



Advertisement Notice No. 10 of 2013  
**D a t e d        17 - 12 - 2013**

<b>Cost of OMR Application Form</b>	₹500/-
<b>Date of sale of OMR Application Forms</b>	17-12-2013
<b>Last date for receipt of OMR Application Forms duly filled in</b>	16-01-2014

**Filled-in OMR Application Forms are invited from permanent residents of Jammu and Kashmir State, eligible for the post of Accounts Assistant as under:**

Sl. No.	Post	No. of posts	Category		Minimum qualification for direct recruitment			
01.	Accounts Assistant Pay Band of ₹ 5200-20200 + Grade Pay of ₹ 2400/- (Central Scale)	(25)  24+1* (*MAR&ES, Zanaskar, Kargil, Ladakh)	Open Merit Resident of Backward Area Scheduled Caste Scheduled Tribe Resident of ALC	15 05 02 02 01	i. Graduate ii. Preference will be given to those having experience in any organization. <b>NOTE:</b> <i>Essential qualification relaxable for the candidates who are permanent residents of Ladakh for direct recruitment (by selection) on the post earmarked for Ladakh, to the extent indicated below: 'Requirement of Bachelors degree but not below the level of 10+2 and equivalent'</i>			
<p>a) Candidates selected for the post of Accounts Assistant shall have to undergo a training course for a period of one year (comprising theoretical training for six months and practical training for six months) during which they shall be paid a stipend of ₹3500/- P.M.</p> <p>b) For the initial period of five years of service in SKUAST-Kashmir, the monthly salary of the selectees (Accounts Assistants) on appointment in the prescribed Pay Band and Grade Pay of the post after completion of one year prescribed training course, shall be regulated as per fixed salary as under, governed in terms of "Modalities for Fixed Salary Mode of Recruitment in Non-teaching Categories of SKUAST-K" notified vide Notification No. 06 of 2013 dated 02-12-2013:</p>								
S. No.	Pay Band	Grade Pay	Fixed Salary (₹ per month) for 1 <sup>st</sup> two years	Medical Allowance	Total Salary (₹ per month) for 1 <sup>st</sup> two years	Fixed Salary (₹ per month) during next 3 years	Medical Allowance	Total Salary during next 3 years (₹ per month)
1	5200-20200	2400	3800	300	4100	5700	300	6000
<p>c) During the period of probation, they shall have to qualify the ACC examination within the prescribed period failing which their future increments shall be stopped till they pass the requisite examination.</p>								

**General conditions:**

- 1) Age as on 01-01-2013 : Minimum = 18 years  
: Maximum = 37 years  
(Upper age limit of inservice/reserved categories candidate shall be governed by the relevant provisions of J&K CSRs. However, relaxation in upper age limit of SKUAST-K in service candidates shall be granted by competent authority)
- 2) The OMR Form shall be available in the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Shalimar Campus, Srinagar-190025, against a cost of `500/- (Rupees five hundred only) in the shape of Bank Draft pledged to Comptroller, SKUAST-Kashmir. The candidate should write his/her name, post applied for and Advt. Notice No/Date on the back of the Bank Draft in his/her own hand.
- 3) Application Form(s) incomplete in any manner shall be liable to rejection without notice. The OMR Application Forms with overwriting/mutilated entries or accompanying fake/forged documents shall be liable to be rejected out rightly.

**NOTE:**

In case any variation found between the entries made by the candidates in the boxes and the corresponding circles, the entries in the boxes will be treated as authentic/ final.

- 4) The necessary instructions regarding filling up of OMR Application Form are indicated in a specified box on the top of the OMR Application Form. The candidates submitting their OMR Application Form through registered post shall ensure that these Application Forms are received at SKUAST of Kashmir within the prescribed period i.e. on or before last date of receipt of Application Form. The University shall not be responsible for any postal delay and no correspondence in this behalf shall be entertained.
- 5) The in-service candidates shall submit a photo copy of the Application Form (duly filled in) through proper channel while as the original OMR Application Form (duly filled in) shall be submitted by him/her or by post in the same manner as applicable to other candidates. In the event of failure of the in service candidate to route the Application through proper channel, his/her eligibility shall be assessed and determined other than in-service candidate. The Head of Department concerned shall forward the photo copy of OMR Application Form (duly filled in) of the in-service candidate to the office of Registrar, Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir, Main Campus Shalimar, Srinagar -190025, within 05 days maximum after the last date of filing of Application Form. The Application Form not received within the prescribed period/date shall not be entertained as Through Proper Channel.
- 6) The last date for the receipt of Application Forms as prescribed above shall be the cut off date for determining the eligibility for the post. The age limit, however, is determinable with reference to the 1st of January, 2013. Any qualification/experience acquired after last date of receipt of Application Forms shall not be taken into account for any purpose. Same shall be applicable to the inservice candidates also.
- 7) The prescribed qualifications reflect the bare minimum requirement of the job and mere possession thereof shall not entitle a candidate to be called for test/interview .
- 8) Call letters shall not be issued individually. However, the candidates shall be informed about date, time and venue of the interview through print and electronic media, and also official Website: [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in) of the University .
- 9) The candidates must produce the original qualification/category certificates at the time of test and/or interview or before as & when the University may decide and call for such documents . If so, any

candidate who fails to produce the relevant original documents/testimonials shall not be allowed to appear in the test/interview.

- 10) Canvassing/lobbying in any form will entail disqualification of the candidate concerned.
- 11) No TA/DA will be paid to the candidates for participation in the test/interview.
- 12) The photograph cut to the size of space earmarked there-for should be pasted (not stapled) on the OMR Application Form. The photograph so pasted should not be attested and bear any mark of imprints of seal or signature. If wrong result comes due to mark of staple or imprints on the OMR Application Form during the process of scanning the sole responsibility shall lie with the candidate concerned.
- 13) The details of certificates in respect of eligibility qualification, additional qualification, reserved category, or any other certificate relied upon should be clearly detailed in the OMR Application Form at the appropriate place. No certificates/testimonials should be enclosed/annexed (pinned or stapled) with the original OMR Application Form. However, in addition to the original OMR Application Form, the candidate must submit photo copy of OMR Form(duly filled in) alongwith a set of duly attested duplicate requisite certificates/documents.
- 14) The candidates are advised to be extremely careful while filling in the OMR Application Form. The candidates are also advised to verify the correctness of the entries in their interest.
- 15) The University may at its discretion resort to short listing of the eligible candidates to be called for test/interview before the Selection Committee. If required, the short listing may be done by giving weightage to the academic merit obtained by the candidate in the prescribed qualification of the post or through any other method including a written test whatever applicable/feasible, which shall be notified separately.
- 16) The University reserves the right to defer filling up of any or all posts advertised here in above without assigning any reason thereof.
- 17) The number of posts indicated above is subject to increase or decrease at the discretion of the University.
- 18) Duly attested copies of the following certificates be attached with the photo copy of Application Form:
  - Date of Birth Certificate
  - Permanent Resident Certificate
  - Educational Qualification (Degree certificate from recognized institution)prescribed for the post
  - Certificate of Higher/Additional qualification if any
  - Marks Certificate of prescribed qualification
  - Valid Category Certificate as per SRO

**Sd/-**  
**(Dr. Farooq A. Zaki)**  
**Registra**

No: Au/Adm/R&C/2013/23094-23153

Dt: 17 -12- 2013

Copy for information and necessary action to the:

- All Officers of the University\_\_\_\_\_
- All Heads of Divisions/Regional Research Stations/Centres/Institutes/Units/KVKs of SKUAST-K
- All Dy./Asstt.Registrars/Comptrollers, SKUAST-K
- I/c ARIS, for University website: [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in).
- P.A to Registrar, SKUAST-K, Shalimar
- Notice Board.

**(Muhammad Ashraf)**  
**Asstt.Registrar(R&C)**