

**JAWAHARLAL NEHRU UNIVERSITY  
ADMINISTRATION BRANCH-IV**

**Advt.6/2016/Admn.IV**

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

1. **Deputy Director-** Human Resource Development Centre(HRDC)Group-A [1 post-UR]  
PB-4 (Rs.15,600-39,100 + AGP Rs.8,000)

**Qualifications & Experience:**

- (a) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
  - (b) A Master's Degree with at least 55% marks (or an equivalent grade in a seven point scale wherever grading system is followed).
  - (c) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
  - (d) Contribution to educational innovation, design of new curricula and courses, and technology- mediated teaching learning process with evidence of having guided doctoral candidates and research students.
  - (e) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System(PBAS)
2. **Editor-** School of International Studies, Group-A [1 post-OBC]  
Pay Band-3 (Rs.15600-39100 + Grade Pay Rs.7600):

**Essential Qualification:**

- i) M.A. with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale, in Political Science/International Relations/History/Sociology/Geography/Economics with high proficiency in English.
- ii) At least five years' experience in editing English manuscripts, proof reading and coordinating academic publications in a reputed publication/production house.
- iii) Familiarity with the use of relevant computer applications.

**Desirable Qualification:**

M.Phil/PhD in Political Science/International Relations or published work in International Relations.

**Mode of Selection**

Written Examination to test editing skills, followed by interview.

3. **Deputy Registrar**–Group-A [02 posts: UR-01, SC-01]  
Pay Band-3 (Rs. 15600-39100 +Grade Pay Rs. 7600):

**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.

**Desirable competencies:**

1. Experience of working in the areas like Resource mobilization, planning & development, 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.

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3. 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.

**Note:** 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.

**4. Assistant Director-** Human Resource Development Centre(HRDC), Group-A ,[1 post-UR]  
PB-3 (Rs.15,600-39,100 + AGP Rs.6,000)

Essential Qualifications :

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in Arts/Science/Humanities from an Indian University, or an equivalent degree from an accredited foreign university;

Desirable Qualifications & Experience:

(i) Ph.D. degree in Arts/Science/Humanities with minimum one year of post doctoral experience and with minimum 3 research publications in reputed Journals.

(ii) Experience of minimum one to three years in reputed academic institution; working knowledge in computer applications. Experience in coordinating academic programs/orientation programs/refresher courses, workshops, seminars and conference is desirable.

**5. System Analyst –** Communication & Information Services(CIS), Group-A [1 post-ST]  
Pay Band-3 (Rs.15600-39100 with Grade Pay Rs.5400):

Essential Qualifications & Experience:

- i) MCA/BE/B.Tech/M.Sc. in Computer Science with a minimum of 55% marks and above;
- ii) The candidate must have Total 7 Years experience in software development of large projects.
- iii) Minimum 5 Years experience in software design and development with programming capability using PHP programming language within the LAMP software stack to develop and maintain large software applications
- iv) Minimum 2 Years experience of designing and developing enterprise websites, databases, Servers Scripting, tools, workflows, custom themes and modules using the Open Source Platform, Content Management System

Desirable Qualification:

- i) Person with demonstrated experience in developing, managing and implementing large Software Systems, ERPs;
- ii) Proven experience in Networking and Systems Administration.
- iii) Demonstrated Knowledge and Software Development experience in working with teams that use Agile frameworks
- iv) Proven Experience in all aspects of software engineering processes with demonstrated abilities in following formal software methodologies and a disciplined approach to software engineering.

**General Conditions/Instructions:-**

- (i) Upper Age Limit: 45 years. No upper age limit for Group-A posts will apply to JNU departmental candidate.
- (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 the 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 and relaxation in educational qualifications, experience, age etc. to the reserved category candidates will be permissible as per UGC/Govt. of India rules.
- (vi) Those already in Government service/Autonomous/PSU should apply/forward their application through proper channel and or/ submit the scanned copy of the NOC while filling the application form online.
- (vii) Separate online Application Form (Bio-Data Form) is required to be filled up for each post to be accessed from JNU website <http://www.jnu.ac.in>.
- (viii) The eligibility of the candidates will be determined on the basis of qualifications/experience/publications etc. acquired by them upto the last date fixed for receipt of online applications.
- (ix) Candidates applying for the posts where experience is prescribed and if he/she is serving/served in Public Sector undertaking/Corporate Institution of repute are required to submit the Form 16 and salary slips (first & last of each completed period of experiences) alongwith details of work experience of concerned years along with application forms to arrive at the equivalence of the experience, failing which the claim in this regard for experience will not be considered.
- (x) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (xi) The University shall verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable/clandestine/antecedents and has suppressed any information, then his/her service shall be terminated.
- (xii) API Score for journals may be claimed on the basis of whether papers are published in referred journals or the other reputed journals as per UGC Regulations 2016 (4<sup>th</sup> Amendment) (wherever applicable in the applied post).
- (xiii) An undertaking to be given by the candidate mentioning that ,the publications submitted by them are free from any plagiarism and if any plagiarism is found later, their candidature/selection shall stand rejected.
- (xiv) As per the UGC communication dated 21<sup>st</sup> September,2016, if the M.Phil./Ph.D. degree is awarded by a foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University".
- (xv) **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.
  - (d) to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
  - (e) relax the age/qualifications/experience at its discretion; and
  - (f) not to fill up any of the advertised positions.
  - (g) to modify/withdraw/cancel any communication made to the candidates(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter.
  - (h) to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date prescribed for the receipt of applications. The candidates are advised to be in the lookout for official announcement in website: [www.jnu.ac.in](http://www.jnu.ac.in)
- (xvi) The written test of multiple choice option will consist of questions from General English, General Knowledge and from the relevant area of the post applied for. The question paper except for the paper of General English will be bilingual and the candidates will have the option to answer either in Hindi or in English.

- (xvii) The written tests/skill test/trade test etc. will be conducted as per University norms or as decided by the Competent Authority.
- (xviii) Knowledge of Computer operation is must.
- (xix) No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests.
- (xx) Application along with prescribed fee is to be submitted for each post separately as under:  
**For Group-A post: Rs.500/- for General/OBC candidates (non-refundable)**
- (xxi) Application fee shall be payable online in favour of "Finance Officer, JNU" at New Delhi. No fee is payable in respect of SC/ST/PWD/Female candidates.
- (xxii) **Incomplete and unsigned applications shall summarily rejected** and no correspondence will be entertained.
- (xxiii) Applications received after last date shall not be entertained and the University will not be responsible for any delay.
- (xxiv) Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.
- (xxv) Those who are applying for the post should ensure that they fulfill all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that you do not fulfill the stipulated criteria, the candidature will be cancelled.

The eligible and interested persons are required to apply on-line in the format available in the University website [www.jnu.ac.in](http://www.jnu.ac.in). **Applications, except on-line, will not be accepted.** Applicants are also required to upload the scanned and signed copies of the proof of fee paid, photograph and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste, PWD certificate, ID proof of residence and NOC from the Employer etc. **within 30 days of the publication** of this advertisement in the Employment News (**published on 17/12/2016**) i.e. **16/01/2017 by 5.30 p.m.**. In case of any difficulty while submitting online application may contact Director CIS at **011-26704006**. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of on-line application.

REGISTRAR  
JNU