



University of Kashmir

NAAC Accredited Grade A++

University Campus, Hazratbal, Srinagar 190006, Kashmir.

Advertisement Notice No. 7 of 2025

Dated: 13-11-2025

Online Application forms are invited from the domiciles of UT of Jammu & Kashmir belonging to the **RBA (Resident of Backward Area)** category for the below mentioned post in the respective Pay Level, available in the University of Kashmir as per the following details:

I. QUALIFICATIONS AND OTHER DETAILS OF THE POST SHALL BE AS UNDER:

S. No.	Name of the Posts/ Post Code/ Pay Level	No. of Posts/ Category	Essential Qualification
01.	Legal Assistant PGD-UNV-40 Level 6 (₹35400–112400)	01 (RBA)	1. L.L.B (3-year) Professional Degree/BA-LLB (5-year integrated degree) through regular mode with 55% marks or equivalent grade from a recognized University/Institute. 2. Three years active practice at the Bar certified by Principal District & Sessions Judge concerned where the candidate is practicing

II. AGE:

The age of candidates as on 01.01.2025 should be:

1. Not below 18 years; and
2. Not above
 - a. **43 years** in case of **RBA Category**
 - b. 50 years in case of In-service University Employees

III. IMPORTANT DATES:

01	Submission of Online Forms w.e.f.	21-11-2025
02	Last date for submission of Online Forms	05-12-2025
03	Last date for submission of Hard copies for in service candidates only (through proper channel)	10-12-2025

IV. SUBMISSION OF ON-LINE APPLICATION FORMS:

Step 1: Visit <http://www.kashmiruniversity.net> and Click on Jobs/Recruitment link. Read detailed Important Instructions and preview of whole process for Registration and submission of Application Form before proceeding ahead.

Step 2: Candidate need to Register him/herself before submitting the Online Application. For Registration, Click on the Non-Teaching Jobs link. Remember the Username and Password for future reference. Use valid Email ID and mobile number during registration process.

Step 3: After successful Registration, Login into the system by using your Username and Password.

Step 4: Key in the personal details, educational qualifications, experience etc. then Preview the Form, if details are correct, Click on Submit. If there is variation or you want to update,



University of Kashmir

NAAC Accredited Grade A++

University Campus, Hazratbal, Srinagar 190006, Kashmir.

Click on Preview button, make corrections, updations and then Submit. Remember, no editing or updating is allowed after the Form is submitted. Get a print out of the application form and note the Form No. for future reference.

Step 5: Select payment mode for depositing Application Fee (Online mode). Deposit the Application Fee of Rs. 750, through Online mode only.

However, persons with benchmark disabilities (PwD) are exempted from payment of application fee.

OTHER TERMS AND CONDITIONS

1. This advertisement is exclusively for the **Resident of Backward Area (RBA)** category.
2. **Only candidates belonging to the RBA category and possessing a valid and updated RBA category certificate issued by the competent authority of the UT of J&K shall be eligible to apply for this post.**
3. Candidates must fulfill all eligibility criteria by the last date of submission of the application form.
4. Incomplete applications or applications **not belonging to the candidates from RBA category** shall be summarily rejected.
5. Applications from Government/University employees must be routed through proper channel. Advance copies may, however, be submitted before the closing date.
6. Candidates must ensure their names appear in the list of successfully submitted applications displayed on the University website. Discrepancies, if any, must be reported within one week from the date of display.
7. Application fees once paid shall not be refunded or adjusted under any circumstances.
8. Any corrigendum/addendum/notification related to this advertisement shall be uploaded on the University website only. Applicants are advised to regularly check the website for updates.
9. The appointment shall be governed by the rules and regulations of the University of Kashmir and the UT Government, as applicable.
10. The selected candidate shall be liable for transfer between the University's Main Campus and Satellite Campuses.
11. Submission of false information or forged documents, including the RBA certificate, shall result in disqualification, termination, and legal action as per rules.
12. Canvassing in any form shall lead to disqualification.
13. The University reserves the right not to fill up the post advertised, without assigning any reason.
14. Shortlisted candidates must produce self-attested hard copies of their online application form along with supporting documents, **including the original valid RBA certificate**, at the time of test/interview/verification of documents.
15. Candidates called for verification shall produce original certificates relating to age, qualifications, experience, and **the RBA category alongwith hard copy of application forms and self-attested Xerox copies of all documents.**
16. The University shall verify the antecedents, **including the RBA certificate**, of all selected candidates. Any discrepancy shall lead to immediate termination.
17. Candidates possessing foreign degrees must enclose an Equivalence Certificate issued by the Association of Indian Universities (AIU), New Delhi.
18. The scheme of examination, skill test, and syllabus (if applicable) shall be notified separately on the University website.
19. Mere appearance in the written/skill test shall not confer any right to appointment.
20. The recruitment process is subject to the outcome of any writ petition(s) pending before competent courts of law.

-sd-

**Deputy Registrar
(Recruitment)**