



CLUSTER  
UNIVERSITY  
OF JAMMU

# CLUSTER UNIVERSITY OF JAMMU

(Established under the Srinagar and Jammu Cluster Universities Act, 2016)  
Adjoining G.G.M. Science College, Jammu  
Website: [www.clujammu.in](http://www.clujammu.in)

## ADVERTISEMENT NOTICE

Applications are invited for the following posts from the retired persons possessing experience of working in the University System / Government Departments of UT of J&K / Central Government Departments:

S.No.	Name of the Post	Consolidated Salary (per month)
1	Private Secretary	₹ 30,000/-
2	Assistant Librarian	₹ 30,000/-
3	Laboratory Assistant	₹ 12,000/-

### Desirables:

- 1) The candidates having experience of working in the University System / Government Departments of UT of J&K / Central Government Departments are required to apply for the posts mentioned above.
- 2) The retired persons already engaged by the University are also required to apply as per conditions of the advertisement notice.
- 3) The candidates applying for the abovementioned posts should be below the age of 64 years or likely to be retired within 06 months.
- 4) The engagement shall be made purely on contract basis which will hold good for one year or till some permanent arrangement is made, whichever happens to be earlier and shall be extendable on the basis of performance of the candidate.
- 5) The University reserves the right to reject any application without assigning any reason thereof. No interim queries in this regard shall be entertained at any stage.
- 6) The application form can be downloaded from the University Website [www.clujammu.in](http://www.clujammu.in). If the space provided in the application form is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be attached with the application form.
- 7) The application form should reach the Office of **The Assistant Registrar (Establishment)**, Cluster University of Jammu, Adjoining G.G.M. Science College, Jammu (J&K) by or before 11-10-2021 through Registered / Speed Post only. The University shall not be responsible for any postal delays and the applications submitted through Courier Services shall be summarily rejected.
- 8) The envelope containing the application form should be super-scribed with the following:

**Name of the Post Applied For:**  
**Advertisement No. & Date**

**Sd/-**  
**Registrar**

**No. CLUJ/Adm/21/1411**  
**Date: 24-09-2021**



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**APPLICATION FORM**

- **Post Applied [Please Tick (✓) the appropriate Box]:**

(1) Private Secretary

(2) Assistant Librarian

(3) Laboratory Assistant

- **Department from where retired:** \_\_\_\_\_

**(A) GENERAL INFORMATION:**

**1. Name in Full:** \_\_\_\_\_  
(In Block Letters)

**2. Parentage:** \_\_\_\_\_

**3. Date of Birth:** Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**4. Gender:** \_\_\_\_\_

**5. Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Address for Correspondence:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. E-mail Id:** \_\_\_\_\_

**8. Contact Number(s):** \_\_\_\_\_

**Note:** The University will send all correspondence in the Email Id / Contact Number(s) of the candidates or on University website. Therefore the candidates are required to keep their Email Id / Contact Number(s) active till the completion of process of recruitment.

**(B) EXPERIENCE DETAILS:**

Name of the Organization	Designation	Scale of Pay	Period of service		
			From	To	No. of Years

I hereby declare that I have read and understood the terms and conditions of the Advertisement Notice and having accepted the same, made all the entries in this application form which are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false my candidature / appointment is liable to be cancelled / terminated.

**Signature of the Applicant**

Place: \_\_\_\_\_

Date: \_\_\_\_\_