



# जवाहरलाल नेहरू विश्वविद्यालय Jawaharlal Nehru University

ADMINISTRATION BRANCH

13.12.2023

## NOTIFICATION

Ref: Non Teaching Advertisement No. 1/RC (NT)/2023

Subject: - Intimation regarding Practical/ Trade Test on 19.12.2023

This is in continuation to the notification dated 05.12.2023, regarding intimation of document verification & Practical/Trade Test for the various posts. The brief about duties/responsibilities and skill required for the said posts are being notified as under for Practical/Trade Test for information of the all concerned.

Sr. No.	Name of the post	Duties/responsibilities & Skills required
1	<b>Technical Assistant</b>	<ul style="list-style-type: none"><li>- To assist faculty and research students in the analysis of samples, maintenance, unkeep of instruments facilities and general supervision.</li><li>- To maintain and care of laboratories.</li><li>- To assist in purchase of instruments of use in the laboratory.</li><li>- To provide technical assistance in their field.</li><li>- To guide students in data processing operation.</li><li>- To assist faculty and students in using the PCs for word processing purposes.</li><li>- To assist in import of sophisticated equipments and accessories.</li><li>- To operate computer systems and perform input/output duties related to information and database.</li><li>- Any other work related to the job of Technical Assistant</li></ul>
2	<b>Junior Operator</b>	<ul style="list-style-type: none"><li>- Operation of computer hardware such as Disc./tapes drives, line printers, plotters etc., network accessories.</li><li>- Any other work related to the job of Junior</li></ul>

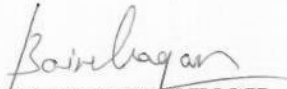
		Operator
3	<b>Laboratory Assistant</b>	<ul style="list-style-type: none"> <li>- To handle the equipments in the Laboratories of the School.</li> <li>- To handle language Lab. /Audio-Visual equipments.</li> <li>- To operate Film Projector.</li> <li>- Any other work related to the job of Laboratory Assistant.</li> </ul>
4	<b>Junior Technician (CLAR)</b>	<ul style="list-style-type: none"> <li>- Operation of Incinerator and maintenance of its log book and fuel record.</li> <li>- Operation of High Jet and stream cleaning machine and maintenance of its log book and fuel record.</li> <li>- To maintain general stores and record of stock registers (consumable and non-consumable), issue indents files.</li> <li>- To maintain animal feed stores and its record.</li> <li>- To maintain Imprest bill file and register.</li> <li>- To maintain work (caretaking work) of Animal House.</li> <li>- Physical verification.</li> <li>- Required to operate Bulk Sterilizer (Autoclave).</li> <li>- Supervision of animal feed manufacturing at the place of manufacture.</li> <li>- Procurement of Rice Husk and other items.</li> <li>- Any other work related to the job of Junior Technician</li> </ul>
5	<b>Laboratory Attendant</b>	<ul style="list-style-type: none"> <li>-To assist students/teachers in laboratory work</li> <li>- To handle the equipments in the Laboratories of the School.</li> <li>- To handle language Lab. /Audio-Visual equipments.</li> <li>- To operate Film Projector.</li> <li>- Any other work related to the job of Laboratory Attendant.</li> </ul>
6	<b>Cook</b>	<ul style="list-style-type: none"> <li>- Preparation of food under the guidance of the Mess Manager</li> <li>- Ensuring cleanliness of the food and the Kitchen, upkeep of kitchen equipments</li> <li>- Helping Mess Manager in receipt and issue of stores</li> <li>- Any other work related to the job of Cook.</li> </ul>



7	<b>Staff Nurse</b>	<ul style="list-style-type: none"> <li>- Nursing and taking care of patients.</li> <li>- All work related to the job of Staff Nurse.</li> </ul>
8	<b>Works Assistant (Wireman)</b>	<ul style="list-style-type: none"> <li>- Knowledge of the various safety regulations laid down in case of internal electrical installation.</li> <li>- General knowledge of some of the more important clauses for internal electrical installations work.</li> <li>- The ability of the person to wiring diagrams</li> <li>- Knowledge of safety precautions etc.</li> <li>- Knowledge of wiring of motors starters.</li> <li>- Ability to detect and rectify faults in the various type of motor starters, Single/Double fluorescent fittings, connection of electronic ballast, ceiling fans, HPMV/HPSV street lighting fixtures etc.</li> <li>- Ability to connect and use instruments like Voltmeters, Ammeters, K.W.H. meters, Mege and Earth tester.</li> <li>- Knowledge of "resuscitation"</li> <li>- To see the electricity wiring and other works like Heaters, Lighting, fans, repairs etc.</li> <li>- Any other work related to the job of Work Assistant (Wireman)</li> </ul>
9	<b>Works Assistant (Wireman, Telephone)</b>	<ul style="list-style-type: none"> <li>-To identify the colour coding of Multi pair telecom/Telephone cable and making pairs.</li> <li>-To provide New telephone EPABX connection from existing Telephone pair box.</li> <li>-Punching of Pairs/Telephone jacks etc.</li> <li>-To identify the fault in the landline basic phone and rectify it.</li> <li>-Installation of small EPABX system &amp; Providing New connection in the offices.</li> <li>-Operation of audit-visual system and rectify minor faults.</li> <li>-Making correction of (1+1) plan telephone sets.</li> <li>-To supervise the maintenance of internal telephone system and to look after telephone work etc.</li> <li>-Any other work related to the job of Work Assistant (Wireman, Telephone)</li> </ul>
10	<b>Works Assistant</b>	-To make/assemble/alter and repair wooden

	<b>(Carpenter)</b>	structure and articles according to sample drawing using hand and power tools or both and handle the related work of carpenter.  - Any other work related to the job of Work Assistant (Carpenter)
11	<b>Works Assistant (Mason)</b>	- Oversee and execute various construction and repair projects like building construction, concrete structures, drainage systems, and related infrastructure and all work related to the job of Mason. The role involves hands-on project management, coordination, and ensuring the successful completion of assigned projects.
9	<b>Lift Operator</b>	-Operation/maintenance and safety regulations of lift etc.

The candidates are required to have the knowledge & skills for the practical/Trade Test as given above. All other clauses, mentioned in the advertisement will also be applicable.

  
**GAGANDEEP SINGH**  
**DEPUTY REGISTRAR**  
**(ADMINISTRATION)**