

Employment Notification for Appointment of Finance Officer, Controller of Examinations, Deputy Librarian and Various Non-Teaching Posts

**ADVERTISEMENT No: 01 of 2026
DATED: 02.01.2026**

Online applications in prescribed format are invited from the eligible Indian citizens and overseas citizens of India (OCIs) for appointment to the following posts on direct/deputation basis:

S.No	Name of the Post	No. of posts	Pay Matrix
01	Finance Officer	01-UR (Tenure Post)	Level-14 of 7 th CPC
02	Controller of Examinations	01-UR (Tenure Post)	Level-14 of 7 th CPC
03	Deputy Librarian	01-UR	Academic Level-13A of 7 th CPC
04	Internal Audit Officer	01-UR (Deputation)	Level-12 of 7 th CPC
05	Executive Engineer (Civil)	01-UR (Deputation/Contract.)	Pay Matrix Level-11 of 7 th CPC
06	Private Secretary	01-OBC	Level-7 of 7 th CPC
07	Personal Assistant	02 (01-UR,01-OBC)	Level-6 of 7 th CPC
08	Laboratory Assistant	01-UR	Level-4 of 7 th CPC
09	Lower Division Clerk	02 (UR-01, SC-01)	Level-2 of 7 th CPC
Total		11	

UR= Unreserved, OBC= Other Backward Class, SC= Schedule Caste

Notes:

- Amendments/ changes if any in the advertisement shall be published only on the University website www.cukashmir.ac.in.
- Central University of Kashmir strives to maintain gender balance in it's workforce and women candidates are especially encouraged to apply.
- Those candidates who have already applied for the posts of Private Secretary, Personal Assistant and Laboratory Assistant vide Employment Notification No. 01 of 2023 dated 12-01-2023, need to apply afresh as per the latest notification along with requisite documents for fresh screening without payment of application fee and their age limit shall be considered as per the previous notification.

1. IMPORTANT DATES

S. No.	Particulars	Date
1.	Date of availability of online application form	5 th January, 2026
2.	Last date for submission of online application form with fees	30 th January, 2026
3.	Last date for submission of downloaded copies of the application form along with enclosures/documents	6 th February, 2026

2. APPLICATION FEE (Non-refundable):

S.No.	Category	Amount
1.	UR/Open	Rs. 1500/-
2.	OBC/EWS	Rs. 750/-
3.	SC/ST/PwD/Women	Exempted

3. ESSENTIAL QUALIFICATION:

S.No.	Post	Eligibility
01	Finance Officer	<p>Method of Recruitment: Direct/Deputation for maximum tenure of five years or till attaining the age of 62 years, whichever is earlier.</p> <p>Minimum Qualifications Required for Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in the educational administration. <p>OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age Limit for Direct Recruitment: Preferably below 57 Years</p> <p>Minimum Qualifications Required for Deputation Basis:</p> <p>Appointment preferably by drawing officers not below the Level-12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p>or</p> <p>University System/ Other organization subject to fulfillment of qualification as indicated under direct recruitment for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier</p> <p>Age Limit for Deputation basis: Not exceeding 58 years</p>
02	Controller of Examinations	<p>Method of Recruitment: Direct/Deputation for maximum tenure of five years or till attaining the age of 62 years, whichever is earlier.</p> <p>Minimum Qualifications Required for Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in the educational administration. <p>OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age Limit for Direct Recruitment: Preferably below 57 Years</p> <p>Minimum Qualifications Required for Deputation Basis:</p> <p>Qualification and Experience as indicated under direct recruitment.</p> <p>Grade: Holding analogous post or eight years experience at Pay Level-12</p> <p>Age Limit for Deputation basis: Not exceeding 58 years</p>

03	Deputy Librarian	<p>Method of Recruitment: Direct</p> <p>Minimum Qualifications Required for Direct Recruitment:</p> <p>i. Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed.</p> <p>ii. 08 years' experience as an Assistant University Librarian/ College Librarian.</p> <p>iii. Evidence of innovative library services including integration of ICT in library.</p> <p>iv. A Ph.D. Degree in Library Science/Information Science Documentation Science/ Archives and manuscript keeping/ computerization of library.</p> <p>Age of superannuation: 62 years</p>
04	Internal Audit Officer	<p>Method of Recruitment: Deputation basis</p> <p>Minimum Qualifications Required:</p> <p>By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p>OR</p> <p>with 03 years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p>OR</p> <p>with 05 years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies</p> <p>Age: Not exceeding 56 years</p>
05	Executive Engineer (Civil)	<p>Method of Recruitment: Deputation/Contractual basis</p> <p>Minimum Qualifications Required for Deputation basis:</p> <p>i. First Class Bachelor's Degree in Civil Engineering from a recognized Institute/ University or equivalent.</p> <p>ii. Eight years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/PSU/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs. 200/- Crores or more.</p> <p>OR</p> <p>Officers holding analogous post or one below category with 3 years experience in the CPWD/State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/University System.</p>

		<p>Age Limit for Deputation basis: Not exceeding 56 years</p> <p>Desirable Qualifications:</p> <p>i. Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
06	Private Secretary	<p>Method of Recruitment: Direct</p> <p>Minimum Qualifications Required:</p> <p>i. A Bachelor's Degree from a recognized University/Institute.</p> <p>ii. At least 03 years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt./ PSU and other autonomous bodies.</p> <p>iii. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi.</p> <p>iv. English/Hindi typing speed: 35 wpm in English or 30 wpm in Hindi.</p> <p>v. Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 120 w.p.m in English/100 w.p.m in Hindi.</p> <p>Transcription : 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English and good communication skills.</p> <p>Age: Not exceeding 35 years</p>
07	Personal Assistant	<p>Method of Recruitment: Direct</p> <p>Minimum Qualifications Required:</p> <p>i. Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p>ii. Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.</p> <p>iii. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</p> <p>iv. Knowledge of Computer Applications.</p> <p>v. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/ reputed private institutions having a turnover 200 Crores.</p> <p>Desirable: Proficiency in English and good communication skills</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 100 w.p.m(English)</p> <p>Transcription : 40 minutes (English)/55 minutes (Hindi)</p> <p>Age: Not exceeding 35 years</p>

08	Laboratory Assistant	<p>Method of Recruitment: Direct</p> <p>Minimum Qualifications Required: Bachelor's degree with a minimum of two years of working and maintenance experience of electronics and instrumentation equipment in a Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment/Central/ State Government/ PSU and other autonomous bodies or Private organization or repute with annual turnover of at least Rs. 200/- Crores or more. Age: Not exceeding 32 years</p>
09	Lower Division Clerk	<p>Method of Recruitment: Direct</p> <p>Minimum Qualifications Required: i. A Bachelor's Degree from any recognized Institute/ University. ii. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work). iii. Proficiency in Computer Operations. Age: Not exceeding 32 years</p>

4. TERMS & CONDITIONS:

1. All the appointees including the in-service candidates shall be governed by the New Pension System (NPS) introduced by Govt of India.
2. The age of superannuation for the post of Finance Officer, Controller of Examinations and the Deputy Librarian is **62 years**, whereas the age of superannuation for other non-teaching posts mentioned in this notification is **60 years**.
3. Candidates who are already in service shall submit their applications through proper channel along with vigilance clearance certificate from the Competent Authority. However, they may send an advance copy of the applications and in case their application is not forwarded due to whatever reasons till the time of interview as the case may be, they shall not be allowed to appear in the interview as a candidate through proper channel.
4. For all those appointments made on deputation basis the University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory, in the opinion of the Competent Authority.
5. For the post of **Finance Officer, Controller of Examinations and Executive Engineer**, applications from eligible interested candidates, shall be sent through proper channel duly forwarded by their respective Administrative Heads to the Registrar Central University of Kashmir, Ganderbal (J&K), 191131. Applications not routed through proper channel for the aforementioned posts shall not be considered. Applications for appointment on deputation/direct recruitment must be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding three years and a Vigilance Clearance Certificate, duly certified by the Competent Authority.
6. For the post of Internal Audit Officer application form from eligible interested candidates, may be sent through proper channel through their Administrative Heads to the Registrar Central University of Kashmir, Ganderbal (J&K), 191131. Applications not routed through proper channel for the post of Internal Audit Officer shall not be considered. The application for appointment on deputation shall be forwarded by the employer along with

- the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
7. Candidate appointed to the post of Internal Audit Officer is purely on deputation basis and shall not have any claim for the permanent appointment at this University.
 8. Appointment on deputation for the post of Internal Audit Officer shall be made initially for a period of two years, which may be extended further at the discretion of the Competent Authority subject to the satisfactory performance.
 9. **Selection to Group B&C posts:**
 - The University shall conduct written test at two stages for Group B and C posts (i) An objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
 - The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.
 - The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

10. It shall be the responsibility of the candidates to assess their eligibility for the posts for which they are applying in accordance with the prescribed qualifications, experience, etc. and submit their applications, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents or misleading information or canvassing in any manner on the part of the candidates shall lead to their disqualification.
11. Documents submitted by an applicant shall be subject to verification by the Competent Authority at any time even after joining the employment. If any document is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected and action under rules shall be initiated against the candidate which shall lead even to the cancellation of the appointment.
12. Appointment under OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidates belonging to Other Backward Classes or not to belonging to creamy layer is false, their services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
13. Candidates seeking reservation under OBC category are required to upload certificate on the format prescribed by the Government of India, Department of Personnel & Training (**Annexure-I**). Further, they shall submit the declaration given at the end of the application form.
14. The Caste/Tribe/Community certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT), dated 24.4.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, GoI, No. 36028/1/2014-Estt (Res), dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidates claim belonging to Schedule Caste/ Schedule Tribe/ Other Backward Class. Relevant

Caste/Tribe/Community certificates are required to be uploaded with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the state-wise central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>

OR

<http://socialjustice.nic.in/UserView/index?mid=76750>

The caste of the candidate must be in the state-wise central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

15. OBC certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must have been issued on or after January, 2021. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx.
16. Candidates shall bring all the original certificates relating to their age, qualifications, experience, etc., at the time of tests/ interview. In case a candidate/s fails to submit the original documents for the verification, he/she may not be allowed to appear in the test/interview and his/her candidature shall be cancelled without giving any further communication/explanation in this regard.
17. A person appointed against any post shall be governed by the Act/Statutes/Ordinances/ Rules of the University and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
18. The Appointment of candidates shall be subject to the verification of character and antecedents by the Competent Authority. Until the receipt of such verification reports, the appointment shall be treated as provisional. In case the report/s with regard to the conduct, character, antecedents etc., is/are found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
19. Canvassing in any form on behalf of any candidate shall be treated as disqualification which shall lead to the cancellation of candidature.
20. The reservation for SC/ST/OBC/ PWD candidates has been arrived at as per the Govt of India rules.
21. Requirement of experience wherever mentioned in this advertisement shall mean post-qualification experience only. However, in case the number of eligible candidates against any post is found to be less, the University reserves the right to consider the pre-qualification experience and other experiences also.
22. The recruitment to the advertised posts shall be carried out in accordance with the prevalent UGC/University/GoI norms.
23. The University shall strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
24. Besides, all the other conditions as prescribed in the Cadre Recruitment Rules (CRR)- notified by the UGC/MoE/University along with amendments from time to time and not mentioned in the advertisement shall be deemed to have been included on the conditions associated with this advertisement.
25. The Selection Committee has the discretion to fill or not to fill up the posts advertised by the University in this notification due to non-availability of suitable candidate/s or any other reasons. No candidate/s reserves any claim for filling the vacancies mentioned in this advertisement.
26. Application Fee: All applications must be accompanied by a non-refundable processing fee or processes prescribed through online mode.
27. Candidates, who wish to apply for more than one post, should apply separately for each post and separate application must be submitted for each post along with requisite fees.

28. The date for determining eligibility of candidates in every respect i.e. qualifications, experience etc. shall be considered as on the closing date, i.e. the last date of the submission of the online application form. However, preferred age limit shall be considered on the issuance date of notification.
29. All the relevant information/ updates shall be uploaded on University website. The candidates are advised to remain in-touch with the University website www.cukashmir.ac.in and notifying the same in newspapers shall not be obligatory on University part.
30. The Institute shall retain the application forms of non-shortlisted candidates and non-selected candidates only for three months after the completion of recruitment process.
31. For those candidates who are in service (Govt. / Semi Govt. / PSUs / Universities / Educational Institutions), their application/s must be forwarded through proper channel, as prescribed and should furnish "No Objection Certificate" from the Competent Authority of the serving organization along with the forwarding letter at the time of presentation and/or interview otherwise they may not be allowed to appear in the skill test/presentation and/or interview as a candidate through proper channel. However, they may submit the advance copy of the application form to be considered otherwise.
32. All updates to this advertisement including corrigendum, amendment, if any, will be hosted on the University website only and the candidates are advised to check the website periodically for updates. No separate communication would be ordinarily dispatched.
33. Relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
34. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
35. Candidates who have been awarded Ph.D/Masters/Bachelors degree from foreign Universities should enclose "Equivalence Certificate" issued by Association of Indian Universities, New Delhi, without which their degrees will not be considered.
36. The selected candidates shall be appointed only after undertaking a written contract.
37. **The University reserves the right:**
 - a. To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b. To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - c. To increase/decrease the number of posts at the time of selection and make appointments accordingly.
38. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview.
39. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
40. Central University of Kashmir will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.

5. GENERAL INSTRUCTIONS:

1. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
2. No TA/DA will be paid for attending interview. However, for outstation SC/ST/PWD candidates second class railway to and fro fare on shortest route will be reimbursed after attending the interview. This is not admissible to SC/ST/PWD candidates who are already employed in the Central/ State Government services.

3. Applications not accompanied by necessary supporting documents, self-attested copies of degree certificates/ marks sheets/ experience certificate/ category certificate (if applicable) issued by the competent authority and the incomplete applications shall be rejected summarily.
4. Candidates are advised to attach a duly signed list of enclosures with the application form.
5. Any change of address given in the application form should at once be communicated to the University.
6. The University will not be responsible for any postal delay.
7. In case the last date fixed for receipt of applications is declared a holiday/ closed day, next working day shall be deemed to be the last date for receiving the forms.
8. In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Srinagar, J&K.

6. HOW TO APPLY?

The online prescribed application form is available on the Samarth e-governance (CU-Kashmir recruitment portal) link <https://cukashmirnt.samarth.edu.in/index.php/site/signup>. The application form along with payment of applicable non-refundable application fee is to be submitted online through portal. The candidates need to apply through **online mode only** till **30- 01-, 2026** and submit the downloaded application form along with relevant self- attested documents (Qualification Certificates/Exp. Certificates etc.) at Recruitment Section, Central University of Kashmir, Tulmulla Campus Ganderbal-191131 in person or by post till **06-02-2026**. Applications received after the last date shall be summarily rejected and no further correspondence shall be entertained in this regard.

Sd/
REGISTRAR

No. CUKmr/RCT/F.No.507/25/2566

Dated: 02-01-2026

Please contact for assistance from 9:30am to 5:30pm:

1. Queries related to eligibility & other similar issues : 9469684022/6005823906/9596083960
2. Queries related to submission of online application form/s and fee: 9797959391/7006969538

Copy forwarded for information to:

1. Secretary, Ministry of Education, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi – 110002.
3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002
4. Principal Secretary Higher Education, Department, Govt. of J&K, Civil Secretariat, Srinagar.
5. Director Information, Govt. of Jammu and Kashmir, Polo View, Srinagar.
6. Daily local & national newspapers.

Annexure-I

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt./ Kumari _____ son/ daughter of _____ of village / town _____ in District / Division _____ the State / Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No: _____ dated ____*.

Shri / Smt./Kumari _____ and / or his / her family ordinarily reside(s) in the _____ District / Division of the _____ State / Union Territory.

This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 –Estt. (SCT) dated 8.9.1998**

District Magistrate
Deputy Commissioner etc.

Dated:

Seal _____

* -The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -As amended from time to time. Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The authorities competent to issue Caste Certificates are indicated below:

- District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar and
- Sub-Divisional Officer of the area where the candidate and / or his family resides.