



# BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI (J&K)

## Advertisement Notice

Applications are invited for the following non-teaching positions

S	Designation	Post	Pay Band	Grade Pay
1	Placement Officer	01	Rs 9300- 34800	Rs 5400/-
2	Assistant Programmer	01	Rs 9300- 34800	Rs 4200/-
3	Physical Training Instructor	01	Rs 9300- 34800	Rs 4200/-
4	Senior Library Assistant	01	Rs 9300- 34800	Rs 4200/-
5	Accounts Assistant	01	Rs 5200- 20200	Rs 2400/-
6	Library Assistant	01	Rs 5200- 20200	Rs 2400/-
7	Laboratory Assistant (Biosciences)	02	Rs 5200- 20200	Rs 2400/-
8	Laboratory Assistant (Health Centre)	01	Rs 5200- 20200	Rs 1900/-
9	Junior Assistant	11	Rs 5200- 20200	Rs 1900/-

### 1. Qualifications and experience:

#### a) Placement Officer:-

##### Essential:

- Master's degree in sciences / management with at least 55% of marks or its equivalent grade of B in the UGC seven point scale from a recognized University
- At least 02-03 years of experience in corporate sector / University / educational institutions including experience of handling placement activities.
- Communication skills, both oral and written
- Ability to guide, provide leadership and inculcate team spirit

**Desirable:** Candidate having experience of working in universities, academic institutions of higher learning, or similar reputed organizations etc would be preferred.

#### b) Assistant Programmer

##### Essential:

- MCA/B.Tech (Computer Sciences / Information Technology) or an equivalent professional degree with minimum 60% marks or equivalent grade point average from a recognized University.
- Communication skills, both written and oral
- At least 02-03 year experience in software development.

**Desirable:** Candidate having experience of working in universities, academic institutions of higher learning, or similar reputed organizations and in development of software would be preferred.

#### c) Physical Training Instructor

##### Essential:

- Master's Degree in Physical Education or an equivalent professional degree with minimum 2<sup>nd</sup> class or equivalent grade point average from a recognized University.
- Degree / Diploma or certificate (At least one year) in Computer Applications / Management Systems from a recognized institution.
- Communication skills, both written and oral
- At least 02-03 year experience in management procedures and techniques including experience in organizing competitions and conducting coaching camps / sports activities of at least two week's duration in a reputed organization.

**Desirable:** Candidate having experience of working in universities, academic institutions of higher learning, or similar reputed organizations and conduct of sports activities would be preferred.

*W*

**d) Senior Library Assistant**

**Essential:**

- i. Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with minimum 2<sup>nd</sup> class or equivalent grade point average from a recognized University.
- ii. Degree / Diploma (At least one year) in Computer Applications / Management Systems from a recognized institution.
- iii. Communication skills, both written and oral
- iv. At least 02-03 year experience in maintaining library in a University, reputed management organization or academic institution of higher learning.

**Desirable:** Candidate having experience of working in universities, colleges or similar reputed organizations etc would be preferred.

**e) Accounts Assistant**

**Essential:**

- i. Bachelor's degree in commerce or equivalent with minimum 2<sup>nd</sup> class or equivalent grade point average from a recognized University.
- ii. Degree / Diploma (At least one year) in Computer Applications / Management Systems from a recognized institution.
- iii. Communication skills, both written and oral
- iv. At least one year experience in maintaining organizational accounts in a University, reputed management organization or academic institution of higher learning.

**Desirable:**

- i. Proficiency in working in Tally software, MS Excel/ spreadsheets.
- ii. Other things being equal, candidates possessing Masters Degree in Commerce shall be given preference.

**f) Library Assistant**

**Essential:**

- i. Bachelor's degree in Library Science / Information Science / Documentation or an equivalent professional degree with minimum 2<sup>nd</sup> class or equivalent grade point average from a recognized University.
- ii. Degree / Diploma (At least one year) in Computer Applications / Management Systems from a recognized institution.
- iii. Communication skills, both written and oral
- iv. At least one year experience in maintaining library in a University, reputed management organization or academic institution of higher learning.

**Desirable:** Candidate having experience of working in universities, colleges, or similar reputed organizations etc would be preferred.

**g) Laboratory Assistant (Biosciences)**

**Essential:**

- i. Bachelor's degree or higher in Botany/ Zoology/ Biosciences/ Biotechnology with minimum 2<sup>nd</sup> class or equivalent grade point average from a recognized University.
- ii. Degree / Diploma (At least one year) in Computer Applications / Management Systems from a recognized institution.
- iii. Communication skills, both written and oral
- iv. At least one year experience in maintaining laboratory in a University, College or any other academic institution of higher learning.

**Desirable:** Candidate having master's degree, experience of working in universities, academic institutions of higher learning, or similar reputed organizations and proficiency in computers etc would be preferred.

**h) Laboratory Assistant (Health Centre)**

**Essential:**

- i. Diploma in Laboratory Assistant Examination of the State Medical Faculty / other recognized Medical institution
- ii. Communication skills, both written and oral

*W*

- iii. At least one year experience in management procedures and techniques including experience in management of medical centre in a University, reputed organization / centre.

**Desirable:** Candidate having experience of working in universities, academic institutions of higher learning, or similar reputed organizations / centres etc would be preferred.

**i) Junior Assistant**

**Essential:**

- i. Bachelor's degree or equivalent with minimum 2<sup>nd</sup> division or equivalent grade point average from a recognized University.
- ii. Degree or Diploma (At least one year) in Computer Applications from a recognized institution.
- iii. Communication skills, both written and oral
- iv. At least one year experience in computer skills with a minimum type speed of 35-40 wpm in a university, reputed organization or academic institution of higher education in the capacity of Junior Assistant, Office Assistant, Record keeper, Computer operator, typist or an equivalent position.

**Desirable:** Other things being equal, candidates possessing higher qualification or additional experience in software operation shall be given preference.

**Note:** Candidates shall have to undergo written test, practical computer test before appearing in the Interview.

**2. General Instructions:**

- a. Prescribed application form along with detailed advertisement notice can be obtained personally from the office of Assistant Registrar (Establishment), BGSB University, Rajouri, (J&K) or OSD, BGSB University Camp Office, Opposite Channi Himmat, Jammu (J&K), Tel: 0191-2464402 or can be downloaded from the University Website: [www.bgsbuniversity.org](http://www.bgsbuniversity.org).
- b. Application forms accompanied by prescribed fee of Rs. 500/- in the form of Demand Draft drawn in favour of 'Registrar, BGSB University Rajouri', payable at *JK Bank, University Branch, Dhanore, Rajouri* along with attested copies of following qualification certificates/testimonials & a self addressed stamped envelope ( Rs 30/-), should be sealed in an envelope and super-scribed 'Application form for the post of \_\_\_\_\_' so as to reach the Deputy Registrar (Establishment), Baba Ghulam Shah Badshah University, Rajouri, (J&K) or Deputy Registrar (Establishment) c/o BGSB University Camp Office, Opposite Channi Himmat, Jammu (Tawi), J&K on or before 5<sup>th</sup> September 2011. Application form/s incomplete in any respect or received in the University after the prescribed date is likely to be rejected:
  - i. Permanent Resident Certificate
  - ii. Matriculation Certificate indicating Date of Birth
  - iii. All Academic/Technical qualification Certificate alongwith Marks Certificates
  - iv. Character Certificate
  - v. Category Certificate ( If applicable)
  - vi. Experience certificate
- c. **Age as on 01.01.2011 :**
  - a. Minimum for all candidates: 18 years
  - b. Maximum for :
    - i. General candidates: 37 years
    - ii. SC/ST candidates: 40 years
    - iii. Physically handicapped: 39 years
    - iv. Ex-servicemen: 40 years
    - v. Candidates already in Government Service: 40 years
- d. A copy of recent passport size photograph of the applicant, duly attested by a gazetted officer shall be pasted on the application form.
- e. Impersonation or submission of fabricated/tampered documents or making incorrect/false statement/s 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 to criminal prosecution.
- f. All enclosures attached with the application should be authenticated by full signature of the candidate.
- g. Applications by Government servants should be sent through the Administrative Authority concerned. In the case of University and in the case of persons employed in the private firms and

- institutions through the Head of the firm / institutions concerned. Applications not routed through the respective channels are liable to be rejected.
- h. No TA/ DA or any other allowance shall be admissible to the candidate for appearing in the Interview.
  - i. Terms and conditions of appointment of candidates shall be governed by the provisions of Baba Ghulam Shah Badshah University Act 2002 and statutes & 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 applicable mutatis mutandis, to university employees also.
  - j. The university reserves the right not to fill up all or any of the posts/vacancies advertised here-in-above without assigning reason.
  - k. In case the number of applications received is large, the candidates shall be short listed on the basis of their qualifications higher than the minimum prescribed/ written test or such other criteria as deemed proper by the Competent Authority.
  - l. Interview call letters shall be sent to the eligible/short listed candidates under certificate of postage/ speed post/ registered post, whichever suitable. The university shall, however, not be responsible for any postal delay/lapse.
  - m. The university reserves the right to increase or decrease the number of vacancies, determinable at the time of final selection.
  - n. The university reserves the right to offer appointment either in the grade shown against the posts advertised here-in-above or in lower grade, depending upon the qualification/ experience/ suitability of the selected candidates, and or other reasons as deemed appropriate by the Competent Authority.
  - o. Canvassing in any form by or on behalf of the candidates will be a disqualification.
  - p. The University reserves the right to relax any of the conditions indicated in the eligibility criteria mentioned if circumstances so warrant.
  - q. The candidates will have to produce original documents relating to their age, qualifications, experience, fitness etc. at the time of appearing in the Interview.
  - r. Candidates are advised to remain in contact with university office/website regarding date of written test / practical test / interview.
  - s. The last date for submission of completed application forms shall be treated as cutoff date for the purpose of determining eligibility.
  - t. Those candidates who have applied earlier for such aforementioned positions which were advertised earlier and whose interview have not been conducted so far are required to submit latest copy of biodata failing which they may not be considered.

BGSBU/Estab/11/ 3800-3819

Dated: 27/07/2011

Copy to

1. Special Secretary to Hon'ble Vice Chancellor
2. Dean Academic Affairs
3. Deans of all Schools of Studies
4. Heads of all Teaching Departments
5. Principal, COET / Director- CBS,
6. Director Doordarshan / All India Radio – Jammu/ Srinagar ,for favor of wide publicity
7. Director Information, Jammu / Srinagar ,for favor of wide publicity
8. All Deputy Registrars
9. All Concerned

  
Mohd. Rashid Choudhary  
Registrar

  
Suneet Gupta  
Deputy Registrar  
(Establishment)