

**JAWAHARLAL NEHRU UNIVERSITY  
ADMINISTRATION BRANCH-IV**

**Advt.3/2014/Admn.IV**

Applications are invited for filling up the following non-teaching posts in Jawaharlal Nehru University as per details given against each:

**1. Senior Laboratory Assistant (Stores)- School of Environmental Sciences-Group C [1 post-ST] Pay Band-1 (Rs. 5200-20200 - with Grade Pay Rs. 2400/-):**

**Essential Qualifications:**

- (a) Matriculation with Science subjects;-  
OR
- (b) 10+2 with Science subjects

**Experience:**

For (a) above: 10 years verifiable working experience in established Science Store preferably in the area of Environmental Sciences.

OR

For (b) above: 8 years verifiable working experience in established Science Store, preferably in the area of Environmental Sciences.

**2. Laboratory Assistant - School of Biotechnology - Group C [1 post - ST] Pay Band-1 (Rs. 5200-20200 - with Grade Pay Rs. 2000/-):**

**Essential Qualifications:**

XIIth 55% with Science + 2 years experience/B.Sc. 50%

**Desirable Qualification:**

Experience of working in Biological Science Lab.

**3. Technical Assistant - Animal House, School of Life Science - Group C [1 post-ST] Pay Band-1 (Rs. 5200-20200+ Grade Pay Rs. 2800/-):**

**Essential Qualifications:**

Graduate in Science with Knowledge of Computer

**Desirable Qualification:**

Having experience in LCD Projector operation/maintenance holding Workshops, Conferences and Seminars using Audio-Visual Systems will be most suitable to perform day to day activities in AH/SLS.

**4. Deputy Librarian - Central Library - Group - 'A'[1 Post- OBC] Pay Band- 3- Rs. 15600 - 39100 + AGP Rs. 8000/-**

**Essential Qualifications:**

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (ii) Five Years experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

**Desirable Qualifications:**

- (i) A M.Phil/Ph.D. Degree in Library Science/Information Science/Documentation Science/ Archives and manuscript keeping/computerization of library.

Post Graduate Diploma/Certificate Course in Computer Application/Science/ Library Automation from a recognized institute with minimum of 06 months duration.

**5. Office Attendant (MTS) - Group - 'C' [ 4 Posts ( 1- SC & 3 OBC)] - Pay Band - 1(Rs. 5200 - 20200 + Grade Pay of Rs. 1800/-)**

**Essential Qualification : Matriculation/ITI**

**6. Personal Assistant - Group - B [1 Post (ST)] - Pay Band - 2 (Rs. 9300 - 34800 + Grade Pay of Rs. 4200/-)**

**Essential Qualification :**

- 1. (a) Sr. Sec. School Certificate (10+2) (b) with proficiency in shorthand with a speed of 120 w.p.m. and (c) two years experience as Stenographer.

2. Candidate will have to qualify in the following tests before interview:

i) Paper – I: General English

ii) Paper – II: General Knowledge

For English Stenographers

iii) Paper – III: Stenography test at the speed of 100 w.p.m. for 10 minutes – for English to be transcribed in 50 minutes: for Hindi to be transcribed in 65 minutes with a maximum of 100 marks.

iv) Paper – IV: Stenography test at the speed of 120 w.p.m. for 5 minutes – English/Hindi to be transcribed in 45 minutes with a maximum of 100 marks.

Note: (i) Stenography tests (on computer) will be conducted first and minimum qualifying marks in each test will be 40% provided that if a candidate fails in one of the two short-hand tests (i.e. 120 w.p.m. or 100 w.p.m.) the qualifying marks in the test in which he passes shall be 50%. (ii) Those who qualify in stenography tests will be called for written tests (paper-I and II) and those who qualify both in stenography test and written tests will be called for interview.

**7. Security Assistant - Group C [2 posts – UR] Pay Band-1 (Rs. 5200-20200 – with Grade Pay Rs. 1900/-):**

**Essential Qualification :** Matriculation or equivalent with basic knowledge of Computer and typing.

**Experience :** 05 years experience in the relevant field and the job requires field duty related to Security arrangements; in any State or Central University/Educational Institute.

**Desirable Qualification and Experience :**

1. At least 5 years experience of making magnetic/smart identity cards and handling CCTV Surveillance system and maintaining records; in any State or Central University/Educational Institute.
2. Knowledge of office work as well as handling of Security Agency billing process, attendance process, dealing with visitors and other related work.
3. One year certificate course in computer applications.
4. Knowledge of Office Procedure in Security Department.

**General conditions:**

1. **Upper Age Limit: 45 years for the Deputy Librarian (Sr. No. 4) and for all other posts Upper age limit : 35 years. Upper Age limit for Group-A posts will not be applicable in respect of JNU departmental candidates and five years age relaxation in upper limit will be given to the JNU departmental candidates for Group-B and C posts.**
2. Age relaxation will be given to SC/ST/OBC/Ex-servicemen candidates as per rules, which will be applicable to the post reserved for respective reserved category. No age relaxation will be applicable to reserved category candidates applying for unreserved post.
3. The candidates belonging to SC/ST/OBC categories are required to submit their respective caste certificate in the format prescribed by the Govt. of India.
4. Persons already in service in Govt./Autonomous/PSU should apply through proper channel along with vigilance clearance and integrity certificate. Attested copy of last five year ACR/APAR's be also sent separately.
5. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
6. **The University reserves the right:**
  - a. to fix criteria for screening the applications so as to reduce the number of candidates to be called for written tests/interview;
  - b. to conduct written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received;
  - c. The written test of multiple choice option will consist of questions from General English, General Knowledge and from the relevant area of the post applied for. The question paper except for the paper of General English will be bilingual and the candidates will have the option to answer either in Hindi or in English.
  - d. to increase/decrease the number of vacancies on its own discretion.
  - e. to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
  - f. relax the age/qualifications/experience at its discretion; and
  - g. not to fill up any of the advertised positions.
7. Skill test/written test(s) should not be construed as a merit test; the selection will be made on the basis of performance in the interview on the recommendation of Selection Committee.
8. Knowledge of Computer Application is necessary for all posts.
9. No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests.
10. Application along with prescribed fee is to be submitted for each post separately as under:  
**For Group-A posts :** Rs.500/- for General / OBC candidates; For remaining categories of posts lower than Group-A: Rs. 300/- for General /OBC candidates; No application fee is payable in

respect of SC/ST/PH candidates.

Application fee shall be payable in the form of Bank Draft drawn in favour of "**Finance Officer, JNU**" payable at New Delhi.

11. **Incomplete applications are liable to be rejected** and no correspondence will be entertained.
12. Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
13. Format of applications (on-line) is available in the [University website](#). The format be strictly followed.
14. The applicant should clearly mention the name of the post applied for on the envelope.

The eligible and interested persons are required to apply on-line in the format available in the University website [www.jnu.ac.in](http://www.jnu.ac.in). **Applications, except on-line, will not be accepted.** Applicants are also required to submit the hard copy, i.e. signed copy of the online application along with the prescribed application fee, one latest passport size photograph duly pasted in the space prescribed in the application form and signed across on it (the stappled photograph will not be accepted) and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste certificate, identity proof (Election I-Card/UID Aadhar/PAN etc.), check list etc., to **Dy. Registrar (Admn.), Room No. 310 (Recruitment & Data Cell Tele: 011-26738721), Administrative Block, Jawaharlal Nehru University, New Delhi-110067 within 30 days of the publication** of this advertisement in the Employment News (on 19.04.2014) i.e. by 19.05.2014 upto 5.30 p.m.. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application. Both submission of the on-line application as well as subsequently the hard copy of on-line application is mandatory along with the testimonials/certificates/application fee etc.

**Registrar**