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-II/1122   **Date:25.01.2023**

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**.

Sl. No	Name of the Post	Pay Level & Pay Matrix (as per 7th CPC)		Group	No. of Posts	Reservation
		Pay Level	**Pay Matrix**			
1.	**Internal Audit Officer**	1 of level 12	₹78,800 to 2,09,200	A	1	UR
2.	**Assistant Registrar**	1 of level 10	₹56,100 to 1,77,500	A	1	OBC
3.	**Personal Assistant**	1 of Level 6	₹ 35,400 to 1,12,400	B	2	2-UR (1 D/HH)
4.	**Hindi Translator**	1 of Level 6	₹35,400 to 1,12,400	B	1	UR
5.	**Technical Assistant (Computer)**	1 of level 5	₹29,200 to 92,300	C	1	UR
6.	**Security Supervisor**	1 of level 5	₹ 29,200 to 92,300	C	1	UR
7.	**Library Attendant**	1 of level 1	₹ 18,000 to 56,900	C	1	OBC(B/ LV)
8.	**Kitchen Attendant**	1 of level 1	₹ 18,000 to 56,900	C	1	UR

➢ D – Deaf, H H- Hard of Hearing
➢ B- Blind, L V- Low Vision

Note: For mode of selection and other details, the detailed advertisement available in the University website may be seen.

Last date of receiving online application is **24.02.2023**

Sd/-
REGISTRAR

1) Internal Audit Officer [Post- 1 (UR)] (On Deputation /Contract basis)

Essential Qualification & Experience:

Deputation/Short-term Contract: Officers belonging to Audit and Accounts Services or other similar services holding analogous posts on regular basis;

<div align="center">or</div>

With 3 years' regular service in the PB-3 ₹ 15600-39100 with GP ₹ 6600 or equivalent in 7th CPC

<div align="center">or</div>

With 5 years' regular service in the PB-3 ₹ 15600- 39100 with GP ₹ 5400 or equivalent in 7th CPC

Desirable Qualification:

CA/CMA/MBA (Finance)

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2) Assistant Registrar [Post-1(1 OBC)] (Through written examination and interview)

Essential Qualification & Experience:

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

Desirable:
i) Knowledge of Computer Application
ii) Experience in areas like Administration, Finance, Establishment and Examination in Central/ State Government/ Universities/PSUs.

Age limit:
Not exceeding 37 years. Relaxation for OBCs candidates as per GoI rules.

3) Personal Assistant [Post-02 (2-UR (1 D/HH))] (Through competitive written examination and qualifying Stenography (skill) test)

Essential Qualification & Experience:

  i) Bachelor's 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. Relaxation for PWD candidates as per GOI Rules

4) Hindi Translator [Post-01 (1-UR)] (Through competitive written examination)

Essential Qualification & Experience:

 Good academic record with

  i) Master's degree in Hindi/English, with English/Hindi a score subject at degree level from a recognized University;

<div align="center">or</div>

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

ii) A recognized Diploma (Certificate) course in translation from Hindi to English and vice-versa

or

2 years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings.

iii) Knowledge of Hindi Typing/Computer application.

Age limit:

Not exceeding 32 years.

5) **Technical Assistant (Computer)**{Post-01(1-UR)] Through competitive written examination)

Essential Qualification & Experience:

Bachelor's degree in Engineering/Technology in relevant subject:

or

Diploma in Engineering in relevant field with3 years' experience in a University/College/Research Institute of repute handling smart class rooms, e- governance, ERP, virtual class rooms etc.

Age limit:

Between 18 and 27 years.

6) **Security Supervisor** [Post-01(1-UR)] (Through competitive written examination)

Essential Qualifications & Experience:

10+2 or equivalent from a recognized Board/University; and
i)   NCC 'C' certificate; and
ii)   Should be conversant with security rules and procedures and should be able to liaise with police

or

An ex-serviceman who was holding position of Jr. Commissioned Officer before retirement

Age limit:

Between 18 and 27 years.

7) **Library Attendant** [Post—01 (1-OBC (B/LV)] (Through competitive written examination)

Essential Qualifications & Experience:
Class 10th standard from a recognized Board

Desirable:
Class 12th standard from a recognized Board

Age limit:
Between 18 and 27 years. Relaxation in upper age for OBC & PWD candidates as per GoI rules.

8) **Kitchen Attendant-** [Post-01 (1-UR)] (Through competitive written examination)

Essential Qualifications & Experience:
i)   Class 10th or equivalent from a recognized School/Board
ii) 3 years experience in cooking, catering services in education institutions/guest houses, reputed hotels, restaurants and similar facilities

Age limit:

Between 18 and 27 years.

OTHER CONDITIONS:

1.   The recruitment to the advertised posts shall be carried out in accordance with the revised UGC Regulations for the post of Assistant Registrar.

2.   In cases where hard copies of the details have been asked for must be dispatched to the University within one week of last date of receipt of application failing which the application may be rejected.

3.   i. The reservation for the SC/ST/OBC/Persons with Disabilities candidates is as per the Govt. of India rules.
      ii. Candidate applying under quota reserved for Person with Disabilities should indicate whether he/she belongs to SC/ST/OBC or General Category.
      iii. Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation for Person with Disabilities.

4.   The appointment under reserved category shall be provisional and subject to certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to a particular category is false/not valid, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code/ Ranbir Panel Code for production of false certificates.

5.   All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by the Govt. of India.

6.   The prescribed qualifications and experience will be minimum and the mere fact of possessing the same will not entitle a candidate to be called for interview.

7.   Shortlisted candidates to bring along all original documents during the time of interview for verification of the same where applicable.

8.   Any change of address given in the application form should at once be communicated to the University within the stipulated date. The University shall not be held responsible if the communication address given is incorrect.

9.   The University shall verify the antecedents/documents submitted by the candidates at the time of appointment and or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.

GENERAL NOTE:

1)   The University reserves the right to:

      (a) Draw reserve panel(s) against the possible vacancies in the future.

      (c) Not-to fill up any or all the advertised posts

      (d) Increase or decrease the number of posts advertised.

2) Persons already in regular service should produce NOC from their departments at the time of interview.

3) SCs/STs/OBCs/PWDs/EWS may upload relevant certificates, wherever necessary.

4) Relaxations to SCs/STs/OBCs/PWDs, relaxation for departmental candidates and Ex-servicemen as per GoI rules, as applicable.

5) Canvassing in any form will be a disqualification.

6) Interested candidates may apply online through the University website **www.cus.ac.in** **on or before 24.02.2023.**

7) Application Fee:

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

8) 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.

Sd/-
REGISTRAR

DIRECT RECRUITMENT

(ASSISTANT REGISTRAR)

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage in the interview.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30		1:30 hours	30 minutes
Paper-II	General Studies	100	30	105	1:30 hours	30 minutes
Paper-III	Numerical Aptitude & Reasoning	100	30		1:30 hours	30 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I: General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II: General Studies: Questions will be designed to test the ability of the candidate's

General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North- Eastern States, India and other countries.

Paper-III: Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III.   Interview: Candidates who qualify in the written examination will be called for Interview. Selection Committee at its own discretion shall decide the nature or standard of interview to be conducted by it.

Note: -

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

DIRECT RECRUITMENT
(PERSONAL ASSISTANT/ SECURITY SUPERVISOR)

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	100	30		1:30 hours	30 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15	70	45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I: General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II: General Studies: Questions will be designed to test the ability of the candidate's

General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North- Eastern States, India and other countries.

Paper-III: Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers.

It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real-life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.
On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Stenography test: Stenography test is applicable only for the posts of **Personal Assistant** and will be of **qualifying nature**.

Category of candidate	Dictation		Time for transcription	Maxim um permissible error
	Speed	**Duration**		
General candidate	120 w.p.m.	5 minutes	30 minutes	10%
VH candidate	120 w.p.m.	5 minutes	55 minutes	10%

Note: -
1. The matter will have to be transcribed on computer only.
2. There is no exemption from Skill Test for any category of candidates.
3. The transcription time is including time for reconciliation.
4. The University may reduce the minimum qualifying marks to fill up the reserved post if there are no adequate candidates from the reserved category qualified as per the normal standard.

Note: -
1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

3. Final Merit list in case of **Personal Assistant** will be prepared from the list of those candidates who will qualify the Stenography Test, based on the marks obtained in the competitive written examination.

4. Level of difficulty/ type of questions shall vary from post to posts depending upon the level/nature of post.

DIRECT RECRUITMENT

(HINDI TRANSLATOR)

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Papers, as follows:**

Paper	Subject	Maximum Marks	Minim um Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness (**Objective Type)**	50	15			
Part-II	English Language (**Objective Type)**	50	15	52	2 hours 30 minutes	50 minutes
Part-III	Translation & Essay	50	15			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Part-I: General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II: General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, fill in the blanks (using verbs, preposition, articles etc.), One-word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

Paper-III: Translation and Essay (Only for Hindi Translator): This paper will contain passages for translation- passages for translation from Hindi to English and for translation from English to Hindi and an Essay in Hindi and English which will test the candidates' translation skills and their ability to write the two languages correctly, precisely and effectively.

Note: -

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

3. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.

DIRECT RECRUITMENT
(TECHNICAL ASSISTANT)

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows: -

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70	2:30 hours	50 minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Technical Paper	100	35			

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (Standard of the questions will be of 10+2 level)
On general reasoning, the candidates will be tested on reasoning and analytical abilities.

Paper-III, Technical Paper: Question on this paper will be designed to test the knowledge of the candidates of the concerned subject. Syllabus of this paper will be drafted based on the availability of the posts for various Departments by the committee consisting of the following members.

1. Registrar/Dean of the concerned School of Study.
2. HoD/In-Charge of the Concerned Department/Section.
3. One member to be nominated by the Vice-Chancellor.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows: -

(i)   Total marks in the Competitive Written Examination.
(ii)   Date of Birth, with older candidate placed higher.
(iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.

DIRECT RECRUITMENT
(LIBRARY ATTENDANT, KITCHEN ATTENDANT)

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	35	45 minutes	15 minutes
Paper-II	General Studies& Bas Arithmetic	50	15		45 minutes	15 minutes

PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of basic English Language like Error recognition, fill in the blanks, Spellings etc.

Paper-II, General Studies& Basic Arithmetic: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of state &national importance. Basic arithmetic will include questions on basic calculations.

III. Trade Test (only for Driver): The trade test will be of 50 marks and is aimed to assess the following skills.
1. Ability to drive with ease in different road conditions.
2. Knowledge of Traffic Regulation.
3. Knowledge of Petrol & Diesel Engine working and ability to locate faults and rectify minor running defects.
4. Ability to clear carburetor/injector, plug etc.

IV. Trade Test (only for Cook& Kitchen Attendant): The trade test will be of 50 marks and is aimed to assess the following skills.
1. Ability to cook different varieties of cuisines viz North Indian, South Indian, Continental, Local cuisines etc.
2. Ability to manage supplies.
3. Knife skill & hygiene.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.

3. Final Merit list in case of **Driver, Cook& Kitchen Attendant** will be prepared based on the marks obtained in the competitive written examination and Trade Test.

4. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.