



JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI – 110067

RECRUITMENT CELL
Advt.No.9/RC(NT)/2019

Online applications are invited from eligible bonafide Indian Citizens only for filling up of the following non-teaching regular posts under direct recruitment as per details given below:-

| S. No. | Name of the post | Pay Scale/Level (As per 7 th CPC) | Maximum age | Group | No. of post(s) | Category | | |
|--------|------------------|--|-------------|-------|----------------|----------|-----|------------|
| | | | | | | UR | OBC | PwD |
| 1. | Section Officer | Level-7 (Rs.44900-142400) | 40 | B | 05 | 04 | 01 | - |
| 2. | Senior Assistant | Level – 6 (Rs.35400-112400) | 35 | B | 06 | 04 | 01 | 01-PH-(VH) |

Essential qualifications, experience, etc. for the post of Section Officer :

- (i) A Bachelor Degree from a recognized University.
- (ii) Officers holding analogous post on regular basis (or) with five (5) years of regular service in PB-2 with Grade Pay of Rs.4200/- (Pay Level-6 as per 7th CPC) as a Senior Assistant or equivalent from the Central/ State government Universities and other autonomous bodies.
- (iii) Knowledge of Computer Operation.

Essential qualifications, experience, etc. for the post of Senior Assistant:

- (i) A Bachelor Degree from a recognized University.
- (ii) At least 5 years experience in Administration/Accounts/Secretarial work, of which at least three years as UDC in the pay Level-4 of 7th CPC or an equivalent post in a University/Government/ Public Sector undertaking/Corporate Institution of repute (The candidates working in private sectors should have minimum salary equivalent to Central Govt. Pay Scale i.e. Level 4 of 7th CPC+DA, HRA & TA).
- (iii) Knowledge of Computer Operation.

For eligibility criteria and other general conditions/instructions, please visit the University's website www.jnu.ac.in/career.

The eligible and interested persons may apply online through the University website. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, self-attested copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc. **within one month of the publication** of this advertisement in the Employment News.

The crucial date for determining the eligibility criteria, upper age limit, etc. shall be reckoned the last date of submission of online application.

Any addendum/corrigendum shall be posted only on the University website and, therefore, candidates are advised to regularly surf the website.

REGISTRAR



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Online Applications are invited from eligible bonafide Indian Citizens only for filling- up of the following non-teaching regular posts under open recruitment as per details given below:

1. **Section Officer:** Group-B [05 posts (UR-04 and OBC-01)]
Pay Scale: Level-7 of 7th CPC (Rs. 44900-142400)
Maximum age: 40 years

Essential qualifications, experience, etc.:

- (i) A Bachelor Degree from a recognized University.
- (ii) Officers holding analogous post on regular basis (or) with five (5) years of regular service in PB-2 with Grade Pay of Rs.4200/- (Pay Level-6 as per 7th CPC) as a Senior Assistant or equivalent from the Central/ State government Universities and other autonomous bodies.
- (iii) Knowledge of Computer Operation.

2. **Senior Assistant:** Group-B [06 posts(UR-04, OBC-01 and PH-VH-01)]
Pay Scale: Level-6 of 7th CPC (Rs. 35400-112400)
Maximum age: 35 years

Essential qualifications, experience, etc.:

- (i) A Bachelor Degree from a recognized University.
- (ii) At least 5 years experience in Administration/Accounts/Secretarial work, of which at least three years as UDC in the pay Level-4 of 7th CPC or an equivalent post in a University/Government/Public Sector undertaking/Corporate Institution of repute (The candidates working in private sectors should have minimum salary equivalent to Central Govt. Pay Scale i.e. Level 4 of 7th CPC+DA, HRA & TA).
- (iii) Knowledge of Computer Operation.

**For more details on Selection Criteria; Scheme of Examination, Syllabus etc. please visit
URL:<https://jnu.ac.in/sites/default/files/career/RevisedRecruitmentRules2019.pdf>**

General Conditions/Instructions:

1. **The eligible and interested persons may apply online at the University website www.jnu.ac.in/career/. Applications through any other mode, except online, will not be accepted.**
2. **The applicants shall upload photograph, signature, copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc.**
3. **Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.**
4. **The University reserves the right to:**
 - (a) fix the criteria for screening the applications to reduce the number of candidates to be called for written test(s);
 - (b) increase/decrease the number of vacancies on its own discretion;
 - (c) frame a panel for filling up future vacancies arising during the validity of panel which is valid for one year;
 - (d) not to fill up any of the advertised positions;

- (e) 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; and
 - (f) alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date of receipt of applications. The candidates are advised to visit the University website regularly.
5. **Upper Age Limit:** 40 years for Sl. No. 01 post and 35 years for Sl. No. 02 post. Age relaxation of five years in upper age limit shall be given to the departmental candidates of JNU. Age relaxation will also be given to SC/ST/OBC/PwD/Ex-serviceman candidates **as per Government of India rules**, which will be applicable to the post reserved for respective reserved category. No age relaxation will be applicable to reserved category candidates applying for the unreserved post.
 6. The Reservation to OBC candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates shall upload recent OBC caste certificate issued from a competent authority particularly with reference to Non-creamy layer. 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.

The candidates who are not in the Central list of OBC shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature/appointment shall be terminated with immediate effect.

7. The candidates belonging to PwD Category shall upload the Disability Certificate, issued by the competent authority, in the prescribed format of the Govt. of India. The candidate may ensure that they should meet the prescribed physical disability as per Govt. of India rules, for respective physical disability category.
8. The candidates belonging to SC/ST categories shall upload their caste certificate in the prescribed format of the Govt. of India.
9. Those already in service in Government/Autonomous Bodies/PSUs, etc. should upload the NOC online OR produce the same at further stage of selection process along with vigilance clearance and integrity certificate. Attested copy of last five years ACR/APAR's be also sent.
10. Separate online application shall be filled up for each post.
11. The eligibility of the candidates will be determined on the basis of qualifications, experiences, etc. acquired by them up to the last date fixed for receipt of online applications.
12. Candidates applying for the posts where experience is prescribed and if she/he is serving/has served in **Public Sector undertakings/Corporate Institutions of repute** shall upload relevant years of **Form 16 and salary slips (first i.e. joining and last i.e. relieving)** along with details of work experience, to arrive at the equivalence of the experience, failing which claim of experience will not be considered.
13. Those who are receiving salary in IDA Pay Scales shall upload equivalency of relevant IDA Pay Scale with CDA Pay Scale, which is mandatory.
14. Mere possession of the prescribed qualifications and experience would not entitle a candidate to be called for the written test or further selection process.
15. The University will verify the antecedents and documents submitted by the candidate at the time of appointment and during the service. If it is detected that the documents submitted by the candidate are fake or the candidate has undesirable/ clandestine/antecedents and has suppressed any material information, then his/her services shall be terminated.
16. The question paper except for General English will be bilingual and the candidates will have the option to answer either in Hindi or in English.
17. The written/Descriptive test etc. will be conducted as decided by the University.
18. Knowledge of Computer operation is must.
19. No TA/DA or local conveyance shall be paid to the candidates called for written test.
20. **Application Fee:** (i) **Rs. 500/- from General and OBC Category.**
(ii) **SC/ST/PwD and Women candidates are fully exempted.**

21. Candidate must ensure that she/he fulfills all eligibility criteria as stipulated in this Advertisement. If it is found that she/he does not fulfill the stipulated criteria, the candidature will be cancelled.
22. Canvassing or bringing influence in any form shall disqualify the candidature of the applicant.

24. **Note: Appearing in the test(s) will be provisional subject to fulfilling various conditions given in this advertisement. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the examination, it will be at the applicant's own risk and cost and if it is detected, the candidature shall be cancelled without assigning any reason.**

The eligible and interested persons may apply online through the University website. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, self-attested copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc. **within one month of the publication** of this advertisement in the Employment News (**published on 9 November, 2019**). **Last date for receipt of online applications is 9 December, 2019 by 5.30 PM.**

In case of any difficulty while submitting online application may contact Director CIS at **011-26704006/011-26704094 or 011-26738721 or email: recruit.nt@mail.jnu.ac.in.**

The crucial date for determining the eligibility criteria, upper age limit, etc. shall be reckoned the last date of submission of online application.

Any addendum/corrigendum shall be posted only on the University website and, therefore, candidates are advised to regularly surf the website.

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