



JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI – 110 067

Advt.No.01/RC(NT)/2021

Applications are invited from eligible bonafide Indian Citizens for filling up of the following **non-teaching posts** in the **Jawaharlal Nehru University (JNU)**, New Delhi on **Deputation basis for a period of one year** as per details given below:-

Sl. No.	Name and Pay Band of the post	No. of posts
1.	Senior Assistant Level-6, Rs. 35400-112400	04
2.	Personal Assistant Level-6, Rs. 35400-112400	06

Note:- Applications on the prescribed proforma uploaded on JNU website may be used for applying for the post on Deputation/ Short term contract basis.

Eligibility Conditions for the post of Senior Assistant (Serial No. 1):

- (i) A University Degree from a recognized University;
- (ii) Holding the analogous post on regular basis under Central Government or State Government or Union Territories or Universities or Higher Educational Institutes/Research Institutes /Autonomous Body of Central Govt./State Govt.

OR

At least 05 years experience in the area of Administration/Accounts/Secretarial Work, of which at least three years of experience as UDC in the Grade Pay of Rs.2400/- or equivalent post in a University/Government/ State Govt./UTs/PSU/Autonomous Body.

- (iii) Knowledge of Computer Operation.

Desirable :

1. At least 05 years experience in the area of University Administration preferably in Finance/Audit in the University system/Higher Educational/Research Institutes of National Importance.

Eligibility Conditions for the post of Personal Assistant (Serial No. 2):

Essential Qualification/Experience

1. Sr. Sec. School Certificate (10+2) with proficiency in Shorthand (English/Hindi) with a speed of 100 w.p.m.
2. Holding the analogous post on regular basis under Central Government or State Government or Union Territories or Universities or Higher Educational Institutes/Research Institutes /Autonomous Body of Central Govt./State Govt.

OR

05 years of experience as Stenographer (English/Hindi) in the Grade Pay of Rs. 2400/-.

3. Knowledge of Computer Operation.

Note: If the numbers of eligible applications are more, the short listing will be based on written test and/or grading in the ACR/APAR and/ or experience in the specified field/area in the University system/Higher Educational/Research Institutes as mentioned against desirable qualification/experience criteria.

General conditions:

1. **Upper age limit : Maximum 56 years.** The Maximum age limit for appointment by deputation shall not exceed fifty-six year as on the closing date of receipt of applications.
2. Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel alongwith vigilance clearance, integrity certificate and attested copy of last five years ACR/APAR's .
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. Hard Copy of application should be submitted in the proforma enclosed and be forwarded by the Cadre Controlling Authority.
5. Candidates from JNU who are in the direct line of promotion in their respective feeder cadre shall not be eligible for consideration for appointment on deputation basis.
6. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI/DoPT vide letter No.6/8/2009-Estt(Pay II) dated 17.06.2010 and as amended from time to time.
7. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be shortlisted/selected.
8. Candidates who have not completed mandatory **Cooling Off** period may be not be recommended by the organizations.
9. The selected candidates will be appointed on deputation/short term contract basis initially for a period of one year, which may be further curtailed/extended in the interest of administrative exigencies on mutual consent of the lending/borrowing departments.
10. **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 increase/decrease the number of vacancies on its own discretion.
 - (c) To frame a panel of filling up future vacancies arising during the tenability of panel which is normally operative for one year;
 - (d) Not to fill up any of the advertised positions.
11. The selection will be made on the basis of performance in the written test/interview as to be decided by the Competent Authority.
12. No TA/DA or local conveyance shall be paid to the candidates called for skill test/written tests/interview.
13. Incomplete applications shall liable to be rejected and no correspondence will be entertained.
14. Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
15. The applicant should clearly mention the name of the post applied for on the top of the envelope.
16. 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 in the format available in the University website www.jnu.ac.in and may forward application along with requisite documents, so as to reach to the Office of the **Assistant Registrar (Recruitment Cell), Room No. 131, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067 latest by 04.10.2021 (up to 5.30 PM)**. Application received after due date will not be entertained.

**REGISTRAR
JAWAHARLAL NEHRU UNIVERSITY**