

To

The Public Information Officer,
Cluster University Srinagar

Subject: – **Request for Information under J&K Right to Information Act, 2009.**

1. Name of application:

2. Address:

3. Particulars of information requested:

I am writing regarding the recruitment of Assistant Professors (Information Technology and Assistant Professor (Computer Applications) in Cluster University Srinagar, vide advertisement No. 01-CUS of 2024 Dated: 25-10-2024. I have not received any reply to my queries on email addressed to the appellate authority mentioned on the University's website, and I have learnt that the university administration has rolled your interview call letters to candidates without resolving the issues/grievances in shortlisting as many candidates like me. Hence, I request the following information be provided.

- a) Information on the number of applications received against the posts of Assistant Professor (IT) and Assistant Professor (Computer Applications).
- b) Copy of public notice of Interview schedules.
- c) Copy of details of shortlisted candidates for interviews (application form number and/or name along with their API scores calculated).
- d) Information of non-shortlisted candidates specifying against each applicant the scores, deficiencies and/or reasons in the application leading to being non-shortlisted in the said posts.
- e) Information of calculated API scores of shortlisted candidates and non-shortlisted candidates.
- f) Copy of public notice for call of rectification of deficiencies between claimed points (by the candidate) and given points in the API score calculated by the selection committee before rolling out interview call letters.
- g) Information of the specific UGC guidelines and/or any other guidelines that have been followed in the shortlisting of the candidates, along with the substance/matter of the guidelines followed including the recruitment rules followed in the shortlisting process.
- h) Details of the members of selection/scrutiny committee involved in scrutinizing the application forms of the applicants.

4. I State that the information sought does not fall within restrictions contained in section 8 and 9 of the Act and to the best of my knowledge it pertains to your Department.
5. A fee of Rs. 50/- (Rupees Fifty only) towards Application Fee has been paid in the form of Postal Order.

6. Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the Right to Information Act and or relevant Rules.

(Signature of the Applicant):

Telephone No:

Fax No:

Email Address:

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Form – 2

[See rule 4(4)]

Acknowledgment of Application

I.D. NO. _____

Dated. _____

1. Received an application in 'Form-1' from Shri/Smt. _____ son/daughter/wife of _____ resident of _____ under section 6 of the Jammu and Kashmir Right to Information Act, 2009 alongwith the prescribed fee of Rs. _____.
2. The information will be provided normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant shall have to deposit the balance fee, if any, which shall be intimated in due course, with the authorized person before collection of information.

Public Information Officer (PIO)/
 Assistant Public Information Officer (APIO)
 _____ Department.

Telephone No: _____

Email: _____

Dated: _____

Form-3
(See rule 8)

Form of supply of information to the applicant

No. _____

Dated. _____

To

Sir/Madam,

Please refer to your application, I. D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____.

1. The information asked for is enclosed for reference/
the following part information is being enclosed.

The remaining information about other aspects cannot be supplied due to following reason:-

- i.
- ii.
- iii.

2. You have to deposit the balance fee of Rs. _____ with the authorized person before collection of information.
3. As per section 16(1) of the Jammu and Kashmir Right to Information Act, 2009, you may file an appeal to the first appellate authority i.e. _____, within 30 days of the issue of this order.

Public Information Officer (PIO)

_____ Department.

Telephone No: _____

Email: _____

Form – 4
(See rule 8)
Rejection Order

No. _____

Dated. _____

To

Sir/Madam,

Please refer to your application, I. D. No. _____ dated
_____ addressed to the undersigned regarding supply of information on
_____.

1. The information asked for cannot be supplied due to following reason:-
 - i.
 - ii.
 - iii.
2. As per section 16 (1) of the Jammu and Kashmir Right to Information Act, 2009, you may file an appeal to the first appellate authority, _____ within 30 days of the issue of this order.

Public Information Officer (PIO)

_____ Department.

Telephone No: _____

Email: _____

Form – 5
[See rule 20(1)]

First appeal under the J&K Right to Information Act, 2009

I.D. No. _____
(for official use)

To

The first appellate authority,
_____ Department.

1. Name of the applicant:
2. Address:
3. Particulars of the Incharge of Office:
 - a. Name:
 - b. Address:
4. Date of submission of application in Form – 1.
5. Date on which 30 days from submission of Form –1 is over:
6. Reasons for appeal:
 - a. No response received in Form–3, or Form–4 within 30 days of submission of Form–1
 - b. Aggrieved by the response received within prescribed period.
(a copy of the reply received be attached)
 - c. Grounds for appeal.
7. Last dated for filling the appeal.
8. Particulars of Information required:–

Place:

Dated:

Signature of the applicant
Email address, if any
Tele No. _____

.....Cut from here.....

Acknowledgement

I.D. No. _____

Dated _____

Received appeal application from Shri _____ resident of _____ under J&K Right to Information Act, 2009.

Signature of the Receipt Clerk,
Office of the first appellate authority
_____ Department,
Tel. No. _____
Email Address _____
Website. _____