

**JAWAHARLAL NEHRU UNIVERSTIY
ADMINISTRATION BRANCH-IV**

ADVERTISEMENT NO. Admn.IV/03/2011

Applications are invited from the eligible candidates for the following non-teaching posts in the Pay Band and Grade Pay indicated against each plus usual allowance at Central Government rates:

Post No.	Name of Post (s)	Number of Post (s)	Pay Band & Grade Pay
1.	Advance Instrumentation Research Facility (AIRF)		
a.	Systems Analyst	01 (SC)	PB-3 Rs.15600-39100 & Grade Pay Rs.5400/-
b.	Technical Officer	01 (UR)	PB-3 Rs.15600-39100 & Grade Pay Rs.5400/-
c.	Sr. Technical Assistant	01 (UR)	PB-2 RS.9300-34800 & Grade Pay Rs.4200/-
d.	Laboratory Assistant	02 (UR&OBC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
2.	Communication and Information Services (CIS)		
a.	Sr. Technical Assistant	01 (UR)	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/-
b.	Sr. Technical Assistant	01 (ST)	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/-
c.	Technical Assistant	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
3.	School of Physical Sciences (SPS)		
a.	Sr. Technical Assistant	01 (SC)	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/-
b.	Technical Assistant	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
4.	School of Arts & Arts & Aesthetic (SAA)		
a.	Sr. Technical Assistant	01 (OBC)	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/-
5.	School of Computer & Systems Sciences		
a.	Computer Operator	01 (OBC)	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/-
6.	University Science Instrumentation Centre		
a.	Technician 'C'	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2400/-
7.	Sports Office		
a.	Technical Assistant	02 (UR&OBC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
8.	Central Library		
a.	Technical Assistant	01 (SC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
b.	Semi Professional Assistant	03 [UR-01, OBC-01 & SC-01]	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
9.	Estate Branch		
a.	Sanitary Inspector	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-

The eligible and interested persons may apply online in the format available in the University website www.jnu.ac.in. Applicants are also required to download the filled in online application and submit a signed copy alongwith requisite fees, one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience, caste, disability certificate etc. to the **Deputy Registrar (Admn.), Room No. 302, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, 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. For further details and full text of the advertisement, please refer to the University website www.jnu.ac.in

All eligibility conditions shall be applicable as on the last date of submission of the application.

(KH. SIILE)
Dy. Registrar (Admn.)

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Applications are invited from the eligible candidates for the following non-teaching posts in the Pay Band and Grade Pay indicated against each plus usual allowance at Central Government rates:

Post No.	Name of Post (s)	Number of Post (s)	Age Limit	Pay Band & Grade Pay
1.	Advance Instrumentation Research Facility (AIRF)			
a.	Systems Analyst	01 (SC)	45 years	PB-3 Rs.15600-39100 & Grade Pay Rs.5400/- Group 'A'
<u>Essential qualifications & Experience:</u>				
<ol style="list-style-type: none"> 1. M.Sc. from any recognized University in Chemical Sciences/ Physical Sciences/ Biological Sciences/ Environmental Sciences/ Biotechnology/ Molecular Medicine/ Immunology/ Genetics/ Zoology/Botany/ Biochemistry with consistent good academic record. 2. 06 years working and handling experience in Mass Spectrometric techniques in a reputed Laboratory/ industry, equipped and functional with Spectrometry Facility. 3. Experience of handling of different kinds of biological/ non Biological samples is essential. 4. Experience in procurement and maintenance of Mass Spectrometry Facility 5. Should have good communication and inter personal skills. 6. Working knowledge of computer is essential. 				
<u>Desirable:</u>				
<ol style="list-style-type: none"> 1. Prior experience in working on Mass Spectrometry as evidenced by research publications. 2. The candidate should be able to handle/operate and maintain the Mass Spectrometry Facility independently and assist in research related programme/ work analysis. 3. The candidate should have managerial experience in order to manage the users of the Mass Spectrometry Facility and when needed is expected to assist in the day to day running of AIRF and also carry out any other duty assigned from time to time. 4. Ph.D. degree is desirable and should preferably have a first division throughout the academic career. 5. The candidate should be able to handle Laboratory/ classroom/ seminar sessions/ LCD projectors and computer audio visual equipments for seminars/research based training programmes. 				
b.	Technical Officer	01 (UR)	45 years	PB-3 Rs.15600-39100 & Grade Pay Rs.5400/- Group 'A'
<u>Essential qualifications & Experience:</u>				
<ol style="list-style-type: none"> 1. M.Sc. from any recognized University in Biological Sciences/ Environmental Sciences/ Biotechnology/ Molecular Medicine/ Immunology/ Genetics/ Zoology/Botany/any stream of Biological Sciences with First Division. 2. 06 years working and handling experience in Confocal Microscopy and Imaging in a reputed Laboratory/ industry, equipped and functional with Confocal/Imaging Facility. 3. Experience of Imaging of different kinds of biological/ non Biological samples is essential. 4. Experience in procurement and maintenance of Confocal/Imaging Facility. 5. Should have good communication and inter personal skills. 6. Working knowledge of computer is essential. 				
<u>Desirable:</u>				
<ol style="list-style-type: none"> 1. Degree in Instrumentation would be preferred. 1. The candidate should be able to operate and maintain the Confocal/Live Imaging Unit independently and assist in research related Imaging/ programme/work analysis. 2. The candidate should have managerial experience in order to manage the users of this facility and when needed is expected to assist in the day to day running of AIRF and also carry out any other duty assigned from time to time. 3. The candidate would need to plan, configure troubleshoot, maintain and coordinate for upgrading the hardware and software for the Live Imaging Facility. 4. The candidate should be able to maintain all software installed for the Live Imaging Facility. 				
c	Sr. Technical Assistant	01 (UR)	35 years	PB-2 RS.9300-34800 & Grade Pay Rs.4200/- Group 'B'
<u>Essential qualifications & Experience:</u>				
<ol style="list-style-type: none"> 1. Graduate from any recognized University with one year certificate/diploma in Computing. 2. 10 years working experience in a reputed research Laboratory/ industry equipped with scientific instruments. 3. Experience of handling Import, Annual & Comprehensive Maintenance Contracts/ making proposal for approval by the Purchase Committee/running or maintenance of laboratory/ ability to handle all purchasing procedures/ Experience in documentation and maintaining office records and files and store keeping/ stock 				

<p>entries for laboratory items/consumables/ instruments and accessories.</p> <ol style="list-style-type: none"> Experience in procurement and maintenance of scientific instrument facility. Should have good communication and inter personal skills. The candidate should be conversant with the routine purchase and inventory procedures in the office and should be able to maintain AIRF. Working knowledge of computer is essential. Experience of making Agenda and minutes for the Purchase Committee. Capable of preparing specifications of the sophisticated equipments. Should be able to prepare tender documents and technical comparative statements. Experience of assistance in the installations of the State of Art equipments in collaboration with the Company. Experience of working for completion of the site preparation for housing the respective Laboratory Facilities. Capable of preparation of Utilization certificate and Statement of Expenditure to be submitted to relevant Agencies. Working experience of completing formalities for custom duties, documentation for custom clearance and custom housing for all equipments and chemicals procured for running State of Art Laboratories. <p>Desirable:</p> <ol style="list-style-type: none"> Should provide assistance in conducting various courses/ seminars/workshop/ conference/training programme for researchers. The candidate should be able to operate and maintain the instrumentation Facility and assist in all office related work. The candidate should have managerial experience in order to manage the users of this facility and when needed is expected to assist in the day to day running of AIRF and also carry out any other duty assigned from time to time. 				
d.	Laboratory Assistant	02 (UR&OB C)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/- Group 'C'
<p>Essential qualifications & Experience:</p> <ol style="list-style-type: none"> Graduation in any stream of Sciences with 2 years working experience/ Senior Secondary in any stream of Science with 4 years working experience/ High School with Science and 05 years in a reputed Laboratory/ industry, equipped and functional with scientific instruments. Experience of handling analytical instruments and/or maintaining and handling Laboratory information database for the entire Facility/LCD projectors and computer audio visual equipments for seminars/ research based training programmes/ rendering assistance to all office work/ assistance in the data analysis for researcher. Should have good communication and inter personal skills. Working knowledge of computer is essential. <p>Desirable:</p> <ol style="list-style-type: none"> The candidate should be able to operate and maintain the instrument assigned independently and assist in research related programme/work/analysis. The candidate should have managerial experience in order to manage the users of this facility and when needed is expected to assist in the day to day running of AIRF and also carry out any other duty assigned from time to time. 				
2.	Communication and Information Services (CIS)			
a.	Sr. Technical Assistant	01 (UR)	35 years	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/- Group 'B'
<p>Essential Qualifications & Experience:</p> <ol style="list-style-type: none"> M.Sc. or Equivalent with Diploma/ Degree in computer science with website specialization. Minimum 5 years in website programming using server side programming language, MS SQL database and web server management. Experience in web content development (Text, Graphics, image and video), producing educational videos/ search Engine and Unicode. <p>Desirable Qualification: Experience in ASP, MS SQL Server, JavaScript, Dreamweaver, CSS, Clash Video Encoder.</p>				
b.	Sr. Technical Assistant	01 (ST)	35 years	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/- Group 'B'
<p>Essential Qualifications & Experience:</p> <ol style="list-style-type: none"> B.Sc. or Equivalent with Diploma in Photography or Multimedia Development. Minimum 3 years experience in content Development and Graphic Designing. <p>Desirable Qualifications: Experience in Image Processing Softwares such as adobe Photoshop, Adobe Illustrator as well as Digital video editing softwares.</p>				

c.	Technical Assistant	01 (UR)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
Essential Qualification: 1. Bachelor's degree in Science with Computer Networks as a qualifying paper OR 10+2 Science (PCM) with Cisco Certified Network Associate Certification (CCNA) /Microsoft Certified Systems Engineer (MCSE) /RHEL Certification/SUN iNet +Certification. 2. Knowledge of administration and operating systems such as windows XP/ Window 2000/2003/2007/ Redhat/SUSE Linux. 3. Knowledge of UTP cable climbing, internet services with specific reference to monitoring network, troubles shooting & managing ports etc. 4. Field work related to network Trouble shooting. Desirable Qualifications Experience in managing a Network on a single private network with Cisco manageable switches and services such as mail services, proxy services, authentication Servers, firewall, DNS servers, VM's SAN and NAS storage etc. Experience of Optic Fibre Networking and GPS Devices to manage the same.				
3. School of Physical Sciences (SPS)				
a.	Sr. Technical Assistant	01 (SC)	35 years	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/- Group 'B'
Essential qualifications: 1. Master of Computer Applications with three years of full time work experience. OR 2. Bachelor of Science or Engineering or Technology in Computer Science and/or Technology (four years degree program after higher secondary) with three years of fulltime work experience. OR Bachelor of Computer Applications with five years of fulltime work experience.				
b.	Technical Assistant	01 (UR)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
Essential qualifications & Experience: 1. M.Sc. in Physics OR 2. Master of Computer Applications. OR 3. Bachelor's Degree in Engineering or Technology. OR 4. Bachelor's Degree in Science or Computer Applications with two years of fulltime work experience in a Physical Science Laboratory. OR Bachelor's Degree in any discipline with fulltime work experience of five years in a Physical Science Laboratory in a UGC recognized College or University.				
4. School of Arts & Aesthetic (SAA)				
a.	Sr. Technical Assistant	01 (OBC)	35 years	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/- Group 'B'
Essential Qualifications: Bachelor's Degree in Computer Application. Experience: 03 years experience in all digitizing work-scanning and cataloguing of visual and audio material, basic editing of film/video clips. Job Description: The candidates will be in overall charge and upkeep of all audio visual equipment, computer facilities, relevant digital material and data banks. She/he shall provide audio visual and other relevant technical support during regular classes as well as extra mural lectures, demonstrations, exhibitions, screening and performances which the School organizes on a regular basis.				
5. School of Computer & Systems Sciences (SC&SS)				
a.	Computer Operator	01 (OBC)	35 years	PB-2 Rs.9300-34800 & Grade Pay Rs.4200/- Group 'B'
Essential qualifications: 1. Graduate in Science (Physics/Computer Science/Mathematics) 2. Knowledge of windows and linux Operating System, word processing and other common windows and linux based software. 3. Familiarity with Networking and Internet Services. 4. 5 years working experience. Desirable qualification: 1. P.G. Diploma in Computer Applications. 2. Candidates must be ready to work in shift assigned.				
6. University Science Instrumentation Centre (USIC)				

a.	Technician 'C'	01 (UR)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2400/- Group 'C'
<p>Essential qualifications: Passed three years Diploma Course in Electrical Engineering OR First division in ITI course in electrical trade after passing 12th class</p> <p>Experience: The candidate with ITI should have at least 5 years working experience in a laboratory/industry of repute. The experience should be of repair and maintenance of electrical equipment in a laboratory of the University or research institution.</p> <p>Desirable Qualifications: The candidate with the experience/ knowledge of electrical and plasma arc welding shall be preferred.</p>				
7.	Sports Office			
a.	Technical Assistant	02 (UR&OB C)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
<p>Essential qualifications & Experience:</p> <ol style="list-style-type: none"> Regular Post-graduate diploma in Yoga education from a recognized university/ institution. Masters of Arts from any recognized university in any discipline with yoga as one of the key papers. Experience of working in a university as yoga instructor/coach/assistant etc. for a minimum of 10 years. <p>Desirable qualifications:</p> <ol style="list-style-type: none"> Participation in yoga competition at state/national level. Experience of conducting/ organizing workshops, competitions, camps etc. in yoga and /or related discipline. <p>Job description: The Technical Assistant (Yoga) would be required to take morning and evening classes, conduct monthly workshops/camps, annual competition, training pograms and various other programs for the benefit of the students, faculty, staff and university community. They would be required to look after all the administrative work relating to the yoga and its other related activities. They may be required to attend to the duty both in the morning and afternoon-evening.</p>				
8.	Central Library			
a.	Technical Assistant	01 (SC)	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
<p>Essential Qualifications & Experience:</p> <ol style="list-style-type: none"> Bachelor's degree in Computer Science with minimum 50% marks. OR Bachelor's degree in Science with minimum 50% marks and Post Graduate Diploma in Computer Science with 50% marks from a reputed institute. Working experience of three years as Computer Lab. Assistant or Junior Technical Assistant or equivalent. The experience should be related to installation and troubleshooting of Operating Systems such Window XP/ Window Vista/Fedora/Red hat/SUSE Linux and installation of other applications software, UTP cable crimping. 				
b.	Semi Professional Assistant	03[UR-01, OBC-01 & SC-01]	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
<p>Essential Qualification: Degree in Arts/Science/Commerce with Degree/Diploma/Certificate in Library Science</p> <p>Desirable:</p> <ol style="list-style-type: none"> Two (02) years working experience in an Academic Library. Knowledge of Library Automation activities. 				
9.	Estate Branch			
a.	Sanitary Inspector	01	35 years	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/- Group 'C'
<p>Essential qualifications: 10+2 with Diploma in Health & Sanitation.</p> <p>Experience: 2 years relevant experience in Sanitation and Malaria control.</p>				

General conditions:

- Age relaxation will be given to SC/ST/OBC/PH/Ex-servicemen candidates as per rules, applicable from time to time.
- There shall be no upper age limit for departmental candidates for recruitment to the posts carrying Grade Pay of Rs.5400/- and above.

- (iii) Persons already in service in Govt./Autonomous/PSU should apply through proper channel.
- (iv) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (v) **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 formed shall be normally operative for one year;
 (d) relax any of the qualifications/experience/age at its discretion; and
 (e) not to fill up any of the advertised positions.
- (vi) Where the written test is conducted for short-listing of candidates, it should not be construed as a merit test; the selection will be made on the basis of performance in the interview, academic qualifications, experience etc. and on the recommendation of Selection Committee.
- (vii) 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.
- (viii) Persons suffering from not less than 40% of the relevant disability shall alone be eligible for appointment against the posts reserved for Physically Handicapped candidates.
- (ix) 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.
- (x) Knowledge of Computer Application is necessary for all posts.
- (xi) The number of vacancies is subject to change and the University reserves the full right in the matter, and may even decide not to fill up the posts, as per existing situation or requirements etc.
- (xii) 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.
- (xiii) A separate application is to be submitted for each post.
- (xiv) Incomplete applications shall liable to be rejected.
- (xv) Applications received after last date shall not be entertained. The University will not be responsible for any postal delay.
- (xvi) Format of applications are available in the University website.
- (xvii) **Application fee:**

S. No.	Category of posts	Fee for General & OBC category	For SC/ST/PH category	Mode of payment
1.	The Group 'A' posts carrying Grade Pay of Rs.5400/- and above	Rs.500/- per post	-	Demand Draft in favour of Finance Officer, Jawaharlal Nehru University, payable at New Delhi.
2.	The Group 'B' & 'C' posts carrying Grade Pay below Rs.5400/-	Rs.300/- per post	-	

The eligible and interested persons may apply online in the format available in the University website www.jnu.ac.in. Applicants are also required to download the filled in online application and submit the same alongwith one passport size photograph, application fee and attested copies of the certificates of educational qualifications, date of birth, experience, caste, PH etc. to **Dy. Registrar (Admn.), Room No. 302, 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.