



Recruitment Section

University of Kashmir

NAAC Accredited Grade A++

NOTICE

It is hereby notified for the information of all the concerned candidates who have applied for the post of Assistant Registrar/Assistant Controller of Examinations advertised vide Advertisement Notice No. 02 of 2026, dated 02.01.2026, that the scheme and syllabus for the aforementioned post is given in **Annexure I** to this notice.

By order,

**Sd/-
Deputy Registrar
Recruitment**

No. F/Officers-Scheme-AR/KU/26
Dated: 20.03.2026

Recruitment Regulations

Assistant Registrar and Equivalent Positions

1. Advertisement:

The posts shall be put to open advertisement, hosted on the University website and published in at least two local /regional newspapers for the Information of the candidates.

2. Eligibility criteria for Posts:

The eligibility criteria for the post of Assistant Registrar/equivalent positions and other positions, shall be as stipulated by the University Grants Commission (UGC)/University from time to time.

3. Modes of Selection for Officer posts

The selection process shall involve the following:

A. Written Examination

B. Interview

A. Written examination:

The written examination shall assess the candidate's analytical ability, and domain-specific knowledge and shall comprise of two components: -

I. Preliminary Examination (Qualifying only)

- 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. The examination shall be of qualifying nature required for short-listing candidates for Main examination in the ratio of 1:20 (as per the number of posts);
- ii. There shall be negative marking for incorrect answers to the tune of 1/4th of the marks allocated per question.

II. Main Examination

- i. The Main Examination shall comprise of descriptive answer type questions, as per the detailed syllabus given in Appendix;
- ii. The University, may revise or update the syllabi for the Main Examination from time to time;

- iii. On the basis of merit in Main Examination, candidates shall be called for Interview before the Selection Committee in the ratio of 1:5 for each post advertised i.e, five candidates for one advertised post.

Note: In the event of a tie in Preliminary or Main Examination, candidates having higher merit in qualifying degree shall hold higher position. In case of tie in qualifying degree as well, all the candidates having the score equal to the last short-listed candidate will be short-listed for subsequent stage.

B. Interview:

- i. The interview call letter/s shall be sent to the candidates through E-mail on the e-mail address mentioned by them in their application form/s;
- ii. No TA/DA shall be paid to the candidates for appearing in the interview;
- iii. Appointment shall be made on the recommendations of the Selection Committee, in order of aggregate merit obtained by the candidates in the Main examination and Interview as per following weightage:

a. Main Examination	80 points <i>(100 marks reduced to 80)</i>
b. Interview	20 points
Total	100 points

Note: A candidate with half or more of a mark in aggregate in Main Examination shall be given benefit of full mark.

4. 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.
- ii. **Selection Committee:** The Selection Committee shall be constituted as per the Kashmir & Jammu Universities Act, 1969, relevant Statutes and UGC Regulations, wherever applicable. A person shall be

excluded for sitting as a member of any Screening 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.

5. Quorum for the Selection Committee:

The quorum for the Selection Committee shall be as prescribed in the Kashmir & Jammu Universities Act, 1969 and the applicable Statutes.

6. Appointment and Joining Process:

- i. The recommendations of the Selection Committee shall be submitted to the Hon`ble Vice-Chancellor for approval. Once approved, appointment orders shall be issued and the candidates shall be given 15 days joining time;
- ii. 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;
- iii. Appointment orders in respect of candidates not joining within a period of 15 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;
- iv. If, however, within the stipulated period of 15 days, a request is received from the candidate for extension of time to join the post/ service as per the offer of appointment, it may be considered by the appointing authority and if in public interest, an extension for a limited period may-be granted but the total period granted including the extension during which the offer of appointment shall be kept open, should not exceed a total period of six months. The candidates who join within the above period of six months shall avail their seniority as per their position in the selection list;
- v. If even after the extension(s), if any, granted by the competent authority, a candidate does not join within the extended time (which shall not exceed six months), the order of appointment shall lapse automatically after expiring of six months from the date of issue of the original offer of appointment.

7. Reservation of posts:

Reservation of posts for various categories shall be the same as notified by the Government of J&K and University from time to time.

8. 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.

9. General Terms and Conditions:

- i. The selected candidate shall be duty bound to serve anywhere within the jurisdiction of the University and its Satellite Campuses;
- ii. 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;
- iii. 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;
- iv. Posts advertised but not filled up within a period of two years from the date of advertisement shall be re-advertised. However, in the event of exigencies arising from unavoidable circumstances, where the recruitment process is delayed and continues to remain incomplete even after two years, the Vice-Chancellor may extend the validity of the advertisement by one year, placing on record the nature of circumstances necessitating such extension.

10. Removal for Difficulties:

If any difficulty arises in the interpretation or operation of any of the provisions of these Regulations, the Vice- Chancellor may, 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.

11. 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) Part B (Domain Knowledge), as under-

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

- 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

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

- 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.

II) Mains Examination (Descriptive)

Marks **100 marks**

Duration **3 hours**

Descriptive I Short Answer I 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 two Sections to the Question Paper

Section A

08 questions of 12 marks each out of which 05 shall be required to be attempted by each candidates (minimum 250 words each)

(05 x 12 = 60 marks)

Section B

03 long answer type questions of 20 marks each out of which 02 shall be required to be attempted by each candidate (minimum 500 words each)

(02 x 20 = 40 marks)
