

JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-IV

ADVERTISEMENT NO. Admn.IV/01/2010

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 allowances at Central Government rates:

S. No.	Name of the Post (s)	No. of Post (s)	Pay Band & Grade Pay (s) (Provisional)
1.	Deputy Registrar	02 (01-UR & 01-ST)	PB-3 Rs.15600-39100 Grade Pay Rs.7600/-
2.	Sr. Systems Analyst	01 (UR)	PB-3 Rs.15600-39100 Grade Pay Rs.7600/-
3.	Research Officer (HURITER/SIS)	01 [PH (Ortho.)]	PB-3 Rs.15600-39100 Grade Pay Rs.5400/-
4.	Documentation Officer (CEAS/SIS)	01 (UR)	PB-3 Rs.15600-39100 Grade Pay Rs.5400/-
5.	Assistant Engineer (Electrical)	01 (UR)	PB-3 Rs.15600-39100 Grade Pay Rs.5400/-
6.	Research Assistant* (Centre for the Study of Social Exclusion & Inclusive Policy)	02 (UR)	PB-2 Rs.9300-34800 Grade Pay Rs.4200/-
7.	Semi Professional Assistant (Central Library)	04 [02-UR, 01- UR(HH), 01-ST]	PB-1 Rs.5200-20200 Grade Pay Rs.2800/-
8.	Junior Operator	01 (UR)	PB-1 Rs.5200-20200 Grade Pay Rs.2800/-
9.	Stenographer	01 (OBC)	PB-1 Rs.5200-20200 Grade Pay Rs.2400/-
10.	Data Entry Operator* (Centre for the Study of Social Exclusion & Inclusive Policy)	02 (01-UR & 01-OBC)	PB-1 Rs.5200-20200 Grade Pay Rs.2400/-
11.	Tennis Marker (Sports Office)	01 (UR)	PB-1 Rs.5200-20200 Grade Pay Rs.1900/-
12.	Lift Operator	01 (UR)	PB-1 Rs.5200-20200 Grade Pay Rs.1900/-
13.	Cook (Mess)	06 (03-UR & 03-OBC)	PB-1 Rs.5200-20200 Grade Pay Rs.1900/-
14.	Office Attendant (Multi Skilled Employee)	12 [04-ST, 06-OBC, 01-UR (VH) & 01-UR (HH)]	PB-1 Rs.5200-20200 Grade Pay Rs.1800/-
15.	Khalasi (Elect.) (Multi Skilled Employee)	01 (ST)	PB-1 Rs.5200-20200 Grade Pay Rs.1800/-

Note:

- (i) UGC guidelines regarding qualifications, relaxation etc. issued from time to time shall be followed, wherever applicable in respect of Group 'A' posts.
- (ii) (*) Posts at Sr. No. 6 & 10 are temporary i.e. upto 31.03.2012.

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

Post No.1: Deputy Registrar

Essential Qualifications & Experience:

- (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (ii) Five years' of experience as a Lecturer in a college or a University 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.

- (iii) 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.

Post No.2: Sr. Systems Analyst

Essential Qualifications & Experience:

- (i) M.Sc. from any recognized University in the field of Computer Science/Physics/Statistics/Mathematics.
- (ii) Minimum 5 years' of experience in working and maintaining large systems, Network System Management, Campus wide network, secured mail system & Network Security/monitoring.
- (iii) Experience in running the short-term courses and in teaching application software for researchers in the institution of higher education

Desirable Qualifications:

- (i) Experience with installation and training of Data analysis software especially SAS, SPSS, E-view etc.
- (ii) Experience in preparing RPF/tender documents/technical specifications for IT related infrastructure.
- (iii) Installation, monitoring and use of Network Management System. Open Source vendor neutral solutions would be preferred.

Job Requirement:

The person will be leading a team of IT personnel and will interact with faculty & students at JNU, requiring excellent management and communication skills. The person will be responsible for maintaining & developing future expansion plans of Communication and Information Services (CIS), including system architecture in JNU and Campus wide network.

Post No.3: Research Officer (Human Rights Teaching & Research)

Essential Qualifications & Experience:

Master's degree with at least 55% of marks in Humanities/Social Science or its equivalent grade 'B' in the UGC seven point scale plus consistently good academic record.

Desirable Qualifications:

- i) Ph.D. in Human Rights (with specialization in Human Rights and Disability Studies)
- ii) Publications in reputed journals.

Post No.4: Documentation Officer (Centre for East Asian Studies)

Essential Qualifications & Experience:

- i) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. However, those candidates, who are or have been awarded Ph.D. Degree in Compliance of the “University Grants Commission (minimum standards and procedure for award of Ph.D. degree), Regulation 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET”.
- ii) Master’s Degree in Library Science/Information/Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC seven point scale plus consistently good academic record, computerization of Library. Relaxation of 5%, from 55% to 50% of marks at Master’s level shall be given to SC/ST/PH categories.

Desirable Qualification:

Chinese Language Comprehension ability

Post No.5: Assistant Engineer (Electrical)

Essential Qualifications & Experience:

Degree in Electrical Engineering from recognized University with 5 years relevant experience Or Diploma in Electrical Engineering from recognized Institution with 10 years relevant experience.

Post No.6: Research Assistant

Essential Qualifications & Experience:

- i) A Second Class Master’s degree in Social Science.
- ii) At least one year research experience, preferably in field based research and data analysis.

Post No.7: Semi Professional Assistant

Essential Qualifications & Experience:

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

Desirable:

Work experience in a Computerized Library/Digital Library.

Post No.8: Junior Operator

Essential Qualifications & Experience:

- i) 10+2 or equivalent with one year certificate or diploma course from any University/ Institution in any field related to Computer Science or Electronics
- ii) 2 years working experience in Computer related activity.

Test:

There will be written and practical test to examine the skills of the candidates. The candidate will be tested in the field mentioned in the essential qualifications.

Post No.9: Stenographer

Essential Qualifications:

1. (a) Matriculation or equivalent, (b) Shorthand speed 80 w.p.m.
2. The candidates will have to qualify in the following tests before interview:
 - i) Paper-I: General English
 - ii) Paper-II: General Knowledge
 - iii) Paper-III: Stenography test at the speed of 80 w.p.m. for 7 minutes
 - iv) Paper-IV: Computer knowledge test.

Post No.10: Data Entry Operator

Essential Qualifications & Experience:

- i) BCA/PGDCA/Graduation with Computer Science, from a recognized university/institution.
- ii) At least one year work experience in DTP, Computer Operations and Maintenance.

Post No.11: Tennis Marker

Essential Qualifications & Experience:

The candidate should be 10+2 Pass and have good knowledge of the rules and regulations of the game and the equipment. The candidate should have sound physical health and good communication skills; should have completed the Certificate or equivalent course in coaching from National Institute of Sports, National/State Tennis Federation or any other recognized and reputed institution/organization and would be required to look after the maintenance of the tennis courts and other facilities in the sports complex.

Desirable qualification:

The candidate should have played tennis at school/college/state level and have experience of the work of a tennis marker.

Post No.12: Lift Operator

Essential Qualifications & Experience:

- (i) Matriculation
- (ii) Knowledge in attending minor trouble in the control equipment of lift.
- (iii) Knowledge in safety regulation in lift.
- (iv) Practical experience for one year in erection and maintenance of lift.

Post No.13: Cook

Essential Qualifications & Experience:

Matriculation/ITI + 5 years experience as Cook in some Restaurant, etc.

Post No.14: Office Attendant

Essential Qualifications:

Matriculation/ITI + 2 years experience as an office attendant in some department.

Post No.15: Khalasi (Elect.)

Essential Qualifications:

Matriculation/ITI Should be physically fit to do hard work in the field

Age Limit as on closing date:

For post No.1 to 5: 40 years

For post No.6 to 15: 35 years

} Age relaxation will be admissible to SC/ST/OBC/PH/
Ex-servicemen candidates as per rules.

General conditions:

- (i) Persons already in service should apply through proper channel;
- (ii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview;
- (iii) **The University reserves the right:**
 - (a) to fix criteria for screening the applications so as to reduce the number of candidate 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) draw panel(s) against the possible future vacancies arising till the validity of panel i.e. one year;
 - (d) relax any of the qualifications/experience/age at its discretion; and
 - (e) not to fill up any of the advertised positions.
- (iv) Where the written test is conducted for shortlisting 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.
- (v) 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;
- (vi) 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. A person under Physical Disability category shall have to submit a permanent Disability Certificate issued by a Medical Board of Govt. Hospital.
- (vii) Knowledge of Computer Application is necessary for all posts;
- (viii) The number of vacancies is subject to change and the University reserves the full right in the matter;
- (ix) 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;
- (x) Incomplete applications shall liable to be rejected.

The eligible and interested persons may apply in the format given below alongwith one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience & caste certificate etc. to **Dy. Registrar (Admn.), Room No. 302, Administrative Block, Jawaharlal Nehru University, New Delhi-110067** within 30 days (i.e. 28.03.2010) of the publication of this advertisement. The post applied for must be clearly superscribed on the envelope.

BIO-DATA FORMAT

1. Post applied for, 2. Name of the applicant, 3. Address and Telephone No, e-mail id 4. Father's/ Husband's Name, 5. Date of birth, 6. Religion, 7. Category whether SC/ST/OBC/PH, 8. Educational qualifications, 9. Experience/details of employment in chronological order.

UNDERTAKING

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the Jawaharlal Nehru University has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice/compensation.

Place: _____

Date: _____

Signature of the candidate _____

Name _____