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जवाहरलाल नेहरू विश्वविद्यालय
JAWAHARLAL NEHRU UNIVERSITY
नई दिल्ली/NEW DELHI-110 067

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Special Recruitment Drive **Advt. No. 1/RC(NT)/2023**

Applications are invited from eligible candidates for the following non-teaching posts in the Pay Levels indicated against each post plus usual allowance as admissible as per University rules:

S. No.	Name of Post	Group/ Pay Level	No. of Post(s)	Category						Max. Age Limit
				UR	EWS	OBC	SC	ST	PwD	
1.	Deputy Registrar	Group A Level-12	02	-	-	01	-	01	-	50
2.	Assistant Registrar	Group A Level-10	03	03	-	-	-	-	-	40
3.	Public Relation Officer	Group A Level-10	01	01	-	-	-	-	-	40
4.	Section Officer	Group B Level-7	08	05	-	02	-	01	-	40
5.	Senior Assistant	Group B Level-6	08	05	-	01	01	-	01(VH)	40
6.	Assistant	Group C Level-4	03	-	-	-	2	-	01 (UR/PH/HH)	40
7.	Junior Assistant	Group C Level-2	106	47	4	28	17	06	01 (D.HH) 01 (OA, BA, OL, BL, OAL, CP, LC, Dw, AAV) 01 (ASD, SLD, MI & MD) 01 (B.LV)	40
8.	Multi Tasking Staff (MTS)	Group C Level-1	79	32	7	24	7	5	01[OH (OA, OL, OLA)] 01[VH (B, LV)] 01(HH) 01 (ASD, SLD, MI & MD)	40
9.	Private Secretary	Group B Level-7	01	01	-	-	-	-	-	40
10.	Personal Assistant	Group B Level-6	06	03	-	01	01	-	01(OH)	40
11.	Stenographer	Group C Level-4	22	10	02	05	03	01	01(VH)	40
12.	Research Officer	Group A Level-10	02	01	-	01	-	-	-	40
13.	Editor Publication	Group A Level-10	02	01	-	01	-	-	-	40
14.	Curator	Group A Level-10	01	01	-	-	-	-	-	40
15.	Assistant Librarian	Group A Level-10	01	-	-	01	-	-	-	40
16.	Professional Assistant	Group B Level-6	01	01	-	-	-	-	-	40
17.	Semi Professional Assistant	Group C Level-5	08	04	-	02	01	-	01 (ASD/SLD/ MI&MD involving (A) to (D) above	40
18.	Cook	Group C Level-2	19	08	02	05	03	-	01(OH-OL)	40
19.	Mess Helper	Group C Level-1	49	16	05	13	08	05	01(VH-LV) 01(HH)	40
20.	Assistant Engineer (Civil)	Group B Level-7	01	01	-	-	-	-	-	40
21.	Junior Engineer (Electrical)	Group B Level-6	01	-	-	01	-	-	-	40
22.	Works Assistant **Designation** **No. of Post** Wireman 8 Wireman (Telephone) 2 Carpenter 5 Mason 1	Group C Level-3	16	13	-	01	01	-	01 (B.LV)	40
23.	Engineering Attendant **Designation** **No. of Post** Khalasi (Civil) 09 Khalasi (Electrical) 13	Group C Level-1	22	11	02	06	-	02	01 (OA, OL, OAL, Dw, AAV)	40
24.	Lift Operator	Group C Level-2	03	02	-	01	-	-	-	40
25.	Senior System Analyst	Group A Level-12	01	01	-	-	-	-	-	50

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26.	System Analyst	Group A Level-10	02	01	-	01	-	-	-	40
27.	Senior Technical Assistant	Group B Level-6	02	02	-	-	-	-	-	40
28.	Computer Operator	Group B Level-6	01	01	-	-	-	-	-	40
29.	Technical Assistant	Group C Level-5	01	01	-	-	-	-	-	40
30.	Junior Technician (CLAR)	Group C Level-3	01	01	-	-	-	-	-	40
31.	Junior Operator	Group C Level-5	02	01	-	01	-	-	-	40
32.	Statistical Assistant	Group C Level-5	02	01	-	01	-	-	-	40
33.	Technician A (USIC)	Group C Level-1	01	01	-	-	-	-	-	40
34.	Assistant Manager (Guest House)	Group C Level-5	01	-	-	01				40
35.	Cartographic Assistant	Group C Level-5	01	01	-	-	-	-	-	40
36.	Laboratory Assistant	Group C Level-4	03	02	-	01	-	-	-	40
37.	Laboratory Attendant	Group C Level-1	02	01	-	01	-	-	-	40
38.	Staff Nurse	Group B Level-7	01	01	-	-	-	-	-	40
39.	Sports Assistant	Group C Level-2	01	01	-	-	-	-	-	40
40.	Junior Translator Officer	Group B Level-6	01	-	-	01	-	-	-	40
		Total	**388**							

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, SD=Spinal Deformity, SI=Spinal Injury

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SECTION – A

ELIGIBILITY CRITERIA

1- Deputy Registrar

Essential Qualification/Experience

i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
ii) Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

2- Assistant Registrar

Essential Qualification

i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

3- Public Relation Officer

Essential Qualification/Experience

i) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University/Institute.
ii) At least five years experience in the Editorial Department/Centre of any central-State Government Department/PSU/Central/State Educational Institutions established English/Regional news paper accredited with ABC, National News Agency, Radio or Television, Film Media, Reputed advertising agencies with excellent command of speaking in English, Hindi and regional language.

Desirable

Good working knowledge of Computer Applications

4- Section Officer

Essential Qualification/Experience

i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
iii) Proficiency in Computer Operation, noting and drafting.

5- Senior Assistant

Essential Qualification/Experience

i) Bachelor Degree from a recognized University / Institution.
ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
iii) Proficiency in Typing, Computer applications, noting and drafting.

6- Assistant

Essential Qualification/Experience

i) A Bachelor's Degree from any recognized Institute/ University.
ii) Two year experience as Junior Assistant/Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
iv) Proficiency in Computer Operations.

7- Junior Assistant

Essential Qualification

i) A Bachelor's Degree from any recognized Institute/ University.
ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm
iii) Proficiency in Computer Operations.

8- MTS (Office Attendant)

Essential Qualification

i) 10th Pass from a recognized Board

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9- Private Secretary

Essential Qualification/Experience
i) A Bachelor's Degree from a recognized University/Institute.
ii) At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi.
iv) Knowledge of computer applications.

Skill Test Norms on Computer
Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

Desirable
i) Proficiency in English & good communication skills.

10- Personal Assistant

Essential Qualification/Experience
i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
iii) Knowledge of Computer Applications.
iv) Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Skill Test Norms on Computer
Dictation: 10 minutes @ 100 w.p.m.
Transcription: 40 minutes (English)/ 55 minutes (Hindi)

Desirable
i) Proficiency in English and good communication skills.

11- Stenographer

Essential Qualification/Experience
i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.
iii) Knowledge of Computer Applications.

Skill Test Norms on Computer
Dictation: 10 minutes @ 80 w.p.m.
Transcription: 50 minutes English/65 minutes Hindi

Desirable
i) Proficiency in English and good communication skills.

12- Research Officer

Essential Qualification/Experience
i) Master's Degree or equivalent with 55% marks in relevant* field from the recognized University/Institution.
ii) 08 years of experience in the relevant* field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 08 or equivalent or above

13- Editor Publication

Essential Qualification/Experience
i) Master's degree with 55% marks from a recognised University/Institution.
ii) 08 years' experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books with reasonable working knowledge in publishing software in pay level 08 or above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognised Research or Higher Educational Institutions

14- Curator

Essential Qualification/Experience
i) Master's Degree in Science with 55% marks or Bachelor's degree in Engineering or Technology/Ph.D in Science or Engineering with 60% marks.
ii) 08 years of experience in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 8 or above in the relevant field.

15- Assistant Librarian

Essential Qualification
i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed.
ii) A consistently good academic record with knowledge of computerization of library.
iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants

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commission (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges /Institutions subject to the fulfillment of the following conditions:

a) The Ph.D. degree of the candidate has been awarded in regular mode
b) The Ph.D. thesis has been evaluated by at least two external examiners;
c) Open Ph.D. viva voce of the candidate had been conducted;
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.

Note:

i) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

16- Professional Assistant

Essential Qualification/Experience

i) Master's Degree in Library & Information Science from any recognized University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

ii) Knowledge of Computer Applications.

17- Semi Professional Assistant

Essential Qualification/Experience

Master's Degree in Library Science and Information Science from any recognised University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

18- Cook

Essential Qualification/Experience

i) 10thClass from a recognized Board.
ii) ITI Trade certificate in Bakery and Confectionery (one year duration).
iii) 03 years' experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations

19- Mess Helper

Essential Qualification/Experience

i) 10th Class from a recognized Board
ii) 03 years relevant experience in educational institutions or University's Mess / canteen as Mess Helper / Attendant or equivalent.

20- Assistant Engineer (Civil)

Essential Qualification/Experience

BE/B.Tech. in Civil Engineering from a recognized Institution with 55% marks with at least five years of regular service as Junior Engineer (Civil) or equivalent in Pay Level 06 in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

21- Junior Engineer (Electrical)

Essential Qualification/Experience

BE/B.Tech. in Electrical Engineering from a recognized Institution with one year relevant experience.

OR

Diploma in Electrical Engineering and three years' experience in relevant field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

22- Works Assistant (Engineering Service) [Wireman, Wireman (Telephone), Carpenter, Mason]

Essential Qualification/Experience

i) ITI Diploma with minimum of 2 years duration in the relevant trade from a Government recognized Institute; and

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ii) Five years' experience in relevant field in Central/ State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions

OR

iii) Five years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

23- ENGINEERING ATTENDANT [KHALASI (CIVIL/ELECTRICAL)]

Essential Qualification/Experience

i) ITI Diploma with minimum of 2 years duration in the relevant trade (Electrician/Wiremen/Fitter/Turner/ Welder/Mason) from a Government recognized Institute; and
ii) Two years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

24- Lift Operator

Essential Qualification/Experience

i) ITI Diploma with minimum of 2 years duration in the wiremen/electrician trade from a Government recognized Institute. OR 10th pass certificate and having valid lift operator license issued by Labour Ministry of State/Central Government; and
ii) 2. Minimum of 2 years experience as a Lift Mechanic in a lift manufacturing company.

25- Senior System Analyst

Essential Qualification/Experience

B.E. /B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

OR

M.Sc. (Computer Science)/MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

26- System Analyst

Essential Qualification/Experience

i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
ii) 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

OR

i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.
ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

27- Senior Technical Assistant

Essential Qualification/Experience

i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.

OR

M.C.A./M.Sc. in Computer Science

ii) 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/ UNIX platforms from a recognized Public/ PUS/ Private organization.

28- Computer Operator

Essential Qualification/Experience

i) B.Tech/B.E. in Computer Science/ Information Technology from recognized University/Institute with 50% marks.
ii) Five years of experience in Pay Level 4 and above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in Computer related activity in a reputed institute.

29- Technical Assistant

Essential Qualification/Experience

i) Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
ii) The experience should be in University/ Research establishment /Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute with annual turnover of at least Rs.200/- Crores or more.

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30- Junior Technician (CLAR)

Essential Qualification
12th with Science from a Government recognized board with at least 50% marks

OR

12th from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.

OR

Diploma in Engineering of three years duration in relevant field from a Government recognized Polytechnic / Institute

31- Junior Operator

Essential Qualification/Experience
i) Graduation in any discipline with at least 50% of marks from a recognized University or equivalent with one year or diploma course from any University/Institute in any field related to Computer Science or Electronics.
ii) Five (05) years experience in Computer related activity in a reputed institute.

32- Statistical Assistant

Essential Qualification
Bachelor's Degree in Statistics

OR

Bachelor's Degree in Mathematics with Statistics as one of the subjects

OR

Bachelor's Degree in Economics with Statistics as one of the subjects

OR

Bachelor's Degree in Commerce with Statistics as one of the subjects

33- Technician 'A' USIC

Essential Qualification/Experience
10th passed with ITI certificate in Electrical/Mechanical Engineering etc. with 3 years experience in the relevant* field.

34- Assistant Manager (Guest House)

Essential Qualification/Experience
Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with five years relevant experience in a minimum three star Hotel.

OR

Diploma in Hotel Management or allied field from a recognized University / Institution with seven years relevant experience in a minimum three star Hotel.

Note:
1. A certificate of the employer with regard to 3 star hotel shall be submitted by the candidate.
2. Such candidate should have a minimum Gross salary of Rs. 45,000 p.m (excluding perks).

35- Cartographic Assistant

Essential Qualification/Experience
i) Bachelor's Degree in Geography/ Geology from a recognized University/ Board with 50% marks.
ii) Mandatory to furnish a certificate of having Experience/ Training in Remote Sensing, Digital Mapping & GPS in a Research/Teaching/ Scientific or Government Cartographic or Geographic Organization.

36- Laboratory Assistant

Essential Qualification/Experience
i) Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
ii) The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

37- Laboratory Attendant

Essential Qualification
10+2 with Science stream from any recognized Central/ State Board.

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

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38- Staff Nurse

Essential Qualification/Experience

(A)

i) B.Sc. (Hons.) in Nursing from a recognized University or Institute; Or Regular course in B.Sc. Nursing from a recognized University or Institute; or Post Basic B.Sc Nursing from a recognized University or Institute; and

ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN & RM) with State Nursing Council;

OR

(B)

i) Diploma in General Nursing Mid-wifery from a recognized Board or Council; and

ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN& RM) with State Nursing Council; and

iii) One year's experience in minimum 50 bedded hospitals after acquiring the educational qualification mentioned at B (i) above.

39- Sports Assistant

Essential Qualification

The candidate should be Bachelor of Physical Education (B. P. Ed) from any institute recognized by National Council for Teacher Education (NCTE).

40- Junior Translator Officer

Essential Qualification/Experience

i) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English. With English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

AND

ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

iii) Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.

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SECTION – B

APPLICATION FEE DETAILS

Group	Category	Application Fee (Rs.)
Posts of Group 'A'	UR/EWS/OBC	1,500/-
	SC/ST/Women	1,000/-
	PWD	NIL
Posts of Group 'B' and Group 'C'	UR/EWS/OBC	1,000/-
	SC/ST/Women	600/-
	PWD	NIL

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SECTION – C

GENERAL TERMS AND CONDITIONS

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible Pay Level plus allowances as admissible in the University. Applicants are required to produce specific certificates as per eligibility conditions.

2. The University reserves the right to conduct or not to conduct Practical/Trade Test wherever deemed fit. The University also reserves the right to conduct Practical/Trade Test for the post (s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of Jawaharlal Nehru University as per its requirement.

3. The written and skill tests will be conducted by National Testing Agency (NTA).

4. **Age Relaxation:**

Sl. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1.	SC/ST	5 Years
2.	OBC (NCL)	3 Years
3.	PWD	10 Years
4.	PWD + OBC (NCL)	13 Years
5.	PWD + SC/ST	15 Years
6.	Ex-servicemen and commissioned Officers including ECO/SSCOs	5 Years
7.	Permanent employee in Government Department/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertaking	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/ Universities/affiliated or constituent colleges under the University /Public Sector Undertakings.

Note:

i) The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex- servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

ii) There shall be no upper age limit for regular employees of the Jawaharlal Nehru University subject to the condition that they have rendered at least three years of regular service on the closing date for submission of the application for direct recruitment.

*iii) The crucial date for determining the eligibility shall be **31.03.2023**.*

5. There would be relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category.

   However, SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

6. **Caste/Category Certificate:**

i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year **2022-23**, therefore, valid NCL-OBC certificate issued **on or after 01.04.2022** will be considered valid. Candidates who have NCL-OBC certificate issued before **01.04.2022** will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.

ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019. Therefore, a valid EWS certificate (current Financial Year) will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR

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category. The EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

iii) In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40%. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.

7. Those who are in employment with state/Central Govt. /PSU/Autonomous Bodies must submit a "**NO OBJECTION CERTIFICATE**" from the employer at the time of verification of documents/at the time of interview, wherever applicable, (as Annexure 'A'). Failure to submit the NOC will lead to cancellation of candidature.

8. Canvassing in any form will be a disqualification.

9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.

12. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.

13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.

14. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by Jawaharlal Nehru University/NTA before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.

15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

16. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a preliminary scrutiny may be made based on information provided in the application form before declaration of results as decided by the University. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

17. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility criteria and verification of documents. Further, in case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.

18. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

19. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

20. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

21. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

22. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.

23. Any corrigendum/addendum etc or any other information related this recruitment process shall be uploaded on University/NTA website only.

24. *The previous advertisements No. 03/RC(NT)/2019 dated 05.01.2019, No. 04/RC(NT)/2019 dated 16.02.2019, No. 09/RC(NT)/2019 dated 09.11.2019 and No. 01/RC(NT)/2021 dated 04.09.2021 stand withdrawn vide notification No. 19/Recruitment/2022 dated 02.02.2023. The candidates who applied earlier for these posts* ***need to apply again****.*

25. The Scheme of examination for all the advertised posts is attached with this advertisement.

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26. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30%.
27. The ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with the requirements of maximum ratio, the University may fix higher criteria for the candidates at its discretion.
28. Applicants may apply for one or more than one posts as per their eligibility criteria. However, the candidate will have to deposit application fee for each post separately.
29. The fee once paid will not be refunded or adjusted under any circumstances.
30. For any technical query/issue if any faced by the applicant/candidate while applying, please contact at 011-40759000/69227700.
31. No TA/DA will be paid for appearing in any written test/Interview/skill test/practical/trade test for any post.
32. Decision of the University as to the eligibility or otherwise of the candidates at any stage of the selection process shall be final.
33. The decision of the University in all matters relating to recruitment will be final and binding on all.
34. The Candidates are advised to apply through the portal at http://recruitment.nta.nic.in . For further information including Eligibility, Age Limit, Reservations, mode of recruitment, Scheme of Examination etc., detailed advertisement are also available at https://www.jnu.ac.in/career and http://recruitment.nta.nic.in.
35. Applications for the above posts will be received only in online mode.
36. The closing date of applying online application will be **10th March, 2023 at 11.59 P.M.**

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Annexure-'A'

NO OBJECTION CERTIFICATE (NOC)

ENDORSEMENT/Certificate to be furnished by the EMPLOYER/Head of Office/Forwarding Authority (FOR APPLYING THROUGH PROPER CHANNEL)

1. It is certified that Mr./Mrs./Miss/Dr. _____ Designation _____ in Pay Level _____ is presently working in the temporary/permanent capacity with effect from _____. This organization has no objection for his/her applying to the post of _____ against Advt. No._____.
2. It is also certified that no disciplinary/vigilance case has ever been contemplated or pending against him/her and his/her integrity is beyond doubt.
3. In the event of his/her selection, he/she will be relieved from the services of the _____ _____(Organization name).
4. ***This NOC may please be treated as applied through proper channel.***

Date:
Place:

Signature _____
Name:
Designation:
(Full office address and Seal)

(Note: This certificate should be produced on respective organization's letter head duly signed by the Competent Authority)