

UNIVERSITY OF LADAKH,
OFFICE OF THE REGISTRAR, LEH
(Silk Route Rest House, TRC, Leh)
www.universityofladakh.org.in

Advertisement Notice No. 01 of 2020

Dated 02.01.2020

Subject: Advertisement for various non-gazetted posts of the University of Ladakh.

- a) Opening date for receipt of application forms: 02.01.2020
b) Closing date for receipt of application forms: 23.01.2020

Total number of posts advertised: Thirty (30)

1. INVITATION OF APPLICATION FORM(S) AND BASIC ELIGIBILITY:

Application forms in the prescribed format, complete in all respects, are invited from eligible candidates for various posts given in the **Annexure** to this notice (along with the requisite qualification and other details). Age requirements, minimum required qualification and other conditions pertaining to each post are as follows:

- (I) As on 01.01.2020, the candidate should not be:-
- (i) below the age of 18 years; and
 - (ii) above the age of:
 - a) 40 years in case of Open Merit (OM) and other category candidates
 - b) 43 years in case of RBA/ALC/SOC/SC/ST/EWS candidates
 - c) 42 years in case of Specially-Abled candidates.
 - d) 48 years in case of Ex-servicemen
 - e) 40 years in case of candidates already in Government Service/Contractual employees
- (II) A candidate must possess the prescribed academic/professional/technical qualification and fulfill all other conditions of eligibility for the advertised posts by or on **23.01.2020** i.e. the closing date for receipt of application forms.

2. HOW TO APPLY:

- i) The application forms should be filled neatly and legibly as per the prescribed format appended at the last page.
- ii) The application form can be downloaded from the website of the University (www.universityofladakh.org.in)
- iii) A recent photograph (sized to the space indicated and signed by the applicant) must be firmly pasted.
- iv) Self-attested photocopies of the relevant certificates are required to be submitted with the complete application form.
- v) One self-addressed envelope of 5"x10" size, with a postage stamp of ₹5.00 for local addresses and ₹22.00 for addresses outside Ladakh, must be attached with the application form.
- vi) An examination fee of ₹100 for each post shall have to be deposited through any of the branches of Jammu & Kashmir Bank, in favour of '**Application fee-UOL**' with account number **0069010200000823** in J&K Bank's Main Branch, Leh, the receipt challan of which must be attached with the application form.
- vii) Candidates can apply for multiple posts in one form but must pay the examination fee separately for each post.

Note:

- a) Candidates must possess the minimum required qualification at the time of submitting the application form(s). Any claim regarding qualification made after the closing date for receipt of application forms shall not be entertained.
 - b) No under-process claims (at any stage), in respect of certificate(s)/document(s), will be entertained.
3. A candidate found guilty of impersonation or submitting fabricated/tampered documents/testimonials or making statements which are incorrect or false or suppressing material information including canvassing/lobbying shall be debarred permanently, or for a specific period, from being considered for any or all recruitment processes of the University in future.
 4. Ordinarily, the University shall restrict the number of applicants appearing for interviews to five times the number of post vacancies. Interviews, if required, will be held only after evaluation of the written/practical tests and preliminary screening. The prescribed qualifications reflect the bare minimum requirements of the job and mere possession thereof shall not entitle a candidate to be called for written/practical test/interview and also grant weightage to the higher qualification in relevant line/discipline.
 5. Call letters shall not be issued individually. However, the University shall give wide publicity through print and electronic media and its official website (www.universityofladakh.org.in) about venues and dates for interviews/written tests of eligible candidates. However, it shall be the responsibility of applicants to be aware of this information. Applicants are advised to contact the office of the Registrar, University of Ladakh (Silk Route Rest House, TRC, Leh) for any query in this regard.

Any claim of being unaware of the dates/schedule of written test/interview shall not be entertained.

6. In-service candidates should route their application forms through the proper channel. However, an advance copy, along with all required documents, must reach the University's Office before the closing date for receipt of application forms. The Head of Department concerned shall forward the application form of the in-service candidates to the office of Registrar, University of Ladakh (Silk Route Rest House, TRC, Leh) within five (5) days after the last date for filling the application form.
7. The University of Ladakh reserves the right to increase or decrease the posts (advertised in this notification) as well as to shortlist candidates (against the available posts) without holding interview/written test without any advance notice.
8. **Instruction for delivery of application forms:**
Candidates are advised to submit the application forms, complete in all respects, to the office of the **Registrar, University of Ladakh (Silk Route Rest House, TRC, Leh or Government Degree College, Kargil)** during working days by or before the last date i.e. **23.01.2020**. They can also be sent by post to the **Office of the Registrar, University of Ladakh, Silk Route Rest House, TRC, Leh**. Application forms received after the closing date, by hand or by post, will not be accepted. Also, application forms which are found incomplete, in any respect, shall be rejected without notice to the concerned candidate.
9. No TA/DA shall be paid to the candidate(s) for travelling to the venue of interviews or written tests if they are held.

Sd/-
(Imteeaz Kacho),
Registrar,UOL

Copy to the:

- i) Commissioner/Secretary to Government, Higher Education Department, Union Territory Administration of Ladakh for information.

- ii) Deputy Commissioner/Chief Executive Officer, LAHDC, Kargil for information.
- iii) Deputy Commissioner/Chief Executive Officer, LAHDC, Leh for information.
- iv) Deputy Director, District Employment & Counselling Centre, Leh/Kargil for information.
- v) Controller of Examinations, University of Ladakh for information.
- vi) Rector, University Campus, Taru, Leh for information.
- vii) Rector, University Campus, Khumbuthang, Kargil for information.
- viii) Director, Doordarshan Kendra, Leh with the request to give wide publicity to the advertisement.
- ix) Programme Head, All India Radio, Kargil/Leh with the request to give wide publicity to the advertisement.
- x) Assistant Director, Information, Leh/Kargil with the request to give wide publicity to the advertisement.
- xi) OSD to Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor (Chancellor of the University of Ladakh)
- xii) Private Secretary to Chairman/CEC, LAHDC, Leh for information of the Hon'ble CEC.
- xiii) Private Secretary to Chairman/CEC, LAHDC, Kargil for information of the Hon'ble CEC.

Annexure to UOL Advertisement Notice No. 01 of 2020 dated 02.01.2020

S.No	Title of post	Pay scale with level	Category/number of posts with break-up	Qualification and experience
1.	Personal Assistant	44900-142400 (Level 7)	OM-1	i) Graduate in any stream from a recognized university with two (2) years' diploma in stenography from ITI. ii) Proficiency in stenography in English with a minimum speed of sixty five (65) words per minute. iii) Proficiency in typing in English with a minimum speed of thirty five (35) words per minute. iv) Six (6) months' Computer Course from a recognized institute.
2.	Head Assistant	35600-112800 (Level 6B)	OM-1	i) Graduate in any stream from a recognized university. ii) Atleast three (3) years' experience as Senior Assistant in any State/Central Government Department/State/Central University/Autonomous Organization/Institution iii) Working knowledge of computer applications, noting and drafting.
3.	Junior Librarian	25500-81100 (Level 4)	OM-1	i) Graduate with degree/diploma in Library Science from a recognized university. ii) Three (3) years' experience as Library Assistant from any State/Central/ Government University /Autonomous Organization. iii) Six (6) months' Computer Course from a recognized institute.
4.	Accountant	35600-112800 (Level 6B)	OM-1	Graduate from any recognized university with minimum experience of two (2) years as Accounts Assistant and above. Candidates with computer knowledge will be given preference.
5.	Accounts Assistant	29200-92300 (Level 5)	OM -1 RBA-1 Total: 2	Graduate from any recognized university with a minimum of 50% marks for open and 45% for reserved categories in: a) Commerce b) Business Administration c) Science d) Computer Application/IT e) Any other discipline with Mathematics, Statistics or Economics as a subject. Candidates with computer knowledge will be given preference
6.	Senior Assistant	29200-92300 (Level 5)	OM -1	i) Graduate in any stream from a recognized university. ii) Atleast three (3) years' experience as Junior Assistant in any State/Central Government Department/State/Central University/Autonomous Organization/Institution iii) Six (6) months' Computer Course from a recognized institute.
7.	Junior Assistant	25500-81100 (Level 4)	OM -1 RBA-1 Total: 2	i) Graduate in any stream from a recognized university. ii) Six (6) months' Computer Course from a recognized institute. iii) Proficiency in typing in English with a minimum speed of thirty five (35) words per minute.
8.	Library Assistant	19900-63200 (Level 2)	OM -01 RBA-01	Graduate with degree/diploma in Library Science from a recognized university.

			Total: 2	
9.	Laboratory Assistant	19900-63200 (Level 2)	Open Merit-2 RBA-1 Total: 3	Bachelor's Degree in Medical/Non-Medical stream having atleast 50% marks from a recognized university. Preference will be given to candidates with Laboratory Technology Course from a recognized university.
10.	Class IV	14800-47100(SLI)	OM -8 RBA-3 ST-2 SC-1 EWS-2 Total: 16	Minimum: Matriculation Maximum: 10+2 <u>Criteria for short-listing on pro-rata basis:</u> Matriculation : 90 points 10+2 : 10 points Total : 100 points <u>Criteria for selection on pro-rata basis:</u> Matriculation : 60 points 10+2 : 20 points Viva voce : 20 points Total :100 points
		Total	Thirty (30)	