



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/799

Date: 21.10.2020

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 Levels as per 7 th CPC	Group	No. of Posts	Reservation
1.	Finance Officer	Level 14	A	1	UR
2.	Controller of Examination	Level 14	A	1	UR
3.	Librarian	Level 14	A	1	UR
4.	Deputy Librarian	Level 12	A	1	UR
5.	Lower Division Clerk	Level 1	C	3*	3 UR (1-VH)
6.	Laboratory Attendant	Level 1	C	1*	OBC

*In continuation to earlier advertisement. Post advertised are in addition.

Sd/-
REGISTRAR

1) **Finance Officer** Post-01 (1UR) (Through interview) – Term Post

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.

The appointment will be for a term of 5 years subject to the age limit of 62 (sixty two) years

2) **Controller of Examinations** Post-01 (1UR) (Through interview) – Termed Post

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.

The age of superannuation, as at present, shall is 62 (sixty two) years.

3) **Librarian** Post-01 (1UR) (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 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) A Ph.D Degree in library science/information science/documentation/archives and manuscript-keeping.
- (v) Self attested hard copy of the supporting documents as mentioned in the Assessment Criteria format to be submitted.

4) Deputy Librarian Post-01 (1UR) (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 point-scale, wherever grading system is followed.
- (ii) Eight years experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D Degree in library science/information science/documentation/archives and manuscript-keeping/computerization of library.
- (v) Self attested hard copy of the supporting documents as mentioned in the Assessment Criteria format to be submitted.

5) Lower Divisional Clerk- Post-03 (2UR -1 UR (VH)) (Through competitive written examination and qualifying skill test)

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 and 27 years with relaxation in upper age for SC/ST/OBC/PWD candidates as per GoI rules.

Laboratory Attendant- Post-01 (OBC) (Through competitive written examination)

Essential Qualifications & Experience:

Class 10th standard (with Science as one of the subjects) from recognized School/Board;

Desirable:

Class 12th standard in Science subject from a recognized Board/University.

Age limit:

Between 18 and 27 years with relaxation in upper age for SCs/STs/OBCs/PWDs as per GoI rules.

OTHER CONDITIONS:

1. The recruitment to the advertised posts of Librarian and Deputy Librarian shall be carried out in accordance with the revised UGC Regulations, 2018 or as per UGC regulations amended from time to time.
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, 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 New 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 shortlisted.
7. Shortlisted candidates to bring along all original documents during the time of interview for verification of the same.
8. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the forms.
9. 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.
10. 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.
11. TA shall be admissible for the candidates appearing for interview for the post of Controller of Examinations, Finance Officer, Librarian and Deputy Librarian as per University norms.

GENERAL NOTE:

- 1) The University reserves the right to:
 - (a) Draw reserve panel(s) against the possible vacancies in the future.
 - (c) Relax any of the qualifications/experience/age at its discretion in the interest of the University; and
 - (d) Not-to fill up any or all the advertised posts on regular basis.
- 2) Persons already in regular service should produce NOC at the time of interview.
- 3) Relaxations to SCs/STs/OBCs/PWDs and other relaxations as prescribed in R&P Rules and GoI rules.
- 4) No TA will be paid for written examination/skill test.
- 5) Any dispute with regards to selection/recruitment process will be subject to court/tribunals having jurisdiction over Gangtok.
- 6) Canvassing in any form will be a disqualification.
- 7) Interested candidates may apply online through the University website www.cus.ac.in on or before 16.11.2020.
- 8) Application Fee:

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

- 9) 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.

10) The last date for receiving the online application is 16.11.2020.

Sd/-
REGISTRA

**DIRECT RECRUITMENT
(LOWER DIVISION CLERK)**

MODE OF SELECTION

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 and One Practical Paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	10	52	45 minutes	15 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes
Paper-IV	Computer proficiency Test (Practical)	50	15	18	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. Computer Proficiency Test: Candidates who qualify in the Competitive Written Examination for **Paper-I, II & III** will be called for Computer Proficiency Test (**Paper-IV**) to be taken on computer. Questions will be designed to test the candidate's knowledge of Microsoft Office, Spreadsheet and Computer Applications for everyday office work including usage of internet.

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 will be prepared based on the marks obtained in the competitive written examination and Computer Proficiency Test.

DIRECT RECRUITMENT
(LABORATORY ATTENDANT)

MODE OF SELECTION

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 & Basic 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.

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 **Lower Division Clerk and Laboratory 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.