



JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-I

Advt.No.1/Admn.I/2014

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

S.No.	Name and Pay Band of the post	Group	No. of posts with reservation
1.	Deputy Registrar Pay Band-3 Rs.15600-39100 plus Grade Pay Rs.7600	A	*02 (UR) (*01 post will be filled up on deputation/ absorption basis)
2.	Section Officer Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4600	B	11 posts – 09-UR and 02-SC <i>Existing : 9-UR and 1-SC</i> <i>Anticipated : 1-SC</i>
3.	Personal Assistant Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4200	B	11 posts – 10-UR, 01-ST

For essential eligibility criteria and other general terms and conditions, please refer to JNU website www.jnu.ac.in under the Head '**Career**'.

The eligible and interested persons are required to apply on-line in the format available in the University website 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 passport size photograph (pasted on the hard copy of application duly signed across) and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste, PWD certificate, ID proof of residence etc. to **Dy. Registrar (Admn.), Room No. 310, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067 within 30 days of the publication** of this advertisement in the Employment News. **(Contact: Recruitment & Data Cell; 011-26738721 for submission of hardcopy of application; and for technical difficulty for on-line submission 011-26704006).** Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application. Both On-line application as well as submission of hard copy of on-line application shall be mandatory along with the testimonials/certificates/application fee.

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

- 1. Deputy Registrar – Group-A post (#2 posts - UR) (Pay Band-3 Rs. 15600-39100 plus Grade Pay Rs. 7600/-):
[# 01 post will be filled up on deputation/absorption basis]**

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. 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, 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. Section Officer – Group-B [11 posts – 09-UR and 02-SC (9-UR and 1-SC posts are existing; the remaining 1-SC posts will be filled when available)] (Pay Band-2: Rs.9300-34800 with Grade Pay Rs.4600):**

Essential qualifications and Experience:

- (i) A University Degree;
- (ii) At least 5 years experience in Administration/Accounts/Secretarial work in a 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).

3. Personal Assistant – Group-B [11 posts – 10-UR, 01-ST] (Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs.4200):

Essential qualifications and Experience:

1. Sr. Sec. School Certificate (10+2) with proficiency in shorthand with a speed of 120 w.p.m. and two years experience as Stenographer
2. Knowledge of Computer operation
3. 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 100w.p.m. for 10 minutes
 - iv) Paper-IV: Stenography test at the speed of 120 w.p.m. for 5 minutes
 - (a) Stenography tests (Papers-III & IV) will be conducted first and those who qualify the stenography tests will be called to appear in the written tests (Papers-I & II). Those who qualify first in the stenography tests and subsequently in the written tests will be called for the interview.
 - (b) Stenography tests will be conducted on computer and minimum qualifying marks in each stenography test will be 40% provided that if a candidate fails in one of the two shorthand tests (i.e. 120 w.p.m. or 100 w.p.m.) the qualifying marks in the test in which he/she passes shall be 50%.

Note:

1. Minimum qualifying marks in each paper of the written tests prescribed for the posts at Sr. Nos.2 and 3 will be 40%.
2. For the post of Sr.No.1, if the number of applications are more, there will be written test of General English, University Administration and Govt. Service Rules of 100 marks for 3 hours. This will not be taken into merit of the Selection.

General conditions:

- (i) **Upper Age Limit: for posts at Sr. No.1: 45 years; Sr. No.2: 40 years; Sr. No.3: 35 years. No upper age for Group-A posts will apply to JNU departmental candidate and Five years age relaxation in upper age limit will be given to the JNU departmental candidates for Group-B posts.**
- (ii) Age relaxation will be given to SC/ST/OBC/PWD/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 (SC/ST/OBC) applying for unreserved post.
- (iii) 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.
- (iv) Candidate belonging to PWD category should meet the prescribed criteria of physical disability as applicable as per the Govt. of India rules for respective physical disability category.
- (v) The candidates belonging to SC/ST/OBC/PWD categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India.
- (vi) 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.
- (vii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (viii) **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) to increase/decrease the number of vacancies on its own discretion.

- (c) to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
- (d) relax the age/qualifications/experience at its discretion; and
- (e) not to fill up any of the advertised positions.
- (ix) The question paper of written tests, except "General English" or "Essay, précis, drafting and applied English grammar", will be bilingual and the candidates will have the option to answer either in Hindi or English. 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.
- (x) Knowledge of Computer operation is necessary for all posts.
- (xi) No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests.
- (xii) Application should be submitted for each category of posts separately.
- (xiii) Application along with prescribed fee is to be submitted for each post separately as under:
For Group-A posts : Rs.500 (non-refundable);
For Group-B & C posts: Rs.300/- (non-refundable)
 Application fee shall be payable in the form of Bank Draft drawn in favour of "**Finance Officer, JNU**" payable at New Delhi.
 No fee is payable in respect of SC/ST/PWD candidates.
 Name of the candidate, Application I.D. No. and name of the post applied for should be written on the reverse side of the Bank Draft.
- (xiv) **Photograph be affixed on the application form duly signed across i.e. the photograph & form.**
- (xv) **Incomplete applications are liable to be rejected** and no correspondence will be entertained.
- (xvi) Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
- (xvii) Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.
- (xviii) Format of application (on-line) is available in the University website www.jnu.ac.in.

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