

ADMINISTRATION BRANCH-III

Advertisement No.I/2015/Admn.III

Applications are invited from the eligible candidates, to the post of Executive Engineer (Civil) on deputation basis initially for a period of two years, which is extendable for the third year on mutual agreement basis, in the Pay Band and Grade Pay with usual allowances at Central Government rates, having the following essential qualifications/experience, age limit, etc. as mentioned below:

Executive Engineer (Civil) – On deputation **

1.	Name of the Post	Executive Engineer (Civil)
2.	Number of posts	01 Post
3.	Classification	Group 'A'
4.	Scale of Pay	PB-3 Rs.15600-39100 + Rs. 6600/- (GP)
5.	Educational qualification and experience	Degree in Civil Engineering with experience of 15 years in profession out of which 06 years experience should be as Assistant Engineer (Civil) in University /Government Institution/ Department/ Public Sector Undertaking.

** Applications in the proforma uploaded on JNU website may be used for applying for the posts on deputation basis.

General conditions:

1. **Upper age limit : Maximum 56 years**
2. Persons in service of 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 separately.
3. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government etc., shall ordinarily not exceed five years.
4. The maximum age limit for appointment by deputation shall not exceed fifty-six year as on the closing date of receipt of applications.
5. Application should be submitted in the proforma enclosed and be forwarded by the Cadre Controlling Authority with a certificate, as per the proforma enclosed.
6. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
7. **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) The written test, if needed will consist of multiple choice questions from General English, General Knowledge and from the relevant subject 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.
 - (d) to increase/decrease the number of vacancies on its own discretion.
 - (e) to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
 - (f) relax the age/qualifications/experience at its discretion; and
 - (g) not to fill up any of the advertised positions.
8. 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 the Selection Committee.
9. Knowledge of Computer Application is necessary for all posts.
10. No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests / Interview.
11. **Incomplete applications shall liable to be rejected** and no correspondence will be entertained.
12. Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
13. The applicant should clearly mention the name of the post applied for on the envelope.
14. Amendments/changes, if any, in the advertisement shall be published only on the JNU website (www.jnu.ac.in/career).

The eligible and interested persons are required to apply through proper channel in the format available in the University website www.jnu.ac.in. **Applicants are required to submit the hard copy, i.e. signed copy of the application** along with one latest passport size photograph duly pasted in the space prescribed in the application form and signed across on it (the stapled photograph will not be accepted) and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste certificate, identity proof (Election I-Card/UID Aadhar/PAN), check list etc., to **Deputy Registrar (Admn.), Room No. 310, Administrative Block, Jawaharlal Nehru University, New Delhi-110067 within 30 days of the publication** of this advertisement on website. **(Contact: Recruitment & Data Cell Tele: 011-26738721 for submission of hardcopy of application.)**. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application.

No. Admn.III/Engg./Misc/83

Date : May 20,.2015

DEPUTY REGISTRAR (ADMN)



JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH

CHECK LIST

Applicant should fill up the check list, take a print and submit along with the application.

1. Have you signed the Application? : Yes No
2. Have you attached the attested copies of all the Certificates/Testimonials? : Yes No
3. Have you enclosed proof of Age? : yes No
4. Have you attached copy of vigilance clearance? : Yes No
5. Have you attached copy of forwarding through proper channel? : Yes No
6. Have you attached the copy of ACR/APAR of last five years? : Yes No

PROFORMA FOR APPLICATION

1.	Name (in Block letters) Address (in Block letters)	
2.	Designation	
3.	Date of Birth (in Christian era)	
4.	Date of appointment in the present post with name of the post, the Department/Cadre and nature of employment i.e., adhoc, contract, temporary or permanent. Date of retirement or superannuation.	
5.	Educational qualification:	
6 (a)	Essential Qualification required: Degree in Civil Engineering	Qualification possessed by the officer. (Yes/No)
6 (b)	Experience required: Total 15 (fifteen) years experience required in the profession, out of which 6 (six) years should be as Assistant Engineer (Civil) in Govt. Institution/CPWD/PSU/University etc.	Experience possessed by the officer. (Yes/No)
7.	Details of Employment, in chronological order, enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient:	
	Name of the post & the employer	Period of service
		From To
		Scale of pay and basic pay; total emoluments drawn
		Nature of duties (in details, with awards, special appreciation, etc.)
8.	In case the present employment is held on Deputation/Contract basis, please state:-	
	(a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization to which you belong.	
9.	Additional details about present employment: Please state whether you are working under Central Government/State Government/Autonomous Organization/Government/Undertakings/Union Territories.	
10.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
11.	Present Basic pay, Scale of pay & the total emoluments per month now drawn	
12.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient).	
13.	Do you belong to SC/ST/OBC/PH? Enclose an attested copy of the certificate in proper format.	
14.	Remarks	

Signature of candidate: _____

Address : _____

Ph./Mobile No. : _____

E-mail Address : _____

Encl: _____ No's

Date: _____

उचित माध्यम द्वारा

प्रेषक

सेवा में

उप कुलसचिव (प्रशासन)
कमरा सं० 302, तृतीय तल
प्रशासनिक भवन
जवाहरलाल नेहरू यूनिवर्सिटी
नई दिल्ली – 110067

विषय: कार्यपालक अभियंता (सिविल) के पद हेतु प्रतिनियुक्ति के आधार पर आवेदन प्रपत्र

महोदय,

मुझे उपर्युक्त पद हेतु विचारार्थ इस संस्थान के श्री/श्रीमती _____ का आवेदन पत्र अग्रेषित करने का निर्देश हुआ है। उनके चयन की स्थिति में उन्हें _____ के नियमानुसार कार्यमुक्त किया जाएगा।

धन्यवाद

भवदीय

(_____)

संलग्न