



University of Kashmir

NAAC Accredited Grade-'A+'

[http:// www.kashmiruniversity.net](http://www.kashmiruniversity.net)

NOTIFICATION

Subject to ratification by the Competent Body, the Vice-Chancellor, on the recommendations of the constituted committee has been pleased to authorize implementation/adoption of Officers Recruitment Regulations, 2020:

1. Short Title, commencement and Application:

- i) These Regulations may be called *University of Kashmir Officers (Recruitment) Regulations, 2020*.
- ii) These Regulations shall come into force from the date of their notification by the University;
- iii) These Regulations shall be applicable to the posts of Assistant Registrars/ Assistant Controllers of Examinations, Assistant Director, DIQA, Public Relations Officers, Placement Officers etc. and such other posts as the University may declare from time to time as equivalent to such posts;
- iv) The University of Kashmir may apply these regulations for recruitments to such other posts as it may by notification/s specify irrespective of whether such posts are equivalent to the posts referred to in clause (iii) of Regulation 1 above.

2. Definitions:

In these Regulations, unless the context otherwise requires:

- i) "Act" means the Kashmir and Jammu Universities Act, 1969, as amended from time to time;
- ii) "Regulations" means the University of Kashmir Officers (Recruitment) Regulations, 2020;
- iii) "University" means the University of Kashmir as defined under Section 2(k) of the Act.
- iv) "Officers" Services mean and include ministerial, technical and other staff and such other services as may from time to time be notified by the University to be included in the Officers Service of the University.
- v) "Appendix" means an Appendix to these Regulations
- vi) "Relevant Statutes" mean the statutes of the University made under the Kashmir and Jammu Universities Act, 1969
- vii) "Selection Committee" means a selection Committee constituted under Rule 11 of these Regulations.

Explanation:

The Officers posts include posts carrying such scales of pay and other scales as the University may notify from time to time to fall in such services and such scales shall include their corresponding scales to which such scales of pay are upgraded from time to time.

3. Eligibility criteria for Posts:

- i) Minimum eligibility for a post/s shall be notified while advertising the post/s clearly specifying the essential, desirable qualifications and other eligibility conditions. Eligibility shall be as per the UGC norms or University approved qualifications as the case may be;
- ii) Candidates fulfilling minimum eligibility notified at higher level or equivalent degree shall be considered as fulfilling the eligibility. Candidates possessing degrees at higher level or possessing post-graduation diplomas in the relevant subject shall be considered eligible where qualification prescribed for a post is graduation in a relevant subject;

- iii) Candidates having pursued Integrated Postgraduate degree shall be considered eligible for all such posts where prescribed minimum qualification is post-graduation and merit of the said degree shall be considered as post-graduation also.

4. Modes of Selection for Officers posts:

The modes of selection for Officers posts shall vary depending upon nature of the post:

- i) The mode of selection for the officers' level posts shall be written test and interview and it shall be clearly mentioned in the detailed advertisement notification;
- ii) The paper of written test shall contain both objective and descriptive type of questions;
- iii) The syllabus for written examination (both objective type and description type) shall be available on the University website and the notification to the said effect shall be issued;
- iv) All the applicants who fulfil the minimum advertised qualifications shall be invited for the examination;
- v) The University may conduct written examination, jointly or otherwise for one or group of posts through a single examination;
- vi) The University may conduct written examination of its own or may assign the job to an outside agency;
- vii) A merit list (category wise) shall be prepared, after getting the answer scripts of the written examination evaluated;
- viii) Appointment(s) shall be made from the approved merit list in order of merit, after the original documents are verified by the Screening/Verification Committee, before appearing in the interview;
- ix) The merit list prepared after the interview shall be approved by the Competent Authority;
- x) The University may conduct written examination, if the number of candidates is more than 15. However, for the post/s having less than 15 candidates no written examination may be conducted and the Selection Committee constituted shall assess the candidate/s, which shall give weightage to the academic merit, to the extent as adopted for the post/s;
- xi) Written examination shall include two Parts – Part A and Part B. Part A shall be common for all posts which shall test the general aptitude of the candidate. Part B shall test the domain knowledge which shall be specific to the post or group of posts, as the case may be.

5. Pattern of written examination:

The Written Examination shall comprise of two successive stages: -

- i) **Preliminary Examination** (Objective Type) for the selection of candidates for main examination; and
- ii) **Main Examination** (written and interview) for the selection of candidates for the various services and posts.

6. Preliminary Examination:

- i) The Preliminary Examination will consist of objective type (multiple choice questions) and shall carry a maximum of 100 questions of 1 mark each, as per the detailed syllabus given in Appendix. This examination is meant to serve as a screening test only. The marks obtained in the Preliminary Examination shall count for short-listing of the candidates for the Main Examination.
- ii) There shall be negative marking for incorrect answers to the tune of 1/4th of the marks allocated per question;

- a) There shall be four alternative optional answers to every question. Candidates will have to choose the correct optional answer offered in each question. For each question for which a wrong answer has been opted by the candidate, one-fourth (0.25) of the marks assigned to that question will be deducted.
 - b) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the opted answers happens to be correct and there will be deduction of 0.25 marks for such question/s;
 - c) If a question is left blank i.e. no answer is opted by the candidate, there will be no negative marking for that question.
- iii) Candidates who obtain such minimum qualifying marks in the Preliminary Examination as may be fixed by the University at its discretion shall be admitted to the Main Examination. The University shall notify and declare a list of candidates to be qualified for Main Examination based on the criteria of minimum qualifying marks in Preliminary Examination as may be determined by the University.
 - iv) The number of candidates to be allowed to the Main Examination shall be, twenty-five times the total number of vacancies to be filled up in each category of posts;
 - v) Provided further that only those candidates who are declared by the University to have qualified in the Preliminary Examination in a particular Advertisement/year will be eligible for admission to the Main Examination of that Advertisement/year, provided they are otherwise eligible for admission to the Main Examination.

7. Main Examination:

- i) The Main Examination shall consist of written examination and Interview. The written examination shall comprise of objective, short and long answer type questions, as per the detailed syllabus as given in Appendix;
- ii) The University, may revise or update the syllabi for the Main Examination from time to time.
- iii) Candidates who obtain such minimum qualifying marks in the written part of the Main Examination as may be fixed by the University at their discretion, shall be called for an Interview.
- iv) Candidates who fail to secure such minimum qualifying marks as are fixed by the University in their discretion, shall, however, not be eligible to be called for Interview.
- v) The number of candidates to be called for the Interview will not be more than thrice the number of vacancies to be filled or advertised. The Interview will carry 15 marks (with no minimum qualifying marks). Failure to appear in the interview shall render a candidate ineligible for being recommended for appointment notwithstanding the marks obtained by him/her in the written examination.

The candidates shall be short listed for Interview on the basis of overall merit obtained by them in the written examination of the Main Examination.

Provided that if the number of candidates belonging to any reserved category, who qualify for the interview on the basis of the above short listing criteria, falls short of three times the number of vacancies reserved for such a category, the University shall call the candidates belonging to such category over and above the number shortlisted for interview from the merit list prepared for such category who is/are next in merit of candidates qualifying for the interview.



8. Personality Test (Interview):

- i) All the applicants who fulfil the minimum advertised qualifications shall be invited for appearing before the Selection Committee for Interview and Interaction;
- ii) Candidates on the basis of Main Examination, shall be called for interview before the Selection Committee as per the Kashmir & Jammu Universities Act, 1969, in the ratio of 1:3 for each post advertised i.e. three candidates for one advertised post;
- iii) The final category-wise list shall be drawn based on the weightage assigned for academic merit, Main Examination and interview separately for various categories;
- iv) Appointment shall be made on the recommendation of the Selection Committee, in order of merit.

9. Merit List:

- i) Marks thus obtained by the candidate in the Main Examination (academic merit and Main Examination including the interview) shall determine the final order of merit. Candidates shall be allotted to the various services keeping in view their inter-se merit in the examination and the preferences expressed by them for the posts at the time of his/her submission of the Application Form.
- ii) The allotment of candidates to the services/ posts and the provisions relating to reservation of posts and appointment for Reserved Categories for the time being in force in the UT, shall be strictly adhered to.
Provided that candidate/s belonging to a reserved category though not qualifying by the standard prescribed may be declared suitable for appointment thereto by reduced standards with due regard to the maintenance of efficiency in administration and such candidate/s may be recommended for appointment to vacancy reserved for members of such class in that service.
Provided also that physically challenged candidates shall be considered for selection in the service and against the posts identified for their respective categories in terms of Reservation Policy notified by the University and in accordance with their merit-cum-preference, if otherwise found suitable for selection. The eligibility for availing reservation against the vacancies reserved for the physically challenged persons shall be the same as prescribed in the Reservation Policy notified by the University read with University orders /circular instructions, as applicable at the relevant point of time.
Provided further that the minimum qualifying marks as specified herein above may be relaxable at the discretion of the University in favour of physically challenged candidates in order to fill up the vacancies reserved for them.
- iii) In case of bracketing of candidates, in the event of a tie, during the course of selection process, the order of merit shall be first determined on the basis of marks obtained in qualifying examination, followed by matriculation examination and then the date of birth (the senior in age to be preferred).

10. Weightage of various components for selection process:

Following shall be the weightage of marks for various components in the selection process: -

a) Academic merit	-05 points
Higher Qualification	-05 points
Ph.D/ M.Phil, Ph.D	-03 points
M.Phil	80 points
b) Main Examination	15 points
c) Interview	
Total	100 points



Explanation: A candidate with half or more of a mark in aggregate of different components shall be given benefit of full mark.

11. Committees:

Vice-Chancellor of the University shall constitute following Committees for an effective and transparent process of selection:

- i) **Screening Committee:** There shall be Screening Committee constituted which shall screen the Application Forms and examine the representations received. The Screening Committee shall have the jurisdiction to compile the records of different components of selection process notified for a particular post. Screening Committee shall also have the domain to consolidate the records of various components of the examination and recommend the candidates to be called for interview;
- ii) **Written Test Committee:** The committee shall over-see the conduct of examination/s;
- iii) **Selection Committee:** The Selection Committee shall be constituted as per the Kashmir & Jammu Universities Act, 1969, relevant Statutes and UGC Regulations, if any and it shall interview the candidates, prepare comprehensive merit list and recommend the candidates for appointment, as per the Kashmir and Jammu Universities Act, 1969 and the applicable statutes and regulations;

A person shall be disqualified for sitting as a member of any Screening Committee/Written Test Committee /Selection Committee and from taking part in any selection process, if he/she is related to any candidate, or where there will be any conflict of interest in case of his/her association with the selection process. For this purpose, the University shall obtain a certificate to this effect from the members prior to the constitution of a Committee.

12. Quorum for the Selection Committee:

The quorum for the Selection Committee shall be such as prescribed in the Act and the applicable Statutes.

13. Medical Fitness:

A candidate must be in good mental and body health and free from any physical defect likely to interfere with the discharge of his/her duties as an officer of the service. A candidate who after such medical examination as may be prescribed is found not to satisfy the fitness requirements will not be recommended by the Selection Committee for appointment. The medical examination shall be conducted by the University before his/her formal appointment, in accordance with the rules.

Provided that Medical Board shall intimate the nature and degree of disability of physically challenged candidate in terms of Reservation Policy notified by the University and rules made therefor as amended from time to time with specific recommendations, if any, in respect of each of such candidate/s fitness for appointment to various posts.

Provided further that the University may refer to a Special Medical Board with experts in the area for conducting the medical examination of the physically challenged candidates.

Explanation: Instructions to appear before Medical Board shall not be deemed to mean that a candidate for direct recruitment, if found fit, is necessarily given an appointment. The medical examination will be conducted by the Medical Board to be arranged by the University.

14. Appointment and Joining Process:

- i) University shall issue final provisional merit list of the candidates and host it on the University website with a notice published at least in two local /regional newspapers for the information of the candidates;
- ii) Candidates falling in the merit list shall be called for document screening in the ratio of 1:1.1 of the advertised post, before the Screening Committee and candidates appearing before the Screening Committee shall be considered for appointment;



- iii) Formal appointment order shall be issued and the candidates shall be given 21 days joining time;
- iv) Appointment orders in respect of candidates not joining within a period of 21 days from the date of issue of appointment order issued shall be treated as cancelled and candidate/s next in the merit order shall be considered for appointment and orders issued accordingly.

15. Reservation of posts:

Reservation of posts for various categories shall be the same as notified by the University from time to time.

16. Seniority:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list as recommended by the Selection Committee.

17. General Terms and Conditions:

- i. The University may charge application processing fee from the candidates applying for a post and may exempt/grant concession to candidates belonging to different reserved categories in the payment of such prescribed fee.
- ii. Candidate/s who is/are already in service shall submit their application through proper channel from the competent authority. However, they may send an advance copy of the application and in case his/her application is not forwarded due to whatever reasons till the time of written test, he/she should produce a "No Objection Certificate" from the employer failing which he/she shall not be allowed to appear at the test.
- iii. Candidates shall be responsible to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience etc. and submit the application duly filled-in, along with the desired information and documents as per the advertisement.
- iv. Suppression of factual information and providing incomplete information, supply of fake documents, providing false or misleading information on the part of a candidate shall lead to his/her disqualification. In case, it is detected at any point of time, even after the appointment order is issued, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith. This must be mentioned in the letter of offer of appointment clearly.
- v. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the documents shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of appointment, as the case may be.
- vi. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character & antecedent reports and academic qualification details are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents etc. is found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
- vii. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
- viii. In case where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then he/she need not to undergo a fresh medical examination. For this purpose, one shall have to submit a copy of the medical certificate duly countersigned by the designated officer of the University.



- ix. The selected candidate shall be duty bound to serve anywhere within the jurisdiction of the University and its Satellite Campuses.
- x. The selected candidates shall be required to perform duties as per the University Act, the statutes and other applicable rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours /holidays which the employee shall have to perform.
- xi. The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee/s or the vacancies created/available of that year which shall be filled through an advertisement.
- xii. The Selection Committee may draw a panel in the form of a waiting list to fill up a post, if a candidate on higher merit fails to join.
- xiii. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
- xiv. Posts advertised but not filled up within a period of two years from the date of advertisement shall be re-advertised.

18. Removal of Difficulties:

If any difficulty arises in the interpretation or operation of any of the provisions of these Regulations, the Vice-Chancellor may, from time to time with the approval of the competent authority, issue such general or specific directions consistent with the provisions of the Act, statutes, Ordinances or directives of the MHRD, UGC or the Govt. of J&K, which appear to be necessary for the purpose of removing such difficulty.

19. Record of satisfaction by the University:

Success in the examination confers no right to appointment unless University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service.

20. Repeal and savings:

All existing rules and orders in relation to the matters covered under these Regulations shall stand repealed. Notwithstanding such repeal, any order made or action taken under the provisions of the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Regulations.



Appendix to these Regulations

i. Preliminary Examination (Objective type)

There shall be one paper in Preliminary Examination consisting of two Parts – Part A (General Aptitude) and Part B (Domain Knowledge), as under: -

Part A	<u>General Aptitude</u>
Marks	50 marks
Duration	60 minutes
Type of test	Objective Type of 1 mark each

- a) General English: Comprehension, grammar, Synonyms, antonyms, Sentence correction, interpersonal skills including communication skills, etc.
- b) General Knowledge
- c) General awareness
- d) Reasoning Ability
- e) Numerical Ability (numbers and their relations, orders of magnitude etc), Data interpretation (charts, graphs, tables, data sufficiency etc.)
- f) Analytical abilities and logical reasoning
- g) Data Reasoning and Data Interpretation
- h) General Science
- i) Verbal Ability
- j) Decision-making and Problem-solving

Part B	<u>Domain Knowledge</u>
Marks	50 marks
Duration	60 minutes
Type of test	Objective Type of 1 mark each

- a) Universities in J&K and their Administration, Type of Higher Education Institutions in the State, Role of State /Central Government in Universities, Kashmir & Jammu Universities Act, Statutes and Regulations
- b) Education Scenario in India and World, Educational system, governance, policy and administration, Role of directives and provisions of Indian Constitution for educational Management system in India
- c) Educational management and Quality Control, Components of Educational Administration, Educational Leadership, Educational Supervision, Decision making in Educational Administration
- d) Curriculum and Evaluation of Teaching and learning, Human relations in Educational Administration
- e) Statutory Councils and Apex Bodies in Education in India, International Bodies to Educational Management System, Various Educational Commissions in India.

Note:

- 1) Preliminary Examination shall be of qualifying nature for appearing in the Mains;
- 2) Candidates in the ratio of 1: 25 that is 25 candidates against one advertised posts shall be called for appearing in the Mains examinations;

Mains Examination (Descriptive)

Marks 200 marks
Duration 3 hours

Descriptive / Short Answer / Case Discussion / Analysis of situation types questions on various aspects of *University Administration, Policy, Governance, Higher education system & policies in India/State, Regulatory Bodies/Agencies, latest initiatives in education sector and general rules & regulations.*

Type of Test

There shall be three Sections to the Question Paper

Section A

05 short answer type questions (minimum 100 words each) of 10 marks each (50 05x10 marks)

Section B

08 questions of 20 marks each out of which 05 shall be required to be attempted by each candidates (minimum 250 words each) [100 05x20 marks]

Section C

03 long answer type questions of 25 marks each out of which 02 shall be required to be attempted by each student (minimum 500 words each) [50 02x25 marks]

Note:

- A candidate in order to be eligible for appearing in the Interview, shall have to score at least 50 marks in the Main Examination.
- Candidates in the ratio of 1: 3 that is 03 candidates against one advertised posts shall be called for appearing in the Interview.


Assistant Registrar
General Administration

No.F (Recruitment-Regulation-Officers)GA/KU/20
Dated: Oct. 15, 2020

Copy for information to the:

- Dean, Academic Affairs/Dean, Research/Dean, College Development Council/ DSW;
- Deans, of all Schools;
- Heads of all Teaching Departments;
- All concerned Directors;
- Controller of Examinations;
- Librarian, Allama Iqbal Library;
- All Officers of the Registry/ Examination wing
- Provost/Chief Proctor;
- All concerned Coordinators;
- In-charge Officer Regional Centre for Distance Learning, Bathindi Jammu;
- P.A. to Registrar
- File.

