



Population Research Centre

(An Establishment of the Ministry of Health and Family Welfare, Govt)

University of Kashmir

(NAAC Re-accredited, Grade A++), Hazratbal Srinagar, Kashmir-190 006



Advertisement Notice No-1 of 2025

Dated: 25-07-2025

1. Applications are invited from the domicile of J&K for one post each of **Field Investigator (FI), Upper Division Clerk (UDC) and Peon**, purely on contractual basis initially for a period of one year which may be extended up-to the maximum of three years (year-on-year basis depending on the performance of the candidate and continuation of funding from MoHFW for these posts) on consolidated salaries. **The eligible candidates need to fill the google forms in the available link on the PRC website- <http://prcku.uok.edu.in> by 10th August, 2025 till 5.00 PM.**
2. The walk-in-interview for the engagement of one post each as **Research Fellow-I, and Research Fellow-II**, purely on contractual basis initially for a period of one year which may be extended up-to the maximum of three years (year-on-year basis depending on the performance of the candidate and continuation of funding from MoHFW for these posts) in the Population Research Centre, University of Kashmir, is scheduled on **07.08.2025** at 10.00 AM in the Office of the undersigned. Eligible candidates possessing the relevant experience/subjects, can appear before the selection committee on the given date. **In order to hold the interview in an organized manner and hassle free, all the eligible candidates need to fill the google form in the available link on the PRC website <http://prcku.uok.edu.in> by 05th August, 2025 till 5.00 PM.** Candidates are advised to go through the instructions strictly and submit the google form. All the candidates must bring their original academic and relevant experience certificates on the day of walk-in interview for verification.

NOTE:

1. **LAST DATE TO APPLY FOR FIELD INVESTIGATOR (FI), UPPER DIVISION CLERK (UDC) AND PEON: 10/08/2025.**
2. **LAST DATE TO APPLY FOR RESEARCH FELLOW-I AND RESEARCH FELLOW-II: 05/08/2025.**
3. **For any assistance you can contact directorprc@uok.edu.in. You can also contact on mobile number +91-9858522630**

1. The details of posts, emoluments, qualifications, experience and other terms and conditions are as under:

S. No	Name of Post & No.	Details
01	Field Investigator (FI) = 01	<p><u>Essential Qualification:</u></p> <ul style="list-style-type: none"> i. The candidate should have good academic record, with at least a second-class Post Graduate Degree in Demography/Population Studies/Statistics /Economics/Mathematics/Psychology/Sociology/Anthropology/Geography /Social Work from a recognized Institute/University. ii. The candidates should have some experience in collection/analysis of data and report writing. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Preference will be given to candidates from aforementioned and allied subjects with relevant experience in the collection/analysis of data/conduct of field surveys and having work experience in the areas of Reproductive and Child Health issues, various schemes relating to NHM and other national health programmes. ii. Knowledge of quantitative techniques and experience in using computer software such as CPro/EVIEWS/SPSS/STATA is desired. Knowledge of large-scale datasets like NFHS, LASI, Census, NSSO, etc., is preferred. iii. Roles and responsibilities: i) Conducting routine Monitoring and Evaluation activities of various health programmes; ii) Mandatory Field work in different parts of India; iii) Report writing and Data analysis; and iv) conducting Primary and secondary data-based research. <p>Age limit: As per University Rules.</p> <p>Consolidated Pay: As per approved Ministry guidelines</p>
02	Upper Division Clerk (UDC) = 01	<p><u>Essential Qualification:</u></p> <ul style="list-style-type: none"> i. A second-class bachelor's degree in any discipline from any recognized Institute/ University with a minimum of 50 percent marks or its equivalent on the grading scale. ii. The candidate must have 05 years post-qualification work experience in office/accounts administration. Out of the above 05 years, the candidate must have at least 03 years' experience in handling and operating PFMS (Public Financial Management System) and its allied Modules like TSA, TSA Hybrid, etc. iii. Knowledge of General Financial Rules, Public Procurement Process, and related provisions. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Candidate should be proficient in MS Office and handling of Government e-Marketplace. ii. Proficiency in note-taking / drafting / managing office supplies / operating office equipment / general office support in any Central / State / University / PSU / Autonomous Institutions of the country. <p>Age limit: As per University Rules</p> <p>Consolidated Pay: As per approved Ministry guidelines.</p>

03	Peon = 01	Essential Qualification: Minimum Matric pass and maximum 10+2 pass. Age limit: As per University Rules Consolidated Pay: As per approved Ministry guidelines
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2. The details of posts, emoluments, qualifications, experience and other terms and conditions are as under:

S. No	Name of Post & No.	Details
04	Research Fellow-I = 01	<u>Essential Qualification:</u> i. The candidate should have a good academic record, with at least a second-class Post Graduate Degree in Demography/Population Studies/Statistics/Economics/Mathematics/Sociology/Public Health from a recognized Institution/University. ii. Four years of experience after qualification (i.e., post-graduation or Ph.D.) is preferred. Candidates with relevant experience in data collection and conducting field surveys will be given priority. <u>Desirable:</u> i. Knowledge of MS Office package is essential. Experience in quantitative techniques and using computer software such as STATA/SPSS is preferred. Roles and responsibilities: i) Collecting primary data; and ii) Mandatory field work in different parts of India. Age limit: As per University Rules Consolidated Pay: Rs.28,000/- month
05	Research Fellow-II=01	<u>Essential Qualification:</u> i. The candidate should have a good academic record, with at least a second class consolidated emolument of Post Graduate Degree in Demography/Population Studies/ Statistics/ Economics/ Mathematics/ Sociology from a recognized Institution/ University. ii. One year of experience post qualification (i.e. after Post graduation) is desired. Preference will be given to candidates with relevant experience in data collection and conducting field surveys. <u>Desirable:</u> i. Knowledge of MS Office package is essential. Experience in quantitative techniques and using computer software such as STATA/SPSS is preferred. Roles and responsibilities: i) Collecting primary data; and ii) Mandatory field work in different parts of India. Age limit: As per University Rules Consolidated Pay: Rs.25,000/- month

General Instructions and Conditions:

- These posts are purely on contractual basis for a period of 1 year, however, the contractual appointments may be extended up to maximum of three years (on year-to-year basis) depending upon the performance of the candidate or till the financial support from the MoHFW is available.

2. The selected candidate will not have any claim for the regular appointment either in PRC or in the University of Kashmir, Srinagar. PRC has no liability for either regularizing the services or offer regular appointment to the selected candidate.
3. Only those candidates should apply for the post/s who fulfill the eligibility criterion by the last date of submission of the **Google Application Form**.
4. Applications found incomplete in any respect, shall be rejected without any notice.
5. All enclosures attached to the **Google Application Form** should be self-attested, and the candidates shall have to produce the original documents relating to their age, qualifications, experience, fitness, and other claims whatsoever at the time of interview.
6. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the University/PRC website only. Accordingly, all applicants in their own interest are advised to keep track of the University/PRC website.
7. The University reserves the right not to fill-up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
8. The University shall verify the antecedents of all documents of the candidates submitted at any time of appointment or during the tenure of service. In case it is detected that the documents submitted are fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith, and the action shall be taken as warranted under the rules.
9. Canvassing in any form by or on behalf of the candidate will lead to disqualification. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by a candidate will render him/her liable for criminal prosecution.
10. Only eligible candidates may appear for the walk-in Interview to be held for the posts of **Research Fellow-I, and Research Fellow-II** on **07-08.2025 at 10.00 A.M** in the Office Chamber of the undersigned.
11. Those candidates who are applying for the **posts of Field Investigator, Upper Division Clerk and Peon** are advised to visit the PRC website <http://prcku.uok.edu.in>, to access the google forms, and submit it along-with self-attested copies of certificates (in one PDF Format) by or before **10th August, 2025 up to 5.00 PM**.
12. Candidates must carry a latest copy of their CV, self-attested testimonials, along with a passport-size photograph and a valid ID proof at the time of the interview/screening test.
13. All the aforesaid posts are only for the Domiciles of J&K. No TA/DA shall be paid to the candidates for appearing in the interview.
14. Candidates are advised to regularly check the University/PRC website for the latest updates/important instructions from time to time as no separate intimation shall be given.
15. Further Information can be had from the Office of the Coordinator of Population Research Centre, University of Kashmir, Hazratbal Srinagar-190 006 (J&K). Office Contact Number- +91-9858522630.

Sd/-
Coordinator

No: PRC/KU/Adv-Contractual/2025

Dated: 25.07.2025