

CLUSTER UNIVERSITY OF JAMMU

ADVERTISEMENT NOTICE

The Registrar on behalf of the Cluster University of Jammu invites applications for the post of **Head Assistant** from the candidates **(retired or likely to be retired from the services within six months)** having experience of working in the University System and the last date of receipt of the application forms shall be **15th April 2025**.

The detailed Advertisement Notice alongwith the Application Form can be downloaded from the University Website **www.clujammu.ac.in**.

Sd/-

Registrar

Cluster University of Jammu

No. CLUJ/Adm/25/1320

Dated: 24.03.2025



CLUSTER
UNIVERSITY
OF JAMMU

CLUSTER UNIVERSITY OF JAMMU

Website: www.clujammu.in

Address: Adjoining G.G.M. Science College,
Canal Road, Jammu-180016 (UT of J&K)

Email: registrar@clujammu.ac.in, Phone : 0191-2950533

ADVERTISEMENT NOTICE

The Cluster University of Jammu invites Applications from the Retired / Retiring persons for the following post:

S.No.	Name of the Post	Consolidated Salary	Eligibility Criteria
1	Head Assistant	₹ 20,000/-	Experience of working in the University System

Desirables:

- 1) The candidates applying for the abovementioned posts should be below the age of sixty-four (64) years as on **01.01.2025** or likely to be retired from the services within six (06) months.
- 2) The engagement shall hold good for a period of one (01) year or till the concerned attains the age of sixty-five (65) years or till some permanent arrangement is made, whichever happens to be earlier and shall be extended on performance and requirement of the University.
- 3) The engagement shall be terminable before the expiry of the contractual period with one (01) months' notice from either side or on payment of one month's salary in lieu of the notice period.
- 4) 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.
- 5) The Application Form can be downloaded from the University Website "www.clujammu.ac.in" and the candidate has to apply on the downloaded form only. The applications received on plain paper shall be rejected.
- 6) The Application Form should reach the Office of **The Assistant Registrar (Adm), Cluster University of Jammu, Adjoining G.G.M. Science College, Jammu-180016 (J&K)** by or before **15.04.2025** 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.
- 7) The envelope containing the application form should be super-scribed with the following:
Name of the Post Applied For:
Advertisement No. & Date
- 8) The selection of the candidates shall be made by the Committee to be constituted by the University.

Sd/-
Registrar
Cluster University of Jammu

APPLICATION FORM

(A) Post Applied for _____

(B) (i) Department from where retired: _____

(ii) Year of Retirement: _____

(C) 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 the process of engagement.

(D) EXPERIENCE (Kindly mention the experience from the Date of Joining the services to till date):

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.

Further, 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: _____