



CENTRE FOR CAREER-COUNSELLING, COACHING & PLACEMENT
University of Kashmir
(NAAC Accredited Grade A⁺⁺)

Recruitment Notice

From the Intelligence Bureau (Ministry of Home Affairs), Government of India

- i. **Positions** - Security Assistant/Executive (SA/Exe.)
- ii. **Total No. of positions** – Three (3)
- iii. **Grade/pay**: Group 'C', (Non-Gazetted, Non-Ministerial), Level-3 (₹21,700–69,100) in the pay matrix, plus admissible Central Government allowances.
- iv. **Qualification** – 10th class pass from a recognized Board of Education
- v. **Age Limit**: 18-27 years as on the closing date of receiving applications. Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates.
- vi. **Work location**: any part of India
- vii. **Shortlisting of candidates**: the candidates would be shortlisted based on their academic records and experience in the concerned field @ maximum of 10 times the number of vacancies. Only the shortlisted candidate would be called to appear in the written test/interview
- viii. **Selection process of shortlisted candidates**: will consist of 2 components:
 - a. Descriptive test – Written test of 1-hour duration for 50 marks
 - b. Interview - 50 marks
- ix. **Final selection**: based on cumulative merit in the written and interview components
- x. **Additional qualification/details and position distribution are provided in the table below**

Language specific position		Additional qualification	Desirable
Pahari	1	Candidates must have knowledge of reading, writing, and speaking of Pahari language	Working knowledge of basic computer applications
Kashmiri	1	Candidates must have knowledge of reading, writing, and speaking of Kashmiri language	Working knowledge of basic computer applications
Gojri	1	Candidates must have knowledge of reading, writing, and speaking of Gojri language	Working knowledge of basic computer applications

xii. How to apply:

Interested & eligible candidates must apply in the prescribed format appended/attached below and submit their duly filled application forms to the Centre for Career Counselling, Coaching and Placement (CCCP), University of Kashmir. Applications must reach the Centre on or before 25.01.2026. No application shall be entertained after the closing date.

Sd/-

Prof. Nazir A. Dar
Director

APPLICATION FOR SECURITY ASSISTANT/EXE.
(SPECIAL RECRUITMENT) EXAMINATION – 2025

FOR OFFICE USE ONLY

ROLL NO.

**CANDIDATE
SHOULD AFFIX
HIS/HER RECENT
SELF-ATTESTED
PASSPORT SIZE
PHOTOGRAPH**

The application may please be filled in blue ink & in BLOCK LETTERS ONLY.

1.	Name of the candidate (in block letters):		
	First Name	Middle Name	Surname
2. Date of birth (dd/mm/yyyy) (as per matriculation certificate)	(DD)	(MM)	(YYYY)
3. Age as on closing date (i.e. 20.12.2025)	Years	Months	Days
4. Gender (Male or Female)	5. Whether General/EWS/SC/ST/OBC		
6. Religion			
7. Home state		8. Nationality	
9. Present Address			
Door No. / Flat No.			
Street / Locality			
City / Town		District	
State		Pin code	

10. Permanent Address							
Door No. / Flat No.							
Street / Locality							
City / Town			District				
State			Pin code				
11. Mobile						12. Email ID	
13. Father's / Husband's name (Nationality)							
14. Father's / Husband's occupation							
15. Mother's name (Nationality)							
16. Mother's occupation							

17. Educational qualification (From Matriculation onwards)

S.No.	Exam Passed	Subjects studied	% of marks obtained / CGPA	Specialization	Year of passing	Name of board / university / institute
(i)	Matriculation (10 th)					
(ii)	Intermediate (12 th)					
(iii)	Graduation					
(iv)	Post-Graduation					

(v)	Any other Qualification (viz. computer knowledge etc.)						
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18. Languages Known (along with script): _____

19. Language applied for (only one of the advertised language & script): _____

20. Previous experience / present employment, if any

Name of the Organization with Designation	Pay Scale	Nature of duties	Period		Last pay drawn
			From	To	

21. Extra curricular activities:

22. Are you prepared to serve anywhere in India: (write YES/NO): _____

I hereby declare that I satisfy the conditions of the eligibility advertised for admission to the examination. All the information made in this application are true to the best of my knowledge and belief. I am aware that if at any time, it is found that any information given above is false, then my candidature is liable to be cancelled.

DATE :

SIGNATURE OF THE APPLICANT

PLACE :