

JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-IV

Advt.2/2012/Admn.IV

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

- 1. Professional Assistant- Central Library-Group-'B' [3 posts-UR] Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs.4200/-:**

Essential Qualifications:

1. M.Lib. Sc./MLIS or equivalent with 50% marks. **OR**
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./BLIS with 50% marks.
2. Post Graduate Diploma/Certificate Course in Computer Application/ Science/Library Automation from a recognized institute with minimum of 6 months duration.

Desirable Qualification:

- (i) Atleast three years' working experience in a reputed library.
- (ii) Knowledge of Library Automation activities.
- (iii) Knowledge of any foreign language.
- (iv) Post Graduate Diploma/Certificate Course in Computer Application/Science/Library Automation from a recognized institute with minimum of 6 months duration.

- 2. Archival Superintendent- Archives on Contemporary History-Group-'B' [1 post- UR] Pay Band- Rs. 9300-34800 with Grade Pay Rs. 4600/-:**

Essential Qualifications:

- (i) Minimum 55% in M.A. in Modern Indian History and 2-4 years experience in Research/Archives.
- (ii) Knowledge of new media resources for historical research.
- (iii) Excellent knowledge of English and at least one other modern Indian language.

Desirable Qualifications:

- (i) Diploma in Archival Studies, from National Museum Institute or equivalent.
- (ii) Interest in expanding e-based resources and links with other archives.

- 3. Assistant Archivist- Archives on Contemporary History-Group-'B' [1 post-OBC] Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4200/-:**

Essential Qualifications:

- (i) M.A. in History or Diploma in Library Science or Archival Studies from National Museum Institute/National Archives or equivalent.
- (ii) Computer Diploma of minimum six months duration.
- (iii) Knowledge of English and at least one other Modern Indian Language.

Desirable Qualifications:

- (i) Knowledge of web maintenances and e-based archival techniques.
- (ii) Experience of 2-5 years archival management.

- 4. Computer Assistant- Academic Staff College- Group 'B' [1 post-UR] Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4200/-:**

Essential Qualifications:

Graduation in Science/Arts/Technology/Commerce with sufficient knowledge of Computer Operation.

Desirable Qualifications:

- (i) In depth knowledge of hardware, software and web designing
- (ii) Ability to interact with academic professionals of national and international repute.

5. Senior Technical Assistant- School of Environmental Sciences-Group 'B' [1 post-SC] Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4200/-:

Essential Qualifications:

Master Degree in any branch/subject of Science including Environmental Sciences/Life Sciences/ Physical Sciences with atleast 04 years of work experience. **OR**

Bachelor's Degree in Science/03 years Diploma in Engineering with atleast 07 years of work experience. The candidate must have experience of handling sophisticated analytical equipments such as GC, CHNSO Analyser, AAS, XRD, XRF etc.

6. Pharmacist- Health Centre-Group 'C' [01-post-UR] Pay Band-I Rs.5200-5200/- Grade Pay Rs.2800/-

Essential Qualification:

10+2 with Diploma in Pharmacy with 55% marks in aggregate in the pharmacy examinations, should be registered with Pharmacy Council/or any State Pharmacy Council of India.

Experience:

Minimum 5 years experience in dispensing medicines in any Health Care Unit of Government/Autonomous Body/PSU after the date of registration with Pharmacy Council and experience certificate should clearly state that the candidate is working as a Pharmacist.

7. Data Entry Operator- Centre for the Study of Social Exclusion and Inclusive Policy, School of Social Sciences- Group 'B' [02-posts-01 (UR) & 01-OBC] Pay Band-I Rs.5200-20200/- Grade Pay Rs.2400/-

Essential Qualification:

- i) BCA/PGDCA/Graduation with Computer Science, from a recognized University/Institution.
- ii) At least two years experience in DTP, Computer Operations and Maintenance.

8. Wireman-Engineering Department-Group 'C' [1post-ST] Pay Band-I Rs..5200-20200/-plus Grade Pay Rs.2000/-

Essential Qualification:

Matriculate plus I.T.I Trade Certificate in the Wireman/Electrician from the Govt. Institution/recognized Govt. Institution by AICTE.

Experience:

Minimum two years experience in the maintenance of electrical installation such as internal wiring, L.T. switchgears, ACB's, street lighting pump starter, control wiring of pump starter, AMF panels for DG sets etc. excellent knowledge of safety precaution in the electrical installation, electricity rules etc.

9. Laboratory Attendant-Advanced Instrumentation Research Facility -Group 'C' [1 post-PH-HH] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

10. Laboratory Attendant -School of Environmental Sciences]-Group 'C' [2posts-01-ST, 01-SC] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

11. Laboratory Attendant-School of Physical Sciences-Group 'C' -[1 post-UR] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

12. Laboratory Attendant-School of Biotechnology-Group 'C' [03 posts (02-UR, 01-ST)] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

13. Laboratory Attendant-Special Centre for Molecular Medicine -Group 'C' [1 post (UR)] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

14. Laboratory Attendant-School of Life Sciences -Group 'C' [2 posts (UR)] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

15. Laboratory Attendant-School of Computer & Systems Sciences -Group 'C'- [1-post-UR] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800]:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

16. Laboratory Attendant-Language Lab Complex, School of Language Literature & Culture Studies Group 'C'- [2 posts-UR] Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

17. Laboratory Attendant-Centre for the Study of Regional Development, School of Social Sciences-Group 'C' -1 post (UR) Pay Band-1 Rs.5200-20200 plus Grade Pay Rs.1800/-:

Essential Qualification:

- (i) 10+2 with Sciences.
- (ii) Two years working experience in Labs of Scientific and higher education.

General conditions:

- (i) **Upper Age Limit: 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 category should meet the prescribed criteria of physical handicapped as applicable in the Govt. of India rules for respective physically handicapped category.
- (iv) Persons already in service in Govt./Autonomous/PSU should apply through proper channel along with vigilance clearance and integrity certificate.
- (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) to increase/decrease the number of vacancies on its own discretion.
 - (d) to frame a panel for filling up future vacancies arising during tenability of panel which shall be normally operative for one year;
 - (e) relax any of the age/qualifications/experience at its discretion; and
 - (f) not to fill up any of the advertised positions.
- (vii) 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.
- (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) 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.
- (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.
- (xii) No TA/DA or local conveyance shall be paid to the candidates called for written tests.
- (xiii) Application along with prescribed fee is to be submitted for each post separately as under:

For **Group-B & Group-C Rs.300/-** for General/OBC; No applicable fee is 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.
- (xiv) **Incomplete applications shall liable to be rejected.**
- (xv) Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
- (xvi) Format of applications are available in the University website.

The eligible and interested persons may apply on-line in the format available in the University website www.jnu.ac.in. **Applications, except on-line, will be not accepted.** Applicants are also required to download the filled in online application (containing an automatic generated number) and submit a signed copy 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, signed copy of check list etc. to **Dy. Registrar (Admn.), Room No. 304, Administrative Block, Jawaharlal Nehru University, New Delhi-110067** within 30 days of the publication of this advertisement in the Employment

News, which will be notified in the JNU web-site. Submission of both on-line application as well as subsequent signed hard copy of application shall be mandatory.

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