



SIKKIM UNIVERSITY

(A Central University established by an Act of Parliament of India, 2007)

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APPOINTMENT NOTICE

ADVT. NO.SU/REG/Estt/F-2/09/2018/Vol.I/ 1569

Date: 15.12.2018

SIKKIM UNIVERSITY, a Central University located in peaceful and beautiful natural surroundings of Sikkim in Eastern Himalayan region, invites applications from eligible Indian citizens having requisite qualification for the following **NON-TEACHING POSITIONS**.

SI. No	Name of the Post	Pay Levels as per 7 th CPC	Group	No. of Posts	Reservation
1.	Controller of Examination	Level 14	-	1	1 UR
2.	Librarian	Level 14	-	1	1 UR
3.	Deputy Librarian	Level 12	A	1	1 UR
4.	Deputy Registrar	Level 12	A	1	1 UR (On deputation/ contract)
5.	Assistant Registrar	Level 10	A	1	1 UR (On deputation/ contract)
6.	Hindi Officer	Level 10	A	1	1 UR (On deputation/ contract)
7.	Personal Assistant	Level 6	B	2	1 UR (1PWD-OH) + 1 OBC
8.	Pharmacist	Level 5	C	1	1 UR
9.	Library Attendant	Level 1	C	2	2 UR (1PWD-OH)
10.	Laboratory Attendant	Level 1	C	2	1UR(1PWD-HH) + 1 ST

Sl.No 4, 5 & 6 (Deputy Registrar, Assistant Registrar and Hindi Officer) are on deputation/ contract.

Sl. No. 7. Personal Assistant - (PWD-OH-OL/BL/OA), Sl. No. 9. Library Attendant - (PWD-OH-OA/OL), Sl. No. 10. Laboratory Attendant (PWD-HH)

Sd/-
REGISTRAR

1) **Controller of Examinations** Post-01 (1UR) (Through interview)

Essential Qualification & Experience

- (i) A Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale.
- (ii) At least 15 years' experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years' of service in the AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

The age of superannuation, as at present, shall continue to be 62 (sixty two) years.

2) **Librarian** Post-01 (1UR) (Through interview)

Essential Qualification & Experience

- (i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in point-scale, wherever grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D Degree in library science/information science/documentation/archives and manuscript-keeping.

3) **Deputy Librarian** Post-01 (1UR) (Through interview)

Essential Qualification & Experience

- (i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in point-scale, wherever grading system is followed.
- (ii) Eight years experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D Degree in library science/information science/documentation/archives and manuscript-keeping/computerization of library.

4) **Deputy Registrar** Post-01 (1UR - on deputation/contract) (Through interview)

Essential Qualification & Experience

- (i) Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
- (ii) 9 years' experience as Assistant Professor in the AGP 6000 and above with experience in educational administration.

OR

Comparable experience in research establishment and/ or other institutions of higher education;

OR

5 years of administrative experience as Assistant Registrar or an equivalent post.

Desirable:

Experience in areas like Administration, Finance, Establishment and Examination in Central/State Government, Universities and other organizations under State/Central Government.

Age limit:

Not exceeding 50 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.

5) **Assistant Registrar** Post-01 (1UR - on deputation/contract) (Through written examination and interview)

Essential Qualification & Experience

Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale along with a good academic record.

Desirable:

- (i) Knowledge of Computer Application
- (ii) Experience in areas like Administration, Finance, Establishment and Examination in Central/State Government, Universities and other organizations under State/Central Government.

Age limit:

Not exceeding 37 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.

6) **Hindi Officer** Post-01 (1UR- on deputation/contract) (Through screening test and interview)

Essential: Good academic record with

- (i) Master's degree in Hindi with English as a subject at the degree level from a recognized University.

OR

Master's degree in English with Hindi as a subject at the degree level from a recognized University;

OR

Master's degree in any subject with Hindi and English as a subject at the degree level from a recognized University;

OR

Master's degree in any subject with Hindi medium and English as a subject at the degree level from a recognized University;

OR

Master's degree in any subject with English medium and Hindi as a subject at the degree level from a recognized University;

- (ii) 3 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;

OR

3 years' experience of teaching, research, writing of journalism in Hindi.

- (iii) Knowledge of Computer Application.

Desirable:

(iii) Knowledge of Computer Application

(iv) Experience in areas like Administration, Finance, Establishment and Examination in Central/State Government, Universities and other organizations under State/Central Government.

Age limit:

Not exceeding 35 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules.

7) **Personal Assistant** Post-02 (1 UR-1PWD-OH-OL/BL/OA, 1 OBC)] (Through competitive written examination & stenography skill test)

Essential:

- (i) Bachelors' degree in any discipline from a recognized University.
(ii) Stenography in English with speed of 100 wpm.
(iii) Knowledge of Computer Application.

Age limit: Not exceeding 32 years with relaxation for SCs/STs/OBCs/PWDs as per GoI rules

8) **Pharmacist** Post-01 (1 UR) (Through competitive written examination)

Essential:

- (i) Class 12th Standard in Science subject from a recognized Board/University.
(ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India.
(iii) Registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948).

Age limit:

Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.

9) **Library Attendant-** Post-02 (2UR - 1PWD-OH-OA/OL, 1 UR) (Through competitive written examination)

Essential:

Class 10th standard from a recognized School/Board

Desirable:

Class 12th Standard from a recognized School/Board

Age limit:

Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.

10) Laboratory Attendant- Post-02 (UR-1PWD-HH, 1 ST) (Through competitive written examination)

Essential Qualifications & Experience:

Class 10th standard (with Science as one of the subjects) from recognized School/Board;

OR

ITI Trade Certificate in the relevant area.

Desirable:

Class 12th standard in Science subject from a recognized Board/University.

Age limit:

Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.

GENERAL NOTE:

- 1) The University reserves the right to:
 - (a) Draw reserve panel(s) against the possible vacancies in the future.
 - (c) Relax any of the qualifications/experience/age at its discretion in the interest of the University; and
 - (d) Not-to fill up any or all the advertised posts on regular basis.
- 2) Persons already in regular service should produce NOC from their departments at the time of interview.
- 3) Relaxations to SCs/STs/OBCs/PWDs and other relaxations as prescribed in R&P Rules and GoI rules.
- 4) No TA will be paid for written examination/skill test.
- 5) Any dispute with regards to selection/recruitment process will be subject to court/tribunals having jurisdiction over Gangtok.
- 6) Canvassing in any form will be a disqualification.
- 7) Interested candidates may apply online through the University website www.cus.ac.in on or before **15.01.2019.**
- 8) Application Fee:

Sl.No	Category	Total	
1.	General & OBC	Group A	₹1000
		Group B	₹500
		Group C	₹300
2.	SC/ST/PWD/Women	Nil	

- 9) The emoluments, allowances, facilities & other benefits of the selected officers/officials will be in accordance with the instructions issued by Central Government/UGC from time to time.

10) The last date for receiving the online application is 15.01.2019.

Sd/-
REGISTRAR