



BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI - (J&K)

Recognized by UGC under Section 2(f) and 12(B)

Advertisement Notice

Applications on prescribed form are invited from the eligible candidates for appointment to the following posts in the University.

S.No.	Nomenclature of Post	No. of Posts	Level in the CPC Pay Matrix	Entry Pay (in Rs.)
1.	Registrar	01	Level-14	1,44,200/-
2.	Controller of Examinations	01	Level-14	1,44,200/-

Detailed advertisement notice can be downloaded from the University website www.bgsbu.ac.in. Duly filled applications along with fee amounting to Rs. 800/- (Demand Draft) drawn in favour of Registrar BGSBU, payable at JK Bank, BGSBU Campus, Rajouri along with attested copies of required documents must reach in the office of Joint Registrar (Establishment) BGSB University Campus, Rajouri, UT of Jammu & Kashmir (E-mail. drestab@bgsbu.ac.in) latest by 31-03- 2022.

No. BGSBU/Estab/22/120

Dated: 25-02- 2022

REGISTRAR



BABA GHULAM SHAH BADSHAH UNIVERSITY RAJOURI (J&K) -185234

Advertisement Notice

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S.No.	Nomenclature of Post	No. of Posts	Level in the 7 th CPC Pay Matrix	Entry Pay (in Rs.)
1.	Registrar	01	Level-14	1,44,200/-
2.	Controller of Examinations	01	Level-14	1,44,200/-

The selection shall be made for tenure of 3 years.

I. Qualifications and experience:

1. Registrar:

Essential:

- Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- 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 educational administration or
- Comparable experience in research establishment and/ or other Institutions of higher education, or
- 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

2. Controller of Examinations:

Essential:

- Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- 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 educational administration or

Notary

- c) Comparable experience in research establishment and/ or other Institutions of higher education, or
- d) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

At least 3 years of experience of working in Examinations and Admissions system of any Higher Education Institutions.

II. General instructions and other conditions:

- 1) Percentage of equivalence of grade points for a seven points scale B in the Seven Point Scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.

SEVEN POINT SCALE

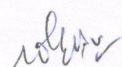
GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
O = Outstanding	5.50 – 6.00	75-84
A = Very Good	4.50 – 5.49	65-74
B = Good	3.50-4.49	55-64
C = Average	2.50-3.49	45-54
D = Below Average	1.50-2.49	35-44
E = Poor	0.50-1.49	25-34
F = Fail	0.00-0.49	00-24

Note: The minimum requirement of 55% of marks shall not be insisted upon in respect of Senior Teachers / Administrative Officers who are already serving in the University system. However, the minimum requirement in their case shall be at least 50% marks at Master's level.

- 2) Detailed advertisement notice can be downloaded from the University website: www.bgsbu.ac.in and application fee is Rs. 800/- (eight hundred only).
- 3) Last date for submission of application is **31-03-2022**.
- 4) Application forms completed in all respects should reach the office of the Joint Registrar (Establishment) on or before the last date of submission.
- 5) Application form/s incomplete in any respect or received in the University after the prescribed date are likely to be rejected:

- i. Matriculation certificate indicating Date of Birth

- ii. All academic / technical qualification certificates along with marks certificates.
 - iii. Character Certificate
 - iv. Experience Certificate
 - v. Bio-data
- 6) Applications by Government servants should be forwarded through the Administrative Authority concerned. In the case of University Teachers / Employees through the Registrar of their respective University and in the case of persons employed in the private firms and institutions through the Head of the firm/ institutions concerned. Applications not routed through the proper channels shall be rejected.
 - 7) The candidates who have been awarded graduate / post graduate / Ph.D degree from Foreign University should enclose 'Equivalence Certificate' issued by the Association of Indian Universities (AIU), New Delhi without which their candidature will not be considered and application will be rejected.
 - 8) Only those candidates should apply for the posts, who fulfil the eligibility criteria on or before the last date of receipt of applications.
 - 9) All pages of the application form and enclosures attached with the application should be authenticated by full signature of the candidate along with date.
 - 10) Impersonation or submission of fabricated/tampered documents or making incorrect / false statement/s by a candidate will in addition to debarring him/her permanently or for a specific period from any employment in the University also render him/her liable to criminal prosecution.
 - 11) In case the number of applications received is large, the candidates may be short listed on the basis of their qualifications higher than the minimum prescribed and experience or such other criteria as deemed proper by the Competent Authority.
 - 12) The University reserves the right not to fill up all or any of the posts / vacancies advertised here-in-above without assigning any reason.
 - 13) Interview call letters shall be sent to the eligible / short listed candidates under certificate of posting / speed post / registered post / e-mail, whichever is suitable. The University shall, however, not be responsible for any postal delays / lapses.
 - 14) No TA / DA or any other allowance shall be admissible to the candidates for appearing in the interview.
 - 15) Canvassing in any form by or on behalf of the candidates will be a disqualification.
 - 16) The candidates are advised to write their names strictly as per Matriculation / Higher Secondary Certificates.



- 17) Terms and conditions of appointment of candidates shall be governed by the provisions of Baba Ghulam Shah Badshah University Act 2002 and Statutes, and Regulations made thereunder from time to time.
- 18) The candidates will have to produce original documents relating to their age, qualifications, experience etc. at the time of appearing in the interview.
- 19) Candidates should write their e-mail and mobile number on the application form.
- 20) Candidates are advised to remain in touch with University website for any updates.

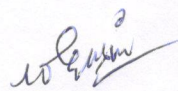
Sd/-
Registrar

No. BGSBU/Estab/22/120

Date: 25-02-2022

Copy to:-

1. Dean Academic Affairs.
2. All of Deans of Schools of Studies.
3. Controller of Examination
4. All HoDs
5. Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor
6. All Joint / Deputy Registrars.
7. Chief Pay & Accounts Officer
8. System Administrator / Incharge BGSB University website.
9. All concerned
10. Office Copy / Guard file.


Joint Registrar
Establishment



**BABA GHULAM SHAH BADSHAH
UNIVERSITY, RAJOURI- (J&K)**

Established by Government of Jammu & Kashmir
Recognized by UGC under Section 2(f) and 12(B)

**FORM OF APPLICATION FOR APPOINTMENT OF TEACHERS/OFFICERS
IN THE UNIVERSITY**
(To be filled in by the applicant)

Advertisement No. & Date: _____

Post Applied for _____

Demand Draft No. & Bank name _____ Date _____ Amount: _____

Affix recent
passport size
Self-attested
photograph

1. Name of the applicant (in Block Letters)

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--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Father's/ Husband's Name

3. Date of Birth / / Age Gender Marital status _____

5. (i) State to which you belong _____ (ii) Nationality _____

6. Do you belong to Scheduled Caste/ Scheduled Tribe or a Backward Class? Yes / No
(Documentary evidence in support is essential)

7. Permanent Address _____
Pin _____

8. Correspondence Address _____
Pin _____

Mobile _____ E-mail _____

9. Particulars of examinations passed:-

S. No.	Examination Passed	Subject	% age of total marks/grade	Year of passing	University/Board	Remarks (if any)
01	Ph.D					
02	M.Phil					
03	M.A/M.Sc/M.Com /M.Tech					
04	B.A/B.SC/B.Com/B.Tech					
05	10+2					
06	Matric					
07	NET/SLET					
08	Any other course					

(If required information may be furnished on separate sheets)

10. Title of Ph.D thesis and year of submission _____
11. Field of specialization _____
12. Prizes, medals & scholarships received, if any _____
13. Present position , salary and Entry Pay/ allowances to be mentioned separately)
 Designation: _____ Institution _____
 Entry Pay Level _____ Dearness pays: _____ DA _____
 HRA: _____ CCA _____ MA _____ Any Other _____

14. Particulars of previous employment

S. No.	Position & nature of duties	Salary & grade	Date of joining	Date of leaving	Name of employer	Reasons for leaving the job, if any

(if required information may be furnished on separate sheets)

15 a) Teaching experience, if any (indicate period in years) b) Research experience, if any (indicate period in years excluding the period spent for completing Ph.D / M.Phil) c) Students guided (give details of students guided at Masters level, M.Phil, Ph.D)

S. No.	Experience	College level	University level	UG level	PG level	Remarks
1.	Teaching experience					
2.	Research experience					
3.	Students guided					

16. Published work (State number of publications in each case and attach list of publications)

S. No.	Books	Papers	Abstracts	Articles	Patents	Reviews	Any other
1.							
2.							
3.							

17. Seminars, Conferences etc attended (State number attended in each case and attach list)

S. No.	Event	Attended		Paper Presented		Remarks
		National	International	National	International	
1.						
2.						
3.						
(Any other)						

18. Membership of Academic bodies: _____ (state number of bodies and attach their list)

19. If appointed, what notice would you require before joining: _____

20. Have you ever been disqualified from appearing in any examination or undertaking any university work? Yes/No

21. Have you ever been placed under suspension/dismissed from service or stopped to cross efficiency bar? Yes/No

Declaration

I hereby declare that the entries in this form and the particulars furnished are true to the best of my knowledge and belief

Place: _____
Date: _____

Signature of the Applicant