDY OF SOCIAL EXCLUSION AND INCLUSIVE POLICY, UNIVERSITY OF JAMMU, JAMMU (TAWI) – 180006, J&K STATE so as to reach office on or before 3 JUNE BY 5 P.M.

**DOCUMENTS REQUIRED TO BE ATTACHED WITH THE APPLICATION FORM:**

1. Attested copy of Date of Birth Certificate.
2. Attested copies of all qualification Certificates.
4. Experience certificate/ diploma
3. A Self-addressed envelope bearing postage stamp worth 45/-
4. Two self-attested copies each of latest Bio-data, alongwith documentary evidence and other required documents.

**ELIGIBILITY QUALIFICATIONS FOR DATA ENTRY OPERATOR:**

1. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree Level in the disciplines of Political Science, Sociology, Economics, History or Home Science from an Indian University or an equivalent degree from an accredited foreign university.

Note: Preference will be given to the candidates who have specialized in the field of Social Exclusion related to Dalits, Tribals, Religious Minorities, Women and the other disadvantageous groups.

2. In the Seven point Scale with latter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

<u>GRADE</u>	<u>GRADE POINT</u>	<u>%AGE EOUIVALENT</u>
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A relaxation of 5% may be provided form 55% to 50% of the marks of the Ph.D Degree holders, who have obtained their Master's Degree prior to 19<sup>th</sup> September 1991.

**Criteria for selection for Data Entry Operator**

**Data Entry Operator**

- a) Academic Record and Work Performance (50 %)
- b) Assessment of Domain Knowledge and computing Skills (30%)
- c) Interview Performance (20%)

**Other Conditions:**

- 1) For general information, it may be pointed out that in the Centre for Study of Social Exclusion and Inclusive Policy, University of Jammu takes all correspondence and

writing work in English. The candidate must be well acquainted with oral communication writing skills.

- 2) The candidate should have a Diploma in Integrated Electronics and Computer Application or equivalent.
- 3) The candidate must be a trained data entry operator having good typing and numerical key entry skills, good vision as he/she has to sit in front of the computer for longer hours, knowledge of data based software , spreadsheets , and word processing, good spelling , grammar and punctuation skills, and strong reading comprehension.
- 4) The candidate must have computer knowledge , office skills, training in and knowledge of designing and developing server applications like windows , Unix, trouble shooting , local area network (LAN), Non- &-skill in application programming and system analysis and related programming support functions. Good knowledge and experiences of DTP, linguistic aptitude, command over English, experience and knowledge of library, accounts, data entry and record maintenance , good field experience and aptitude for research.
- 5) The candidate should possess at least two years working experience as computer Assistant or Data Entry Operator.
- 6) Since the work in the Centre is research based , the candidate should have an aptitude to visit field /offices for data collection.
- 7) Only those candidates should apply for the posts, who fulfill the eligibility criteria on or before the last date of receipt of application.
- 8) The University reserves the right not to fill up any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof.
- 9) The number of vacancies indicated in Advertisement notice is tentative. The University reserves the right to increase/decrease the number of posts at the time of selection.
- 10) If the number of application received for any post is large, the University reserves its right to place reasonable limit on the total no. of candidates to be called for interview. Short listing of the applicants shall be made on the basis of criteria to be fixed by the University before interview such as higher academic qualifications, experience, practical skills, and other academic credentials of the candidates or by conducting a written test. The list of candidates finally approved by the committee shall only be invited for

interview. The interview letters shall be sent\*UNDER REGISTERED/SPEED POST".  
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- 11) Applications found incomplete in any respect shall be rejected without any notice.
- 12) Canvassing in any form by or on behalf of the candidate will be a disqualification.
- 13) 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.
- 14) The candidates shall have to produce the original documents relating to their age, qualifications, experience, fitness and other claims whatsoever at the time of interview. The selected candidates shall also be required to produce the said documents before joining the post to which they are appointed.
- 15) The candidates invited for interview will have to present themselves for interview at their own expenses.
- 16) Candidates are advised to submit the Relation certificate w.r.t relatives/s if any, working in the university of Jammu indication Name, Designation and Department of relative/s.
- 17) The candidates are advised to write their names strictly as per Matriculation/Higher Secondary Certificates.
- 18) All enclosures attached with the application form should be self-attested by the candidate.
- 19) The University reserves the right not to fill the post/s, if no suitable candidates is found.
- 20) Envelope containing duly filled in application form should be superscribed as  
"Application for the post of \_\_\_\_\_ advertised vide notice No.  
\_\_\_\_\_ Dated \_\_\_\_\_.

#### **GENERAL INSTRUCTIONS:**

Applications on plain paper with recent passport size photograph pasted (not pinned) on the right top to be submitted alongwith attested copies of qualification certificates, testimonials, publication etc. BE SENT ONLY THROUGH REGISTERED POST TO THE. DIRECTOR, CENTRE FOR STUDY OF SOCIAL EXCLUSION AND INCLUSIVE POLICY, SOCIAL



SCIENCES BLOCK, UNIVERSITY OF JAMMU, JAMMU (TAWI) - 180006, J&K STATE  
SO AS TO REACH OFFICE ON OR BEFORE 3<sup>rd</sup> JUNE BY 5 P.M.

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