

**JAWAHARLAL NEHRU UNIVERSITY**  
**ADMINISTRATION BRANCH-I**

**Advt.No.2/Admn.I/2014**

Applications are invited for filling up of the following non-teaching posts in the Jawaharlal Nehru University as per details given below against each category of posts:

1. **Senior Assistant: Group-B post [9 posts – 8-UR and 1-OBC] (Pay Band-2: Rs.9300-34800 with Grade Pay Rs.4200)**

**Essential qualifications, experience, etc.:**

- (i) A University Degree;
- (ii) At least 5 years experience in Administration/Accounts/Secretarial work, of which at least three years as UDC in the Grade Pay of Rs.2400 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 of Rs. 25,000/- p.m. for three years and remaining two years Rs. 22,000/- p.m.).
- (iii) Knowledge of Computer Operation;

**The candidates will have to qualify the following written tests (Paper-I and Paper-II) before interview:**

Paper-I	Essay, précis, drafting and applied English grammar;
Paper-II	General office procedure, service rules and financial regulations;
*Paper-III	University Administration and Financial Administration including book- keeping

(\*Paper-III is required to be qualified, upon appointment, after putting in six months of satisfactory probation period, failing which their services will not be confirmed).

2. **Personal Assistant – Group-B [7 posts – 6-UR, 1-SC] (Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs.4200):**

**Essential qualifications and Experience:**

- 1. Sr. Sec. School Certificate (10+2) with proficiency in shorthand with a speed of 100 w.p.m. and two years experience as Stenographer
- 2. Knowledge of Computer operation
- 3. Candidates will have to qualify in the following tests before interview:
  - i) Paper-I: General English of three hours duration with a maximum of 100 marks.
  - ii) Paper-II: General Knowledge of one and half hours duration with a maximum of 50 marks
  - iii) Paper-III: Dictation of passage (English) at 100 words per minute of 10 minutes duration to be transcribed in 50 minutes with a maximum 100 marks.Or  
Dictation of passage (Hindi) at 100 words per minute of 10 minutes duration to be transcribed in 65 minutes with a maximum 100 marks

3. **Stenographer: Group-C post [04 posts – 1-UR, 1-SC, 1-OBC & 1-ST ] (Pay Band-1: Rs.5200-20200 with Grade Pay of Rs.2400)**

**Essential Qualifications:**

- 1. Sr. Sec. School Certificate (10+2) with proficiency in shorthand with a speed of 80 w.p.m.
- 2. Candidates will have to qualify in the following tests before Interview:
  - i) Paper-I: General English of three hours duration with a maximum of 100 marks
  - ii) Paper-II: General Knowledge of one and half hours duration with a maximum of 50 marks.

- iii) Paper-III Stenography skill test (on computer) at the speed of 80 w.p.m. for 7 minutes: For transcription time - English shorthand dictation 55 minutes and for Hindi shorthand dictation 65 minutes and minimum qualifying marks will be 40 out of maximum marks of 100.

**Note:** 1. The skill test of Shorthand will be conducted first and transcription will be conducted on computer. Those who qualify in the skill test will be called for written tests. Thereafter, those who qualify in written tests will be called for interview.

2. Minimum qualifying marks in the prescribed written tests of each paper for all the posts will be 40%. Relaxation in minimum qualifying marks in written test will be given to SC/ST/OBC candidates for the reserved posts of each category i.e. 20% for SC & OBC, 25% for ST.

3. Candidates having knowledge of English and Hindi shorthand in above-mentioned prescribed speed will be given preference for the post at **S.Nos. 2 & 3.**

**General conditions:**

- (i) **Upper Age Limit:** for all posts is 35 years. Five years age relaxation in upper age limit will be given to the JNU departmental candidates.
- (ii) Age relaxation will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per rules, which will be applicable to the post reserved for respective reserved category. No age relaxation will be applicable to reserved category candidates (SC/ST/OBC) applying for the unreserved post.
- (iii) 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. Reservation for OBC is applicable only to those mentioned in the Central List of OBC's as mentioned in OM No.12011/68/93-BCC (C) dated 10.09.93 and as amended from time to time.
- (iv) Candidate belonging to PWD category should meet the prescribed criteria of physical disability as applicable as per the Govt. of India rules for respective physical disability category.
- (v) The candidates belonging to SC/ST/OBC/PWD categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India.
- (vi) Persons already in service in 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.
- (vii) Person already in Public Sector undertaking/Corporate Institution of repute are required to submit the Form 16 and salary slips (first & last of each completed period of experiences) of last three years alongwith application forms failing which their candidature shall liable to be straightway rejected.
- (viii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (ix) **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) to increase/decrease the number of vacancies on its own discretion.
  - (c) to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
  - (d) relax the age/qualifications/experience at its discretion; and
  - (e) not to fill up any of the advertised positions.
- (x) The question paper of written tests, except "General English" or "Essay, précis, drafting and applied English grammar", will be bilingual and the candidates will have the option to answer either in Hindi or English. Skill test/written test(s) should not be construed as a merit test; the selection will be made purely on the basis of performance in the interview on the recommendation of Selection Committee.
- (xi) Knowledge of Computer operation is necessary for all posts.
- (xii) No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests.
- (xiii) Application should be submitted for each category of posts separately.

(xiv) Application along with prescribed fee is to be submitted for each post separately as under:

**For Group-B & C posts: Rs.300/- (non-refundable)**

Application fee shall be payable in the form of Bank Draft drawn in favour of "**Finance Officer, JNU**" payable at New Delhi. No fee is payable in respect of SC/ST/PWD candidates. Name of the candidate, Application I.D. No. and name of the post applied for should be written on the reverse side of the Bank Draft.

(xv) **Photograph be affixed on the application form duly signed across i.e. the photograph & form.**

(xvi) **Incomplete applications are liable to be rejected** and no correspondence will be entertained.

(xvii) Hard copy of the applications should reach the University in another five days from the last date of online submission of applications and also candidates who applied through proper channel. Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.

(xviii) Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.

The eligible and interested persons are required to apply on-line in the format available in the University website [www.jnu.ac.in](http://www.jnu.ac.in). **Applications, except on-line, will not be accepted.** Applicants are also required to submit the hard copy, i.e. signed copy of the online application along with the prescribed application fee, one passport size photograph (pasted on the hard copy of application duly signed across) and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste, PWD certificate, ID proof of residence etc. to **Office of Deputy Registrar (Administration), Room No. 310, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067 within 30 days of the publication** of this advertisement in the Employment News (**published on 16-23 August 2014 edition**) and last date of submission of online application is **15 September 2014 (Contact: Recruitment & Data Cell; 011-26738721 for submission of hardcopy of application; and for technical difficulty for on-line submission 011-26704006)**. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of on-line application. Both On-line application as well as submission of hard copy of on-line application shall be mandatory along with the testimonials/certificates/application fee.

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