



**JAWAHARLAL NEHRU UNIVERSITY**  
**NEW DELHI – 110 067**

**Advt.No.8/RC(NT)/2019**

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 Level of the post	No. of post(s)
1.	Section Officer Level-7, Rs.44900-142400 [Pre-revised Pay Band-2 (Rs.9300 – 34800) Plus Grade Pay Rs.4600/-]	02
2.	Personal Assistant Level-6, Rs.35400-112400 [Pre-revised Pay Band-2 (Rs.9300 – 34800) Plus Grade Pay Rs.4200/-]	08
3.	Stenographer Level-4, Rs.25500-81100 [Pre-revised Pay Band-1 (Rs.5200 – 20200) Plus Grade Pay Rs.2400/-]	01

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

**Eligibility Conditions for the post of Section Officer:**

**Essential Qualification/Experience**

1. A Bachelor Degree from a recognized University; and
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**

Five years of experience as Senior Assistant or equivalent post in Pay Level-6 (Pre-revised PB-2+ Grade Pay of Rs. 4200/-).

3. Knowledge of Computer Operation;

**Desirable :**

- 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:**

**Essential Qualification/Experience**

1. Sr. Sec. School Certificate (10+2) with proficiency in Shorthand (English/Hindi) with a speed of 100w.p.m.; and
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 Pay Level -4 (Pre-revised Pay Band-1, Rs.5200-20200 plus Grade Pay Rs.2400)

3. Knowledge of Computer Operation.

**Eligibility Conditions for the post of Stenographer:**

**Essential Qualification/Experience**

1. Sr. Sec. School Certificate (10+2) with proficiency in Shorthand (English/Hindi) with a speed of 80 w.p.m. and
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.
3. Knowledge of Computer Operation.

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**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.

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**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. **Internal Candidates** 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 not be recommended by the organizations.
9. The selected candidates will be appointed on deputation 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 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](http://www.jnu.ac.in/career)).

The eligible and interested persons may apply in the format available on the University website [www.jnu.ac.in](http://www.jnu.ac.in) and may forward the application duly completed 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 **28<sup>th</sup> OCTOBER, 2019 (up to 5:30 PM)**. Application received after due date will not be entertained.

**REGISTRAR  
JAWAHARLAL NEHRU UNIVERSITY**

**Jawaharlal Nehru University**  
**Proforma for application for the Non-Teaching Posts**  
**on Deputation Basis**

Recent  
Passport size  
self attested  
Photograph

NAME OF THE POST APPLIED FOR : .....

1.	Full Name (in Capital letters)	:			
2.	Father's Name	:			
3.	Mother's Name	:			
4.	Name of spouse (If married)	:			
5.	Nationality	:			
6.	(a) Address for communication	:			
7.	(b) Permanent Address	:			
	(c) E-mail ID	:			
	(d) Mobile phone No.	:			
	(e) Telephone No.	:			
8.	Date of Birth (DD/MM/YY)	:			
9.	Age as on the date of last date of receipt of application	:	Years      Months      Days		
10.	Date of Retirement (DD/MM/YY)	:			
11.	Category (SC/ST/OBC/GEN/PwD)	:			
12.	Details of Educational Qualifications	:	Enclosed self attested copies of all certificates		
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

13.	Details of Professional / Technical Educational Qualifications		: Enclosed self attested copies of all certificates			
Exam Passed	Institution/ University	Subject studied	Duration of Study	Year Passing	of	% of marks
14.	Details of Employment in chronological order (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Enclose additional sheet duly authenticated your signature, if required. Enclosed self attested copies of all certificates.					
Name of Organization	Post held	Pay Scale/ Level and Basic Pay	Duration of Service		Nature of appointment (whether regular or adhoc)	Nature of duties (full details)
			From	To		
15.	Please state clearly whether in the light of above entries made by you, you meet the requirement of the post		:			
16.	Do you hold the requisite years experience for the post applied for		:			
17.	Nature of present employment		:			
18.	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 :		:			
19.	Are you in the revised scale of pay? If yes, date of revision and pre-revised scale.		:			
20.	Have you ever been imposed any penalty. if yes please give details		:			

21.	If any departmental inquiry pending or contemplated against you. If yes please give details	:	
22.	Additional information, if any which you would like to mention in support of your suitability for the post	:	
23.	<b>DECLARATION:</b> (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.		

Place :

Date :

Signature .....  
Name of the Applicant

**Certificate to be furnished by the Employer/ Head of office/ forwarding authority**

1. Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular and this department has no objection for his applying for the post of.....
2. Also Certified that: -
  - i. There is no vigilance or disciplinary case pending / contemplated against .....
  - ii. His / her integrity is beyond doubt.
  - iii. Copies of his / her ACRs for last five years, attested on each page by an officer not below the rank of Under Secretary to Govt. of India are enclosed.
  - iv. No major /minor penalty has been imposed on him / her during the last ten years\*
  - v. A list of major / minor penalties imposed on him/her during the last ten years is enclosed.\*

Place:

Date:

Signature \_\_\_\_\_  
Name & Designation  
Tel. No. and e-mail ID  
Full office address and Seal

**List of Enclosures :**

- 1.
- 2.
- 3.
- 4.

Note : \* Strike out which is not applicable