



SIKKIM UNIVERSITY

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

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APPOINTMENT NOTICE

ADVT. NO.SU/2013/REG-03/RA-2013/2421/

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 as per UGC norms for the following **NON-TEACHING POSITIONS**.

SI. NO.	Name of the Post	Band Pay & Grade Pay (in ₹)	Group	No. of Posts	Reservation
1	Internal Audit Officer	15600-39100 GP 7600	A	1	UR-1
2	Executive Engineer	15600-39100 GP 6600	A	1	UR-1
3	Public Relation Officer	15600-39100 GP 5400	A	1	UR-1
4	Medical Officer	15600-39100 GP 5400	A	1	UR-1
5	Personal Assistant	9300-34800 GP 4200	B	2	UR- 2 (1 PWD - VH)*
6	Senior Technical Assistant	9300-34800 GP 4200	B	1	UR-1
7	Security Inspector	5200-20200 GP 2800	C	1	UR-1
8	Pharmacist	5200-20200 GP 2800	C	1	UR-1(PWD-OH)*
9	Laboratory Assistant	5200-20200 GP 2400	C	1	UR-1
10	Driver	5200-20200 GP 1900	C	1	UR-1
11	Library Attendant	5200-20200 GP 1800	C	1	UR-1
12	Laboratory Attendant	5200-20200 GP 1800	C	5	UR-3 (1 PWD-HH)*, OBC-1
13	Kitchen Attendant	5200-20200 GP 1800	C	1	UR-1
14	Hostel Attendant	5200-20200 GP 1800	C	2	UR-2

***(VH- B & LV, OH-OL&BL, HH)**

1) Internal Audit Officer - [1 Post - UR](Through Interview)

Essential Qualification & Experience:

Desirable: CA/CMA/M.COM/MBA(Finance)

Deputation/Lien/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 ₹ 15600 – 39100 with GP ₹ 6600
OR
- with 5 years' regular service in the PB-3 ₹ 15600 – 39100 with GP ₹ 5400.

Age limit: Not applicable

2) Executive Engineer - [1 Post- UR](Through Interview)

Essential Qualifications & Experiences:

- Degree in Civil Engineering from a recognized University.
- 7 years' experience as an Assistant Engineer in CPWD/PWD/University/Autonomous bodies/PSUs.

Desirable: 2 years' experience as Assistant Executive Engineer in CPWD/PWD/ University/Autonomous bodies/PSUs.

Age limit: Not exceeding 40 years.

3) Public Relation Officer: [1 Post-UR](Through competitive written examination & interview)

Essential Qualification & Experience

- Master's degree from a recognized University with 55% marks or its equivalent grade of 'B' in the UGC seven-point scale.
- Relevant experience of 2 years preferably in University or an Institution of higher learning.

Desirable:

- i) Should be able to liaise with press, electronic media and the public.
- ii) Should be able to prepare publicity material and prepare press releases/notes in English as well as in local language of the state of Sikkim.

Age limit: Not exceeding 37 years.

4) Medical Officer: [1 Post-UR](Through interview)

Essential Qualification & Experience

- MBBS recognized by Medical Council of India

Desirable:

- i. Post-graduate Medical Qualification from a recognized Institution by the Medical Council of India
- ii. Relevant working experience of 2 years in Government Hospital or Hospital recognized by the Government.

Age limit: Not exceeding 35 years.

- 5) **Personal Assistant**- 02 Posts [02-UR, 1 PWD-VH-B/LV] (Through competitive written examination & stenography skill test)

Essential Qualification:

- Bachelors' degree in any discipline from recognized University.
- Stenography in English with speed of 100 wpm.
- Knowledge of Computer Application.

Age limit: Not exceeding 32 years.

- 6) **Senior Technical Assistant**- 01 Posts [01 -UR] (Through written examination)

Essential Qualification & Experience:

- Master's degree in Computer Science/IT or MCA;
- OR**
- Bachelor's degree in Engineering/Technology

Desirable: Two years' experience in handling of ERP/ Software Development/Networking

Age limit: Not exceeding 32 years.

- 7) **Security Inspector**- 01 Post[01-UR](Through competitive written examination)

Essential Qualification & Experience:

- 10+2 or equivalent from a recognized school board & NCC certificate/certified training course on security service from Govt. recognized centers/institutes.

Age limit: Between 18 and 27 years.

- 8) **Pharmacist**- 01 Post[01-UR, PWD-OH](Through competitive written examination)

Essential Qualification & Experience:

- Class 12th standard in Science subject from a recognized Board/University;
- Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India;
- Registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948).

Age limit: Between 18 and 27 years.

- 9) **Laboratory Assistant**- 01 Post[01-UR]](Through competitive written examination)

Essential Qualification:

- Bachelor's degree in Science(Life Sciences) or other relevant field from a recognized Institute/University;
- OR**
- Diploma in relevant field of Engineering/Technology form

recognized Institute/University;

OR

- ITI trade certificate possessing Class 10th standard with 5 years of work experience in relevant field (Life Sciences).

Desirable: Experience in Science Laboratories of Academic/Research institutions.

Age limit: Between 18 and 27 years.

10) Driver- 01 Post [01-UR] (Through competitive written examination and trade test)

Essential Qualification & Experience:

- Class 10th standard from a recognized School/ Board.
- Possession of a valid driving license for L/M/H motor vehicles issued by the competent authority.
- Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles)
- Experience of driving motor vehicles for at least 3 years

Age limit: Between 18 and 27 years.

11) Library Attendant- 01 Post[01-UR](Through competitive written examination)

Essential Qualification & Experience:

- Class 10th standard from a recognized School/Board.

Desirable: Class 12th Standard from a recognized School/Board

Age limit: Between 18 and 27 years.

12) Laboratory Attendant- 05 Post[03-UR (1 PWD-HH), 01-OBC] (Through competitive written examination)

Essential Qualifications & Experience:

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

OR

- ITI Trade Certificate in the relevant area.

Desirable: Class 12th Standard in science subject from a recognized Board/ University.

Age limit: Between 18 and 27 years.

13) Kitchen Attendant- 01 Post[01-UR] (Through competitive written examination)

Essential Qualifications & Experience:

- Class 10th Standard from a recognized School/ Board

OR

- ITI Trade Certificate in the relevant area
- 2 years' experience as Cook Apprentice in cooking/ catering

services in educational institutions/guest houses, reputed hotels, restaurants and similar facilities

Age limit: Between 18 and 27 years.

14) Hostel Attendant- 02 Post[02-UR] (Through competitive written examination)

Essential Qualifications & Experience:

- Class 10th Standard from a recognized School/ Board

Age limit: Between 18 and 27 years.

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 at its discretion; and
 - (d) Not-to fill up any or all the advertised posts on regular basis.
- 2) Persons already in regular service should produce NOC from their departments at the time of interview.
- 3) Relaxations to SCs/STs/OBCs/PWDs as per GoI rules
- 4) Canvassing in any form will be a disqualification.
- 5) Interested candidates may apply online through the University website www.cus.ac.in on or before **09/12/2016**
- 6) Application Fee:

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

- 7) 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.
- 8) The last date for receiving the online application is : 09/12/2016

Sd/-
REGISTRAR