

**JAWAHARLAL NEHRU UNIVERSITY**  
**NEW DELHI – 110067**

**Advt. No. 01/RC (NT)/2024**

Online applications are invited in the prescribed Application Format from eligible candidates for appointment to the post of Librarian and Superintending Engineer on tenure/deputation basis for a period of 5 years. The post of Librarian and Superintending Engineer carries scales of Academic Pay Level-14(Rs.1,44,200 - 2,18,200) and Pay Level -13 (Rs.1,23,100 - 2,15,900) respectively as per 7<sup>th</sup> CPC pay matrix.

**Post Name :** LIBRARIAN

**No of Post :** 01 (UR)

**Mode of Recruitment:**

By deputation or appointment on tenure basis for a period of five years or till attaining the age of superannuation i.e., 62 years whichever is earlier.

**Essential Qualification & Experience:**

Officer/Academician from Central/ State Govt. Universities or autonomous organizations possessing qualifications & experience as below :-

1. Master's Degree in Library Science/ Information Science/Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.
2. At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years experience as a College Librarian.
3. Evidence of innovative Library services, including the integration of ICT in a library.
4. A Ph.D. Degree in Library Science/Information Science/Documentation/ Archives and Manuscript keeping.

**Job Description :**

<b>Post</b>	<b>Job Description</b>
Librarian	<ol style="list-style-type: none"><li>1. The Librarian shall exercise general supervision and coordination over the work of University Library system and shall advice it as regards to its acquisition programme of the Library and perform such other functions as assigned to him/her by the Executive Council as may be prescribed in the University Act, Statutes, Ordinance, Rules and Regulations.</li><li>2. Librarian will also perform such of the duties as have been specified in the University Act, Statutes, Ordinances, Rules and Regulations as may be required by the Statutory Bodies, Vice-Chancellor and Rectors.</li></ol>

	<ol style="list-style-type: none"> <li>3. To supervise and co-ordinate the work of University Library system consisting of five Units.</li> <li>4. To provide instructions to new members in the use of the Library.</li> <li>5. To plan book acquisition programme of the library and select books for order, especially in the area of social science.</li> <li>6. To work out exchange and gift arrangements with several hundred institutions in India and abroad.</li> <li>7. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.</li> <li>8. To develop programme of library management for improving the efficiency of the library.</li> <li>9. General correspondence relating to financial matters.</li> </ol>
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**Post Name : SUPERINTENDING ENGINEER**

**No of Post : 01 (UR)**

**Mode of Recruitment:**

By deputation or appointment on tenure basis for a period of five years or till attaining the age of superannuation i.e. 60 years whichever is earlier.

**Essential Qualification & Experience:**

BE/B.Tech. in Civil or Electrical Engineering from a recognized Institution with 55% marks with at least ten years of regular service as Executive Engineer or equivalent post in Pay Level 11 or above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/PSUs/ Universities or recognized Research or Higher Educational Institutions.

**Job description:-**

<b>Post</b>	<b>Job Description</b>
Superintending Engineer	<ol style="list-style-type: none"> <li>1. Overall In-Charge of the Engineering Department of the University and look after the original works of the University projects.</li> <li>2. Any other duties assigned to him/her from time to time.</li> </ol>

### **General conditions:**

1. **Age Limit:** Preferably below 57 years of age for the post of Librarian and 56 years of age for the post of Superintending Engineer on the closing date of the advertisement.
2. 5% relaxation in percentage of marks at Bachelor's/ Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing incumbents who are already in the University system as provided under UGC guidelines issued from time to time.
3. After submission of online applications, the print out of the same is to be forwarded through the employer along with the Annual Performance Appraisal Reports (APARs)/ACRs for the preceding five years upto 2023, Vigilance Clearance Certificate duly certified by the Competent Authority and NOC to the **Assistant Registrar (Recruitment), Room No. 131**, Jawaharlal Nehru University, New Delhi-110067 by **31<sup>st</sup> January 2025**.
4. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview.
5. 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) the selection will be made on the basis of performance in the interview on the recommendation of the Selection Committee;
  - (c) to relax any of the conditions of age/ qualifications/ experience at its discretion; and
  - (d) not to fill up the advertised position.
6. Knowledge of Computer is necessary for the posts.
7. Application fee of Rs.1000/- (non-refundable) shall be payable online through payment gateway by Gen/EWS/OBC category candidates. No application fee is payable in respect of SC/ST/PwD and Women applicants and if any candidate wish to avail this exemption, he/she is required to attach the requisite certificate in the format prescribed by the Govt. of India for seeking such exemptions.
8. Incomplete applications shall liable to be rejected.
9. Those who are applying against the advertised posts should ensure that they fulfill all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that they do not fulfill the stipulated criteria, the candidature will be cancelled.
10. The upper age limit for the posts advertised shall be determined as on closing date of the advertisement.

11. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/ incorrect by way of omission or commission, the sole responsibility and liability shall be of the candidate.
12. Candidates called for interview should report along with all testimonials/certificates in original along with photo ID. They should carry an additional set of copy of these testimonials/certificates to deposit with the University at the time of interview.
13. The eligibility of the candidates will be determined on the basis of qualification/experience etc. acquired by them up to the last date fixed for receipt of online applications.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
15. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her online application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidate shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause.
16. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
17. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
18. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.

19. The selected candidates shall produce a medical fitness certificate from the Medical Board of a Govt. Hospital prior to his joining. However, the candidates already serving in any Government service/Autonomous Bodies /PSUs/ Central/ State Universities etc. having already submitted medical fitness certificate at the time of their initial appointment, in such cases the production of such medical certificates shall not be required again.
20. The terms and conditions of appointment shall be communicated in the 'offer of appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
21. The selected candidates shall be required to perform duties as per the rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
22. The candidates shall bring all original certificates relating to his/her age, qualifications, experience etc. at the time of test or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear in the test/interview and his/her candidature may be treated as cancelled without any further communication in this regard.
23. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
24. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period specified by the University or repatriated to his/her parent organization, for whatsoever the reasons, within a year, the offer shall be made to the next candidate in the merit list, if otherwise in order.
25. The University reserves the right to withdraw the advertisement, either partly or wholly, at any point of time without assigning any reason.
26. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.
27. The deputation shall be governed by the terms & conditions as contained in DoPT O.M. No.6/8/2009-Estt.(Pay II ) dated 17/06/2010.
28. No TA/DA shall be paid to the candidates called for interview.
29. No correspondence or personal inquiries shall be entertained by the University.

30. The eligible and interested candidates may apply online through the University website <https://www.jnu.ac.in/career>. **Applications through any other mode, except online, will not be accepted.** The applicants shall submit online applications by uploading current photograph, signature, copies of essential qualifications, experience, date of birth, caste/PwD certificate, NOC from the present employer and other required documents etc. Those already in Government/Autonomous/PSU service should submit the application through proper channel. The candidates who do not submit the NOC while applying online are required to submit the same before appearing in the interview. The last date to submit online applications, completed in all respect, is **15<sup>th</sup> January 2025 (05:00 PM)**.

**Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of applications.**

**Any addendum/corrigendum shall be posted on the University website only.**

**FOR ANY ENQUIRY, PLEASE CONTACT**

**Primary Technical Helpdesk - [curec.helpdesk@samarth.ac.in](mailto:curec.helpdesk@samarth.ac.in)**

**Technical Assistance related with Online Application - 011-26704094**

**Advertisement related matters - 011-26704052**

**Email: [recruit.nt@mail.jnu.ac.in](mailto:recruit.nt@mail.jnu.ac.in)**

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