



SIKKIM UNIVERSITY

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

6th Mile, Samdur, P.O. TADONG, GANGTOK-737102 SIKKIM

Tel: 03592-251415; Fax: 03592-251085, Mobile No: 7063404467

Email: contactus@cus.ac.in; recruitmentnt@cus.ac.in

Website: www.cus.ac.in

APPOINTMENT NOTICE

ADVT. NO.SU/REG/Estt/F-2/09/2018/Vol-II/1344

Date:23.01.2024

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**.

SI. No	Name of the Post	Pay Level & Pay Matrix (as per 7 th CPC)		Group	No. of Posts	Reservation
		Pay Level	Pay Matrix			
1	Registrar	1 of Level 14	Rs 1,44,200/-	A	1	UR
2	Librarian	1 of Level 14	Rs 1,44,200/-	A	1	UR
3	Internal Audit Officer (On Deputation /Contract basis)	1 of level 12	Rs. 78,800/-	A	1	UR

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 **23.02.2024**

**Sd/-
REGISTRAR**

1) Registrar [No. of Post-01 (UR)] (Through interview) (TENURED POST FOR A PERIOD OF FIVE YEARS OR ON ATTAINING AGE OF 62 WHICHEVER IS EARLIER)

Essential Qualification & Experience

- a) A Master's degree with at least 55% marks or its equivalent in any subject from any university recognized by the UGC.
- b) At least 15 years' experience as Assistant Professor in a University or equivalent grade of which at least 8 years shall be in Associate Professor's grade along with experience in educational administration.
 - Or
 - Comparable experience in establishments and other institutions of higher education.
 - Or
 - 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

2) Librarian [No. of Post-1 (UR)] (Through interview)

Essential Qualification & Experience

- (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 grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

3) Internal Audit Officer [No. of Post- 1 (UR)] (On Deputation /Short term contract basis) (Through interview)

Essential Qualification & Experience:

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

or

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

or

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

Desirable Qualification:

CA/CMA/MBA (Finance)

OTHER CONDITIONS:

1. The recruitment to the advertised posts shall be carried out in accordance with Ordinances of Sikkim University/ UGC Regulations, 2018 amended from time to time/ Recruitment & Promotion Rules (Non-Teaching Staff) 2019.
2. All the appointees including the in-service candidates shall be governed by the National Pension System (NPS) introduced by the Govt. of India.
3. 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.
4. Shortlisted candidates to bring along all original documents during the time of interview for verification of the same where applicable.
5. 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.
6. 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.
7. For the post of Librarian, the Assessment Criteria format may be downloaded and filled in. The filled in format may be uploaded along with the application and the self-attested hard copy of the supporting documents as mentioned in the Assessment Criteria format to be submitted.
8. 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. The documents have to be sealed in an envelope addressed to the following Postal Address:

**To,
The Registrar,
Sikkim University,
6th Mile, Samdur, Tadong, Gangtok, Sikkim,
Pin: 737102.**

The covering envelope should invariably have the following details

Assessment Criteria Documents for SU Non-Teaching Recruitment

1. **Name of applicant:**.....
2. **Position applied for:**.....
3. **Online Application No.:**.....

GENERAL NOTE:

- 1) Interested candidates may apply online through the University website www.cus.ac.in on or before 23.02.2024.
- 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/age 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) Application Fee:

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

- 9) 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**
