



# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY, KASHMIR

## **DETAILED ADVERTISEMENT NOTICE No: 01 OF 2024**

**Dated: 06-02-2024**

Online Applications are invited from the eligible candidates for the below mentioned posts:

S.No.	Name of the post	Number of the posts	Eligibility
01	<b>Librarian</b> (Academic Level 14 with rationalized entry pay of Rs. 144200)	UR-01	<p>(i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.</p> <p>(ii) At least ten years as an Assistant/Deputy Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten-year experience as a College Librarian.</p> <p>(iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>(iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.</p>
02	<b>Finance Officer</b> (Pay Level-14 (144200-218200))	UR-01	<p>(i) Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 (Pre-revised AGP Rs.7000) and above or with eight years of service in the Academic Level 12 (Pre-revised AGP Rs. 8000) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience of which eight years shall be as Deputy Registrar / Deputy Finance Officer or an equivalent post with an experience in University financial administration.</p> <p><b><u>Desirable qualifications</u></b></p> <p>(i) Master's degree in Finance / Commerce / MBA (Finance) / Actuarial Science/ CA/ICWA with 60% marks and above or an equivalent grade.</p> <p>(ii) Well versed with the Financial Management / Accounting Systems.</p> <p>(iii) Experience of working with University ERP / University Management System</p> <p>(iv) Experience in Accounts / Finance related softwares.</p> <p>(v) Good Knowledge of rules / regulations of Universities/ Research &amp; Development Institutions.</p>
03	<b>Deputy Registrar</b> (Level – 12 (78800-209200))	UR-01	<p>i) Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed.</p>



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04	<b>Deputy Finance Officer</b> (Level – 12 (78800-209200)	UR-01	ii) Nine years of experience as Assistant professor in the Academic Level 10 and above with experience in educational administration. <p style="text-align: center;"><b>OR</b></p> Comparable experience in research establishment and/ or other institutions of higher education. <p style="text-align: center;"><b>OR</b></p> 05 years of administrative experience as Assistant Registrar or an equivalent post.
			<p><b><u>Desirable qualifications for Deputy Registrar</u></b></p> i) Master’s degree in Law / Management / Human Resource Management with 60% marks and above or an equivalent grade. ii) Well versed with the University Statutes, UGC Regulations, Service Laws and Codal Procedures. iii) Good Knowledge of rules / regulations of Universities / Research & Development Institutions. iv) Experience of working with University ERP / University Management System. v) Communication skills both oral and written in handling areas of personal administration/ academics/ examination in reputed institutions/organizations. vi) A good Knowledge / proficiency in the use of Computer Applications. <p><b><u>Desirable qualifications for Deputy Finance Officer</u></b></p> i) Master degree in Financial Management / Commerce / Business Administration (Finance) / Economics/ CA/ICWA/ Actuarial Sciences with 60% marks and above or an equivalent grade. ii) Well versed with the Financial Management / Accounting Systems. iii) Experience in Accounts / Financial related softwares. iv) Good Knowledge of rules / regulations of Universities/ Research & Development Institutions. v) Experience of working with University ERP / University Management System vi) Communication skills both oral and written. vii) A good Knowledge / proficiency in the use of Computer Applications.
05	<b>Assistant Registrar</b> (Level –10 (56100-177500)	UR-02, RBA-01	I. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale from a recognized University along with good academic record. II. Three years’ administrative experience in a University/ Government/ Semi Government organization <p style="text-align: center;"><b>Or</b></p> Three years teaching experience at University Level. <p style="text-align: center;"><b>Desirable</b></p>



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			<ol style="list-style-type: none"> <li>I. Master's degree in Journalism &amp; Mass Communication/ Law / Management / Human Resource Management with 60% marks and above or an equivalent grade.</li> <li>II. Communication skill both oral and written.</li> <li>III. A good Knowledge / proficiency in the use of Computer Applications.</li> <li>IV. <i>Good Knowledge of rules / regulations of University/ Research &amp; Development Institutions.</i></li> <li>V. Experience of working with University ERP / University Management System</li> <li>VI. <i>Good Knowledge of NEP-2020 / Digital open and Distance Learning /UGC Regulations / Knowledge of University Administration.</i></li> </ol>
06	<b>Assistant Finance Officer</b> (Level -10) (56100-177500)	UR-01	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>I. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale.</li> <li>II. Three years' experience in a University/ Government/ Semi Government organization.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>I. Master degree in Financial Management / Commerce / Business Administration (Finance) / Economics/ CA/ICWA/ Actuarial Sciences with 60% marks and above or an equivalent grade.</li> <li>II. Well versed with the Financial Management / Accounting Systems.</li> <li>III. Experience in Accounts / Finance related softwares.</li> <li>IV. Good Knowledge of rules / regulations of Universities/ Research &amp; Development Institutions.</li> <li>V. Experience of working with University ERP / University Management System</li> <li>VI. Communication skills both oral and written.</li> <li>VII. A good Knowledge / proficiency in the use of Computer Applications.</li> </ol>
07	<b>Assistant Librarian</b> (Academic Level 10 with rationalized entry pay of Rs. 57700/-)	UR-01	<ol style="list-style-type: none"> <li>(i) A Master 's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed)</li> <li>(ii) A consistently good academic record, with knowledge of computerization of a library.</li> <li>(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in</li> </ol>



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			Universities/Colleges / Institutions subject to the fulfillment of the UGC Guidelines.
08	<b>Assistant Director, Physical Education</b> (Academic Level 10 with rationalized entry pay of Rs.57,700)	UR-02	<p>(i) A Master 's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.</p> <p>(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be.</p> <p>Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the UGC Guidelines.</p> <p>(iii) Passed the physical fitness test conducted in accordance with the UGC Regulations 2018.</p> <p><b>OR</b></p> <p><b>B.</b></p> <p>An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.</p>

### Important dates:

- Date of availability of Online Application Form : 10-02-2024
- Last date of submission of Online Application Form : 01- 03-2024 (4.00 PM)
- Last date of submission of hardcopies of the Application Form :07 -03- 2024 (4.30PM)

### Shortlisting / Selection Procedure:

1. Depending upon the number of applicants for each position, the University may conduct a written test to shortlist the candidates.
2. The criteria for shortlisting of candidates for interview for all above posts shall be as follows:

**“20 candidates shall be shortlisted for one post and 05 candidates for every additional post”.**

### GENERAL TERMS AND CONDITIONS/ INSTRUCTIONS.

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
2. Candidates not fulfilling the eligibility requirements prescribed here-in-above as on the last date prescribed



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- for submission of online application form need not to apply.
3. The candidates are advised to fill up the online application form carefully. Information not provided under the relevant heads / columns shall not be considered.
  4. Candidates are required to apply online through University website **www.iust.ac.in** No other means/ mode of application will be accepted. The **non-refundable fee of Rs. 1000/-** (Rupees One Thousand only) shall have to be deposited as application fee through online mode.
  5. The Candidates applying under various categories shall be required to produce the relevant category certificate/s duly issued by the Competent Authority failing which their candidature shall not be entertained.
  6. Hard copy of Application Form complete in all respects duly supported by self-attested copies of all relevant documents, certificates and testimonials shall have to be submitted in the Office of the Registrar by or before the Last Date of submission of hardcopies of the application forms, failing which the Online Application Form submitted by the candidates shall not be considered.
  7. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
  8. The in service candidates should forward their application forms through their employer.
  9. The terms and conditions governing the service shall be as per the UGC Guidelines / University Statutes with amendments from time to time.
  10. Candidates who have been awarded 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 form will be rejected.
  11. The time taken by candidates to acquire PG / M.Phil /Ph.D degree shall not be considered as teaching / research experience. However, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience. The certificate to this effect issued by the Registrar of the Concerned University/Institution shall have to be attached by the candidate to claim for such experience.
  12. Eligible candidates will be informed about the date and place of interview through University website / e-mail/ whichever is considered suitable by the University. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
  13. All further relevant information /updates shall be uploaded on University website **www.iust.ac.in** only. The Candidates are advised to remain in touch with University website and notifying the same in newspapers shall not be obligatory on University part.
  14. Eligible candidates will have to produce original documents relating to their qualification, experience etc. at the time of appearing in the interview.
  15. The University reserves the right to alter/ insert any corrections / additions in the advertisement notice through university website only, for which the candidates are advised to remain in touch with the official website: **www.iust.ac.in**.
  16. The University reserves the right to defer / not to fill up the post advertised here-in above, without assigning any reason thereof.
  17. The University reserves the right to place a limit on the total number of candidates to be called for interview.
  18. Experience shall be counted as on the last date prescribed for submission of online application form.
  19. The University shall verify the antecedents / documents submitted by a candidate at any time of the appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has undesirable antecedents and has suppressed any information, his/her service shall be liable for termination *abinitio* and the University may initiate prosecution under law.
  20. The salary of the appointee shall not be released until a satisfactory report about his / her character & antecedents and qualifications/experiences from relevant agencies/institutions is not received.
  21. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any mistake is detected even after the issue of appointment letter.
  22. The selected candidate shall be governed by the New Pension Scheme. However, this shall not apply in



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- case of in-service candidates governed by OPS.
23. In case of any disputes /suits or legal proceedings against the University, the jurisdiction shall be confined to the Srinagar Courts only.
  24. No TA/DA shall be paid to candidates for appearing in the interview.

**Sd/-  
Registrar**

No. IUST/Reg/Adv/24/E/50  
Dated:06-02-2024