



SIKKIM UNIVERSITY

[A Central University established by an Act of Parliament of India, 2007]

6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim

Tel: 03592-250228/251415; Fax: 03592-251067

Email: sikkimuniversity@gmail.com; Website: <http://www.sikkimuniversity.in>

ADVT. NO. SU/NT/ADVT/2011-12/

Date: 6th January 2012

APPOINTMENT NOTICE [Regular Non-Teaching Positions]

SIKKIM UNIVERSITY, a Central University located in peaceful and beautiful natural surroundings of Sikkim in Eastern Himalayan region, is being designed in such a way so as to make it known for academic excellence and research, for its all inclusive institutional character and a strong instrument of regional development and cross-border integration. The University is trying to bring in the best practices of academic programmes, teaching methods and curriculum designing and management system from both within and outside India and build modern environment friendly infrastructure.

Institutional Ethos

All the applicants for the posts of non-teaching management positions must possess leadership qualities and must be an institution builder. Besides ability to incorporate innovative ideas and undertaking inter-disciplinary assignments, they should be able to devote a lot of time to long term planning and developing the respective departments with a view to achieve global competitiveness.

They should possess good communicative and writing skills and be well versed with the use of computers and e-governance and also be amenable to work in a peon-free and non-hierarchical management framework. They should constantly develop substantive linkages with local, national and global academic and research fraternity and institutions; and also be able to closely work with the governmental, private sector, non-governmental and community based organizations.

They should have the knack, ability and individual drive to mobilize resources from both national and global sources to remain competitive, build modern infrastructure and establish a line of management activity that would bring recognition to the departments and University at large. For everyone who joins SIKKIM UNIVERSITY at any level, multi-tasking, missionary zeal and individual accountability have by now become an organizational ethos. The local ethos, practices, people and environment are highly respected by all. All its stakeholders would like to make SIKKIM UNIVERSITY a corruption free and a green institution in terms of its environmental richness and physical architecture.

Openings and Opportunities

SIKKIM UNIVERSITY has openings for various non-teaching management positions. The essential qualifications, Pay Bands/Grade Pay, and reservations for the same positions are as follows:

DETAILS OF ESSENTIAL & DESIRABLE QUALIFICATIONS

1. INTERNAL AUDIT OFFICER – One Post Unreserved (On Deputation Basis)

PB 3 in the pay scale of 15600-39100 Grade Pay 7600

Essential:

- i. Officers of the Central/State/Statutory or Autonomous Organization holding analogous post on regular basis
- OR**
- i. With five year's service in the pay scale of Rs. 15600-39100 GP 5400 or equivalent.

Desirable:

- i. Possessing experience of handling Administrative, Financial Budget/Accounts matters in a responsible capacity

Age limit: Maximum 50 years as on 01.01.2012.

2. ASSISTANT LIBRARIAN – One Post Unreserved

PB 3 in the scale of pay of Rs. 15600-39100 Academic Grade Pay Rs. 6000

Essential:

- i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks or (or an equivalent grade of B in the UGC seven points scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the National Eligibility Test conducted for the purpose by the UGC or any other agency approved by the UGC.

However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

Desirable:

- i. M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/Achieves and Manuscript-Keeping.
- ii. Evidence of innovative library service and organization of published work.
- iii. Knowledge of library automation activities.
- iv. Experience of working on Library Management Software and Know-how of RFID system.
- v. Two years working experience in an Academic Library

Age limit: Maximum 40 years as on 01.12.2012

3. EXECUTIVE ENGINEER – One Post Unreserved

PB 3 in the scale of pay of Rs. 15600-39100 Grade Pay Rs. 6600/-

Essential:

- i. B.E./B.Tech (Four years course) in Civil Engineering from a UGC/AICTE-recognized University/Institution.
- ii. At least five year's professional experience as Assistant Engineer (relaxable in deserving cases)

Or

- i. At least five year's professional experience as S.D.O CPWD or state PWD or Autonomous undertaking and five years as Executive Engineer in CPWD or state PWD.

Age limit: Maximum 45 years as 01.01.2012.

4. SEMI PROFESSIONAL ASSISTANT – One Post Unreserved

PB 1 in the scale of pay of Rs. 5200- 20200 Grade Pay Rs. 2800

Essential:

- i. B.Lib.Sc. or Bachelor's degree in any discipline (three years course) from UGC-recognized University with Diploma in Library Science.
- ii. A regular Junior Library Assistant with Certificate in Library Science, having three year's experience as Junior Library Assistant in the University shall also be eligible for applying for the post provided she/he possesses a graduate degree in any discipline (three years course) from UGC-recognized University

Age limit: Maximum 40 years as on 01.01.2012.

5. EXECUTIVE ASSISTANT [PERSONAL ASSISTANT] – One Post Unreserved

PB 2 in the scale of pay of Rs. 9300-34800 Grade Pay Rs. 4200

Essential:

- i. Three years degree course in any discipline from UGC-recognized University.
- ii. Shorthand speed of 100 words per minute and typing speed 40 words per minute in English; or
- iii. Shorthand speed of 80 words per minute and typing speed 40 words per minute in Hindi.

Age limit: Maximum 30 years as on 01.01.2012.

6. EXECUTIVE [ASSISTANT] – One Post UR & One Post Reserved for OBC

PB 2 in the scale of pay of Rs. 9300-34800 Grade Pay 4200

Essential:

- i. Three years degree course in any discipline from UGC-recognized University with working knowledge of computers.

Desirable:

- i. One year experience in Educational Administration, General Administration and Finance, Purchase etc. in Govt. Department/Bodies/Corporation or Reputed Educational Institution.
- ii. Degree/Diploma in Computer Application/Computer Science and knowledge of operation of latest packages relating to Pay roll, Accounts & MIS
- iii. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations/General Administration/Housekeeping/Establishment/Human Resource/Legal/Purchase/Accounts & Finance/Project Management/ Public Relations

Age limit: Maximum 30 years as on 01.01.2012.

7. ASSISTANT EXECUTIVE [UPPER DIVISION CLERK] –

One Post Unreserved & One Post Reserved for OBC

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay 2400

Essential:

- i. Three years degree course in any discipline from UGC-recognized University.
- ii. Atleast one year experience in regular establishment including reputed commercial undertaking

Desirable:

- i. Knowledge of Computers.
- ii. Read, write and speak English.
- iii. Secretarial Practice.

Age limit: Maximum 30 years as on 01.01.2012

8. JUNIOR EXECUTIVE [LOWER DIVISION CLERK] –

Two Posts Unreserved & One Post Reserved for SC & One Post Reserved for OBC

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay 1900

Essential:

- i. Matriculation or equivalent examination.

Desirable:

- i. Knowledge of Computers.
- ii. Read, write and speak English

Age limit: Maximum 30 years as on 01.01.2012.

9. SECURITY SUPERVISOR – One Post Unreserved

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 2800

Essential:

- i. Three years degree course in any discipline from UGC-recognized University.
- ii. Should have military or NCC Training & also Training in fire-fighting.
- iii. Should have at least Three year's experience in supervisory capacity in the police or in armed forces or other similar organization.
- iv. Should be able to handle fire-arms.
- v. Should be of sound health and active habits.
- vi. Should be conversant with security rules and procedure and should be able to deal with the police & public.

Age limit: Maximum 40 years as on 01.01.2012.

10. LIBRARY ATTENDANT – Two Posts Unreserved

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 1800

Essential:

- i. Class Xth Passed with two years regular and satisfactory service experience in a Central University.

OR

- i. Class VIII Passed with three year's experience in Library UGC-recognized institutions

Desirable:

- i. Certificate programme in library form recognized Institution. The persons who have experience of handling/working in any library well be preferable.

Age limit: Maximum 40 years as on 01.01.2012.

11. CAR SUPPORT [DRIVER] – Two Post Unreserved

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 1900

Essential:

- i. Pass VIII Standard from Central/State Govt. recognized School.
- ii. Possession of valid driving License in LMV- for Car, Jeep, Utility Vehicles.
- iii. Knowledge of motor mechanism (The candidate should be able to remove minor/common defects in the vehicle).
- iv. Three year's experience of driving a motor vehicle.

OR

- i. A person working in Govt. / Semi-Govt. organization will be considered.
- ii. Knowledge of Motor Mechanism.
- iii. Three year's driving experience.

Desirable:

- i. Matriculation and /or valid driving license for Heavy Motor vehicles.

Age limit: Maximum 45 years as on 01.01.2012.

12. SYSTEM ANALYST – One Post Unreserved

PB 3 in the scale of pay of Rs. 15600-39100 Grade Pay Rs. 5400/-

Essential:

- i. B. Tech. (CSE) or B. Tech. (Non-CSE) with experience of three years in Computing.

OR

- i. M. Sc. (Computer Science) with two year's experience in Computing.

OR

- i. Master in Computer Applications/Computer Science with two years experience in Computing.

Age limit: Maximum 40 years as on 01.01.2012.

13. TECHNICAL ASSISTANT – Three Posts Unreserved

PB 2 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 2800

Essential:

- i. Three years degree course in any discipline from UGC-recognized University.
- ii. Three years experience in laboratory of any reputed institution.

Desirable:

- i. Certificate Course/Diploma from a recognized Institution or any other qualification in operation/maintenance etc. of laboratory based equipment/jobs recognized by the University.

Age limit: Maximum 35 years as on 01.01.2012.

14. LABORATORY ASSISTANT – Two Posts Unreserved

PB 2 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 2000

Essential:

- i. Passed Sr. Secondary School [10+2] Examination with Science subject or equivalent with Science.
- ii. Having at least three years experience in handling sophisticated Scientific Appliances, Glassware, Chemicals and Instrumentations.

Desirable:

- i. Graduation in Physics/Chemistry/Microbiology/Ethno botany/Floriculture/ Geography/Computer application/Life Sciences.

Age limit: Maximum 35 years as on 01.01.2012.

- 15. LABORATORY ATTENDANT** – Five Posts Unreserved, Two Posts Reserved for OBC & One Post Reserved for SC

PB 2 in the scale of pay of Rs. 5200-20200 Grade Pay Rs. 1800

Essential:

- i. Passed Sr. Secondary School [10+2] Examination with science subjects.
- ii. Preference will be given to those who have experience of working in any Scientific Laboratory.

Age limit: Maximum 35 years as on 01.01.2012.

- 16. MEDICAL OFFICER** – One Post Unreserved

PB 1 in the scale of pay of Rs. 15600-39100 Grade Pay 5400

Essential:

- i. MBBS degree from Medical Council of India (MCI) and UGC-recognized University/Medical College.
- ii. At least three years post-qualification experience.
- iii. Three year's experience in general practices.

Desirable:

- i. MD in any branch of Medical Science

Age limit: Maximum 40 years as on 01.01.2012.

- 17. NURSE** – One Post Unreserved

PB 2 in the scale of pay of Rs. 9300-34800 Grade Pay 4200

Essential:

- i. B.Sc. (Nursing) degree and registered under the Indian Nursing Council Act.
- ii. GNM/Diploma from a recognized institute in any field of Nursing.

Desirable:

- i. Having two years experience as Nurse in Govt. /Govt. Recognized/Private reputed Hospital.

Age limit: Maximum 35 years as on 01.01.2012.

- 18. NURSING ATTENDANT** – One Post Unreserved

PB 1 in the scale of pay of Rs. 5200-20200 Grade Pay 1800

Essential:

- i. Passed Sr. Secondary School [10+2] Examination with Biology as science subject or equivalent from a recognized institution.
- ii. At least One year experience in Nursing work at a reputed hospital.

Age limit: Maximum 28 years as on 01.01.2012.

GENERAL INSTRUCTIONS:

SIKKIM UNIVERSITY provides a highly competitive and challenging work culture and attractive future prospects. While looking forward to attract candidates with high degree of professional commitment, it assures to provide a transparent working environment and good physical infrastructures.

1. The University reserves the right to:
 - a. Offer the post at the level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
 - b. Draw reserve panel(s) against the possible vacancies in the future.
 - c. Relax any of the desirable qualifications/experience/age at its discretion.
 - d. Not-to fill up any or all the advertised posts on a regular basis.
 - e. Fill up any or all the advertised posts on a contractual basis.
 - f. Modify/change the qualification, age limit and experience criteria, as prescribed by UGC from time to time for various non-teaching management posts even after publication of this advertisement.
2. Relaxation in age in the case of reserved categories (Schedule Caste/Schedule Tribe/Other Backward Class/Non creamy layer as per the list recognised and notified by the Govt. of India, and Differently-abled) will be given as per rules.
3. Reservation position: As per rules, reservation for Scheduled Caste (SC) and Scheduled Tribe (ST) is applicable for the posts of non-teaching management positions @ 15% and 7.5%, respectively. Additionally, 27% posts are reserved for Other Backward Class (OBC) who does not come under the creamy layer as per the list recognized and notified by the Government of India. 3% posts are reserved for Differently-abled (DA) candidates as per Government of India instructions.
4. Persons already in service should apply through proper channel.
5. SIKKIM UNIVERSITY has its own scheme of medical facility. The person selected on deputation may, however, opt either for the University's medical facility scheme or the facility available in his/her parent department.
6. Canvassing in any form will be a disqualification.

7. No correspondence will be entertained in this regard. Candidates are requested to check the University website for any related information.
8. Applications are required to be submitted on the prescribed format only, which can be downloaded from the University website www.sikkimuniversity.in. The application fee of Rs 300/- (Rs 150 for SC/ST/DA candidates) is required to be submitted by way of **Demand Draft of any Scheduled/Nationalized Bank, drawn in favour of "SIKKIM UNIVERSITY", payable at Gangtok only.** Applications received without the prescribed fee will be summarily rejected.
9. Separate applications along with all the required documents as mentioned in the application form, addressed to **The Registrar, SIKKIM UNIVERSITY, 6th Mile, Samdur, P.O. Tadong, Gangtok-737102, Sikkim** with **the post applied for clearly superscribed on the envelope**, may be sent by Registered Post/Speed Post or submitted by hand.
10. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.
11. **Website Details:**
Go to SIKKIM UNIVERSITY website www.sikkimuniversity.in and click on A-Z index on top panel. From the list, choose "Opportunities at S.U" and refer to Appointment Notice-Non-Teaching Positions.
12. **The last date for receiving the applications is 7th February 2012.**

Note:

1. The applications should be sent in the prescribed performa (downloadable from the SIKKIM UNIVERSITY website) only alongwith duly attested copies [from First Class Gazette Officer] of credentials & qualification/work experience certificates.
2. Applications from applicants already in government service or equivalent should apply through proper channel with a certificate from the Competent Authority to the effect that no disciplinary proceedings/Vigilance case(s) is either pending and/or contemplated against the officers concerned, must also be given in the forwarding letter.

3. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
4. SIKKIM UNIVERSITY reserves the right not-to fill up any or all the advertised posts on regular basis due to administrative exigencies and no claim can be made against the same by any person applying for the post. It also reserves the right to fill up any or all of the advertised post(s) on contractual basis. SIKKIM UNIVERSITY reserves the right to modify/change the qualification and experience criteria prescribed by UGC from time to time for various non-teaching posts even after publication of this advertisement in the newspaper, by way of publication of corrigendum in leading Newspapers and/or University website.

**Sd/
REGISTRAR**
