



**SIKKIM UNIVERSITY**

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

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**APPOINTMENT NOTICE**

ADVT. NO.SU/REG/Estt/F-2/09/2018/Vol-II/1131

Date: 18.12.2024

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** through **SAMARTH** portal:

**BACKLOG VACANCY:**

Sl. No	Name of the Post	Pay Level & Pay Matrix (as per 7 <sup>th</sup> CPC)		Group	No. of Posts	Reservation
		Pay Level	Pay Matrix			
1	Assistant Registrar	1 of Level 10	Rs. 56,100/-	A	1	OBC

**REGULAR VACANCY:**

Sl. No	Name of the Post	Pay Level & Pay Matrix (as per 7 <sup>th</sup> CPC)		Group	No. of Posts	Reservation
		Pay Level	Pay Matrix			
1	Finance Officer	1 of Level 14	Rs 1,44,200/-	A	1	UR
2	Assistant	1 of Level 6	Rs. 35,400/-	B	1	UR
3	Personal Assistant	1 of Level 6	Rs. 35,400/-	B	3	1 UR (a), 2 UR
4	Technical Assistant (Laboratory)	1 of Level 5	Rs. 29,200/-	C	2	1 OBC, 1 SC
5	Library Assistant	1 of Level 4	Rs. 25,500/-	C	1	UR
6	Lower Divisional Clerk	1 of Level 2	Rs. 19,900/-	C	1	UR (EWS)
7	Library Attendant	1 of Level 1	Rs. 18,000/-	C	2	2 UR
8	Laboratory Attendant	1 of Level 1	Rs. 18,000/-	C	4	1 SC, 3 UR
9	Hostel Attendant	1 of Level 1	Rs. 18,000/-	C	1	UR
10	Kitchen Attendant	1 of Level 1	Rs. 18,000/-	C	1	UR

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

\* (a) Blindness and low vision

Last date of receiving online application is **18.01.2025**.

Sd/-  
REGISTRAR

**1) Finance Officer [No. of Post-1 (UR)] (Through interview) (TENURED POST FOR A PERIOD OF FIVE YEARS OR ON ATTAINING AGE OF 62 WHICHEVER IS EARLIER preferably 57 or below)**

**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 wherever grading system is followed.
- (ii) At least 15 years' 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 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.

**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 as per GoI rules and University Policy.

**3) Assistant [Post-01 (1-UR) ] (Through competitive written examination)**

**Essential Qualification & Experience:**

- i) Bachelor's degree in any discipline from a recognized University
- ii) 6 years' experience as UDC or equivalent in the Pay level- 4 or equivalent in the Central/State Government/PSUs/Statutory/ Autonomous Bodies.
- iii) Working Knowledge of Computer Application

**Age limit:**

Not exceeding 32 years. Relaxation as per GoI rules and University Policy.

**4) Personal Assistant** [Post-03 (2-UR, 1-UR(a))] (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 as per GoI rules and University Policy.

**5) Technical Assistant (Laboratory)** {Post-02 (1-OBC, 1-SC)] Through competitive written examination)

**Essential Qualification & Experience:**

Master's degree in any Science subject

**OR**

Bachelor's degree in Science subject with 3 years' experience in a University/College/ Research Institute in handling laboratory.

**Age limit:**

Between 18-27 years. Relaxation as per GoI rules and University Policy.

**6) Library Assistant** [Post-01 (1-UR) (Through competitive written examination)

**Essential Qualifications & Experience:**

Bachelor's degree in Library & Information Science;

**Desirable:**

Working knowledge of Computer Application as evidenced by a Diploma/ Certificate Course from a recognized institution. ii) Typing, data entry operation or experience of working in a library.

**Age limit:**

Between 18-27 years. Relaxation as per GoI rules and University Policy.

**7) Lower Divisional Clerk** [Post-01 (1-UR-EWS) ] (Through competitive written examination)

**Essential Qualifications & Experience:**

- i) Class 12th standard from a recognized Board/University
- ii) Typing speed of 40 wpm in English or 35 wpm in Hindi on Computer.
- iii) Working knowledge of Word processing, spreadsheet, computer applications etc.

**Desirable:**

Bachelor's degree from a recognized Institute/ University and working experience in any Government department (state or central) or an Organization of repute.

**Age limit:**

Between 18-27 years. Relaxation as per GoI rules and University Policy.

**8) Library Attendant** [Post – 02 (2 – UR)] (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 18-27 years. Relaxation as per GoI rules and University Policy.

**9) Laboratory Attendant** [Post – 04 (1-SC, 3-UR)] (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 18-27 years. Relaxation as per GoI rules and University Policy.

**10) Hostel Attendant-** [Post-01 (1-UR)] (Through competitive written examination)

**Essential Qualifications & Experience:**

Class 10<sup>th</sup> or equivalent from a recognized School/Board

**Age limit:**

Between 18-27 years. Relaxation as per GoI rules and University Policy.

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

**Essential Qualifications & Experience:**

i) Class 10<sup>th</sup> 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 18-27 years. Relaxation as per GoI rules and University Policy.

**OTHER CONDITIONS:**

1. The maximum age allowed for the post of Finance Officer is 62 years, but it is better if applicants are under 57.
2. No upper age limit for regular departmental candidates. No upper age limit for contractual staff/outsourced staff of the University who have rendered more than 5 years of continuous service in the University.
3. The recruitment to the advertised posts shall be carried out in accordance with the revised UGC Regulations for the post of Finance Officer and Assistant Registrar.
4. 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.
5.
  - 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.
6. 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.
7. All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by the Govt. of India.
8. 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.
9. Shortlisted candidates to bring along all original documents during the time of interview for verification of the same where applicable.
10. 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.
11. 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.

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

- (i) Date of Birth, with older candidate placed higher.
- (ii) Alphabetical order in which the names of the candidate appear.

**GENERAL NOTE:**

- 1) Interested candidates may apply online through the University website [www.cus.ac.in](http://www.cus.ac.in) on or before **09.01.2025**.
- 2) The University reserves the right to:
  - (a) Draw reserve panel(s) against the possible vacancies in the future.
  - (b) Relax any of the qualifications/experience at its discretion in the interest of the University; and
  - (c) Not-to fill up any or all the advertised posts on regular basis.
- 3) Persons already in regular service should produce NOC from their departments at the time of interview.
- 4) Relaxations to SCs/STs/OBCs/PWDs and other relaxations as prescribed in R&P Rules and GoI rules.
- 5) No TA shall be admissible to attend the interview.
- 6) Any dispute with regards to selection/recruitment process will be subject to courts under jurisdiction of High Court of Sikkim.
- 7) Canvassing in any form will be a disqualification.
- 8) The University reserves the right to include any technical tests or selection parameters as per the requirements over and above the prescribed norms.
- 9) Application Fee:

Sl.No	Category	Total
1.	General & OBC	Rs. 1000
2.	SC/ST/PWD/Women	Nil

- 10) The emoluments, allowances, facilities & other benefits of the selected officers/officials will be in accordance with the Act/Statutes/Ordinances/Rules of the University and instructions issued by Central Government/UGC from time to time.

**Sd/-  
REGISTRAR**

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