

JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-I

Advt.2/2011/Admn.I

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

1. Deputy Registrar – Group-A [4 posts – 1-SC, 2-UR and 1-UR (PH-HH) (one unreserved post will be available after 31st March 2012] (Pay Band-3 Rs. 15600-39100 plus Grade Pay Rs. 7600/-):

Essential qualifications:

1. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale
2. Nine years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration,
Or
Comparable experience in research establishment and/or other institutions of higher education,
Or
Five years of administrative experience as Assistant Registrar or in an equivalent post.
3. 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PH categories and to the existing incumbents who are already in the University system as provided under UGC guidelines issued from time to time.

Note: "Candidates should have leadership qualities and requisite experience in one or more of the following areas: Accounting, Auditing and Financial procedures **OR** Administrative matters including legal, recruitment, establishment, campus and estate management **OR** Academic matters such as conduct of examinations, maintenance of students records, award of scholarships, degrees, etc. **OR** Materials Management, procurement/distribution of materials, import procedure/stores accounting, stock verification, etc. **OR** Practical experience of using relevant software in related area is essential."

Desirable competencies:

1. Resource mobilization, planning & development, alumni affairs, international relations, handling of MOU's with Universities and other institutions, funding agencies etc., collaboration in development of academic contents, learning material, event management, etc.
2. Development of computerized working environment, MIS and ERP of common administrative functions, record management and attendance monitoring system, training functions and HR/competency development

2. Editor – Group-A (one post – OBC): (Pay Band-3 Rs.15600-39100 plus Grade Pay Rs.7600):

Essential Qualifications:

1. M.A. with at least 55 percent marks in one of the Social Sciences with high proficiency in English.
2. At least five years experience in editing manuscripts, proof reading and coordinating academic publications in any reputed publishing house.
3. Familiarity with the use of relevant computer applications.

Desirable Qualifications: Research experience or published work in the area of International Relations.

3. Section Officer – Group-B (2 posts – 1-ST and 1-OBC) (Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4600/-):

Essential qualifications, experience, etc.:

- (i) A University Degree;
- (ii) At least 5 years experience in Administration/Accounts/Secretarial work, preferably in junior supervisory post in a University/Government/ Public Sector undertaking/Corporate Institution of repute.

(iii) Knowledge of Computer Operation;

The candidates will have to qualify the following written tests (Paper-I and Paper-II) before interview:

Paper-I Essay, précis, drafting and applied English grammar;

Paper-II General office procedure, service rules and financial regulations;

*Paper-III University Administration and Financial Administration including book-keeping

(*Paper-III is required to be qualified, upon appointment, after putting in six months of satisfactory probation period, failing which their services will not be confirmed).

4. Statistical Assistant – Group-C (one post – OBC) (Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.2800/-)

Essential Qualifications & Experience:

1. A good Master's degree in Statistics/ Economics /Mathematics,
2. Adequate experience in collecting and processing of statistical data through EDP techniques monitoring progress of development activities, compilation of statistical returns and plan proposals etc.
3. Knowledge of Computer Programming.

Desirable: Knowledge about the Reservation Rules/Rosters.

General conditions:

- (i) **Upper Age Limit: for Posts No.1 and 2 – 45 years; for Post No.3 – 40 years and for Post No.4 – 35 years**
- (ii) Age relaxation will be given to SC/ST/OBC/PH/Ex-servicemen candidates as per rules, applicable from time to time.
- (iii) Candidate belonging to PH(HH) should possess "Hearing Impairment" with loss of sixty decibels or more in the better ear in the conversational range or frequencies.
- (iv) Upper age limit shall not be applicable in respect of JNU departmental candidates for Group-A posts.
- (v) Persons already in service in Govt./Autonomous/PSU should apply through proper channel along with vigilance clearance and integrity certificate.
- (vi) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (vii) **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 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 panel framed shall be normally operative for one year;
 - (d) relax any of the qualifications/experience at its discretion; and
 - (e) not to fill up any of the advertised positions.
- (viii) Written test conducted for short-listing of candidates 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.
- (ix) Reservation for OBCs shall not apply to certain persons/sections as mentioned in Govt. of India, Deptt. of Personnel & Training OM No.36012/22/93-Estt. SCT dated 8.9.1993 as amended from time to time. Reservation for OBC is applicable only to those mentioned in the Central List of OBC's as mentioned in OM No.12011/68/93-BCC (C) dated 10.09.93 and as amended from time to time.
- (x) The candidates belonging to SC/ST/OBC/PH categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India.
- (xi) Knowledge of Computer Application is necessary for all posts.
- (xii) The number of vacancies is subject to change and the University reserves the full right in the matter.
- (xiii) Both ways second-class (sleeper) train fare/ordinary bus fare by the shortest route is payable, subject to production of tickets, to the outstation candidates invited for test/interview.
- (xiv) Application along with prescribed fee is to be submitted for each post separately as under:
For Group-A posts: Rs. 500/- for General/Unreserved candidates. For remaining posts lower than Group -A: Rs. 300/- for General/Unreserved candidates. No application fee will be 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.

- (xv) **Incomplete applications shall liable to be rejected.**
- (xvi) Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
- (xvii) Format of applications are available in the University website.

The eligible and interested persons are required to apply online in the format available in the University website www.jnu.ac.in. Applicants are also required to submit the hard copy, signed copy of the online application along with the prescribed application fee, one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience, caste, PH certificate, etc. to **Dy. Registrar (Admn.), Room No. 304, Administrative Block, Jawaharlal Nehru University, New Delhi-110067** within 30 days (i.e. 28th November 2011) of the publication of this advertisement in the Employment News dated 29th October 2011.