

**JAWAHARLAL NEHRU UNIVERSTIY  
ADMINISTRATION BRANCH-IV**

**ADVERTISEMENT NO. Admn.IV/01/2011**

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:

**Posts under Special Recruitment Drive**

Sr. No.	Name of posts	No. of posts					Pay Band & Grade Pay	Age limit
		SC	ST	OBC	PH	Total		
1.	Assistant Librarian(*)			01		01	PB-3 ₹ 15600-39100 Academic Grade Pay ₹ 6000/-	40 years
2.	Assistant Registrar			01		01	PB-3 ₹ 15600-39100 Grade Pay ₹ 5400/-	40 years
3.	Professional Assistant		01	01		02	PB-2 ₹ 9300-34800 Grade Pay ₹ 4200/-	35 years
4.	Sr. Technical Assistant (SES)	01				01	PB-2 ₹ 9300-34800 Grade Pay ₹ 4200/-	35 years
5.	Semi Professional Assistant	01			01 (HH)	02	PB-1 ₹ 5200-20200 Grade Pay ₹ 2800/-	35 years
6.	Sr. Lab. Assistant (SES)			01	01 (OH)	02	PB-1 ₹ 5200-20200/- Grade Pay ₹ 2400/-	35 years

**Unreserved Posts**

Sr. No.	Name of posts	No. of posts	Pay Band & Grade Pay	Age limit
7.	Assistant Librarian(*)	02 (UR)	PB-3 ₹ 15600-39100 Academic Grade Pay ₹ 6000/-	40 years
8.	Sr. Technical Assistant SLS	02 (UR)	PB-2 ₹ 9300-34800 Grade Pay ₹ 4200/-	35 years
9.	Sr. Technical Assistant (CSR)	01 (UR)	PB-2 ₹ 9300-34800 Grade Pay ₹ 4200/-	35 years
10.	Sr. Lab. Assistant (SES)	01 (UR)	PB-1 ₹ 5200-20200/- Grade Pay ₹ 2400/-	35 years

**Note:** (\*) Those who have applied in response to Advertisement No. Admn.IV/1/2009 may submit their fresh bio-data on the format prescribed for Group-'A' non-teaching posts available in the University website [www.jnu.ac.in](http://www.jnu.ac.in).

**Qualifications & Experience for the above post(s) are as under:**

**Post No.1&7: Assistant Librarian (both reserved & unreserved)**

**Essential Qualifications & Experience:**

- i. A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidate, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian.

**Desirable:**

- (i) Five years working experience of computerization and networking in a reputed Academic Library.
- (ii) Experience of developing and maintaining Foreign and Indian languages collection in a reputed Academic Library.

**Post No.2: Assistant Registrar**

**Essential Qualifications & Experience:**

Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

**Post No.3: Professional Assistant:**  
**Essential Qualifications & Experience:**

- (i) M.Lib.Sc./MLISC or equivalent with 50% marks.  
OR  
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./ BLISC with 50% marks.
- (ii) Computer course from a recognized institution.
- (iii) 04 years working experience in a reputed Library equipped and functional with Computer Technology or Networking Centre.

**Desirable Qualifications:**

- i) Master's degree in Library and Information Science.
- ii) Knowledge of foreign language.

**Post No.4: Sr. Technical Assistant (School of Environmental Sciences)**  
**Essential Qualifications & Experience:**

Master's Degree in any branch/subject of Science including Environmental Sciences/Life Sciences/Physical Sciences with at least 02 years of work experience.

OR

Bachelor's Degree in Science/03 years Diploma in Engineering with at least 06 years of work experience. The candidate must have experience of handling analytical equipments such as GC, CHNSO analyzer, AAS, XRD, XRF etc.

**Post No.5: Semi Professional Assistant**  
**Essential Qualifications & Experience:**

Degree in Arts/Science/Commerce with Degree/Diploma/ Certificate in Library Science.

**Desirable:**

- (i) Two (02) years working experience in an Academic Library.
- (ii) Knowledge of Library Automation activities.

**Post No.6 & 10: Senior Laboratory Assistant (School of Environmental Sciences)**  
**Essential Qualifications & Experience:**

**Qualifications**

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

**Experience:**

For (a) above: 10 years of verifiable working experience in established Science Laboratory, active in the area of Environmental Science.

OR

For (b) above: 08 years of verifiable working experience in established Science Laboratory, active in the area of Environmental Science.

**Post No.8. Sr. Technical Assistant (School of Life Sciences)**  
**Essential Qualifications & Experience:**

M.Sc. in Biology/Botany/Zoology/Life Sciences with 05 years experience in handling maintenance of analytical instruments and equipment used in Biomedical Research.

OR

B.Sc. with Biology, Physics and Chemistry or any other Science subject with 08 years experience in the field of handling analytical instruments and equipment used in Biomedical Research.

**Desirable:**

Awareness of techniques in Modern Biology. Supporting evidence of experience of advanced techniques in Modern Biology such as Microscopy (light or fluorescence), Flowcytometry, HPLC, Protein purification, knowledge of computation.

**Post No.9: Sr. Technical Assistant (Centre for the Study of Regional Development)**

**Essential Qualifications & Experience:**

- (i) M.A. in Geography with atleast 50% marks.
- (ii) Training/certificate in computer cartography from recognized institute/university.

**Desirable:**

Experience in cartography works, cataloging maps and topographical sheets.

**General conditions:**

- (i) Age relaxation will be given to SC/ST/OBC/PH/Ex-servicemen candidates as per rules, applicable from time to time.
- (ii) All guidelines issued by UGC/MHRD from time to time shall be followed for recruitment to the post of Assistant Librarian & Assistant Registrar.
- (iii) A relaxation of 5% of marks from 55% to 50% at Master's level will be provided to SC/ST/PH candidates, wherever admissible, as per UGC guidelines.
- (iv) Persons already in service in Govt./Autonomous/PSU should apply through proper channel.
- (v) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (vi) **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.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (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) A separate application is to be submitted for each post.
- (xv) Incomplete applications shall liable to be rejected.

The eligible and interested persons may apply in the format available in the University website [www.jnu.ac.in](http://www.jnu.ac.in) alongwith one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience & caste etc. to **Dy. Registrar (Admn.), Room No. 302, Administrative Block, Jawaharlal Nehru University, New Delhi-110067** within 30 days (i.e. 14.03.2011) of the publication of this advertisement. The post applied for must be clearly superscribed on the envelope.