

**JAWAHARLAL NEHRU UNIVERSTIY
ADMINISTRATION BRANCH-IV**

ADVERTISEMENT NO. Admn.IV/04/2011

Applications are invited from the eligible candidates for the following non-teaching posts in the Pay Band and Grade Pay indicated against each plus usual allowance at Central Government rates:

Post No.	Name of Post (s)	Number of Post (s)	Pay Band & Grade Pay
1.	Communication & Information Services (CIS)		
a.	Director	01 (UR)	PB-4 Rs.37400-67000 & Grade Pay of Rs.10,000/-
b.	Reprographic Assistant	01 (UR)	PB-1 Rs.5200-20200 and Grade Pay Rs.2800/-
2.	Special Centre for Molecular Medicine (SCMM)		
a.	Laboratory Assistant	01 (SC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
3.	Language Lab Complex, SLL&CS		
a.	Technical Assistant	01 (ST)	PB-1 Rs.5200-20200 & Grade Pay Rs.2800/-
b.	Laboratory Assistant	01 (SC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
4.	School of Life Sciences (SLS)		
a.	Laboratory Assistant	01 (OBC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
5.	School of Biotechnology (SBT)		
a.	Laboratory Assistant	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
6.	University Health Centre		
a.	Technician	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2400/-
7.	School of Computational and Integrative Sciences (SC&IS)		
a.	Lab. Assistant	01 (UR)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-
8.	Security Department		
a.	Security Assistant	01 (SC)	PB-1 Rs.5200-20200 & Grade Pay Rs.2000/-

The eligible and interested persons may apply online in the format available in the University website www.jnu.ac.in, please note that submission of online application is mandatory. Applicants are also required to download the filled in online application and submit a signed copy alongwith requisite fees, one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience, caste, disability certificate etc. to the **Deputy Registrar (Admn.), Room No. 302, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067** within 30 days of the publication of this advertisement. For further details and full text of the advertisement, please refer to the University website www.jnu.ac.in

All eligibility conditions shall be applicable as on the last date of submission of the application.

(KH. SIILE)
Dy. Registrar (Admn.)

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ADMINISTRATION BRANCH-IV**

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Applications are invited from the eligible candidates for the following non-teaching posts in the Pay Band and Grade Pay indicated against each plus usual allowance at Central Government rates:

Post No.	Name of Post/ Pay Band + Grade Pay	Number of Posts	Age Limit	Pay Band & Grade Pay
1.	Communication & Information Services (CIS)			
a.	Director, CIS	01 (UR)	45 years	PB-4 Rs.37400-67000 Grade Pay Rs.10,000/- Group 'A'
<p><u>Educational Qualification:</u> First Class Master's Degree in Computer Science or Information Technology, OR First Class M. Tech degree in Computer Science or Information Technology, OR First Class Bachelor's degree in Computer Engineering/Electronics and Communication Engineering/ Information Technology followed by M.Tech in Computer Engineering/Technology.</p> <p><u>Experience:</u> Minimum 15 years of experience in administering a large computer centre or Information Technology or system implementation or e-governance of which not less than 7 years experience as Associate Professor/Sr. Systems Analyst/Systems Administrator or equivalent post in the Grade pay of Rs.7600/- and above OR 12 years as Assistant Professor/ Systems Analyst/Systems Administrator or equivalent posts in Grade Pay of Rs.5400/- and above.</p> <p><u>Desirable qualifications:</u></p> <p>(i) Ph.D. in Science (Physics, Electronics, Computer Science, Information Technology or Mathematics) or Engineering or Technology. (ii) Experience in project management, conceptualization & implementation of IT initiatives within the University/ Institutions of Higher Education. Familiarity with Project Management tools and techniques. Experience of executing the IT projects of National importance in the area of e-governance. (iii) Familiarity with financial and accounting process in Central/State Government/Autonomous Bodies/PSUs. (iv) Having experience in developing Campus ERP for educational Institutions/University, MIS based applications and e-governance. Facilitating admission process and tracking student lifecycle and research scholars on a web base platform. (v) End-to-end technology evolution, systems integration and standard operating procedures for networking, data-centre, systems and application, software development and deployment. (vi) Ability to communicate technical information in a comprehensive manner to all levels of the operation.</p> <p><u>Job Profile:</u> The job requires the management and maintenance of the IT services in the University. Including the internet gateway, network, Wi-Fi services, LANs, VANs, Security Policy, Management of computer hardware, antivirus, printers, Scanners, UPS's and peripherals of the whole campus including labs. The Director, CIS would lead the recently integrated IT services including the establishment and maintenance of computer and network communication facilities. Immediate priorities would be to implement Campus ERP (E-governance), to co-ordinate and provide direction to the development of computational and communication facilities and to manage essential network, wi-fi and telecommunication facilities with 24x7 uptime. The incumbent will also be expected to participate in the teaching programme conducted by the University and manage in-house training requirements for technical staff.</p>				
b.	Reprographic Assistant	01 (UR)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2800/- Group 'C'
<p><u>Essential Qualifications:</u> Sr. Secondary School Examination (10+2)</p> <p><u>Experience:</u> Minimum 01 year experience in the relevant field and the job requires field duty as it is related to Network troubleshooting, photography & videography.</p>				

Desirable Qualifications:

- (a) Knowledge of handling photocopy system.
- (b) Experience in photography & videography.
- (c) Knowledge of audio-video editing using latest software
- (d) Knowledge of UTP cable crimping.
- (e) Knowledge of DHCP for client configuration.
- (f) Configuring and managing IP Address Schema.
- (g) Client configuration of Wi-Fi.
- (h) Knowledge of structured and fibre cabling
- (i) Knowledge of maintaining EDUSAT.
- (j) Troubleshooting of local problems at client side.

2. Special Centre for Molecular Medicine

a.	Laboratory Assistant	01 (SC)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
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Educational Qualifications:

1. Passed 10+2 standard with Science with at least 5 years experience in biochemical laboratory maintenance in a reputed University/research institute.

OR

Passed 10th standard with Science with at least 10 years experience in biochemical laboratory maintenance in a reputed university/research institute.

Desirable Qualifications:

1. Should be familiar with operation of commonly used equipment (i.e. Water Purification System, Ice Machine, Cold Room, Autoclave, deep freezer etc).
2. Should be able to manage instrument repair job/ logbook maintenance and stock maintenance of spare parts.
3. Should have knowledge of minor electrical work & maintenance of voltage stabilizers, UPS etc.

3. Language Lab Complex, SLL&CS

a.	Technical Assistant	01 (ST)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2800/- Group 'C'
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Essential qualifications:

B.Tech. or B.Sc. Physics/Computer Science.

OR

03 Years Diploma in Computer Hardware and Networking Management with 08 years experience.

Desirable:

Five years working experience in similar capacity in any Multimedia Language Labs of repute.

b.	Laboratory Assistant	01 (SC)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
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Essential qualifications:

Bachelors Degree in Computer Science or Computer Applications

OR

Diploma in Compute Applications and Network Management.

Desirable:

Three years' experience in a multimedia lab.

4. School of Life Sciences

a.	Laboratory Assistant	01 (OBC)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
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Essential qualifications:

10+2 or equivalent.

Desirable qualifications:

1. Five years work experience in labs.
2. Knowledge of Custom Duty Clearance.
3. Knowledge of opening of LC.

5. School of Biotechnology

a.	Laboratory Assistant	01 (UR)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
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Essential qualifications:

12th Standard Pass with science subject with adequate experience of working in a Science Laboratory.

6. University Health Centre

a.	Technician	01 (UR)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2400/- Group 'C'
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Essential qualifications:

1. 10+2 in Science from a recognized Board.
2. Diploma in Medical Laboratory Technology of 2 years duration from a recognized Institution.

3. Must possess at least 5 years experience in Medical Laboratory.				
4. Must have working knowledge of computers.				
7.	School of Computational & Integrative Sciences (SC&IS)			
a.	Laboratory Assistant	01 (UR)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
Essential Qualifications:				
1. 10 th pass with Science and Mathematics subjects.				
2. Polytechnic engineering diploma in Computer Sciences/Information Technology/Electronics.				
3. Minimum one year full time relevant post-qualification work experience in computer hardware or computer networking as on closing date of the advertisement.				
Job Description:				
Duties involve upkeep/maintenance/installation/record-keeping/proper connectivity with respect to computers/printers/projectors/laptops/server/UPS/networking equipment and any other duties as may be assigned from time to time.				
8.	Security Department			
a.	Security Assistant	01 (SC)	35 years	PB-1 Rs.5200-20200 Grade Pay Rs.2000/- Group 'C'
Essential Qualification:				
Matriculation, preferably with knowledge of typing and proficiency in Computer Operation.				
Experience:				
(a) Should have experience of working in a supervisory capacity in a Security Department/Govt. Department.				
(b) Should have rendered at least five years service in the Armed/Police or Para military Forces in a Supervisory capacity.				

General conditions:

- (i) Age relaxation will be given to SC/ST/OBC/PH/Ex-servicemen candidates as per rules, applicable from time to time.
- (ii) There shall be no upper age limit for departmental candidates for recruitment to the posts carrying Grade Pay of Rs.5400/- and above.
- (iii) Persons already in service in Govt./Autonomous/PSU should apply through proper channel.
- (iv) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
- (v) **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 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) the panel formed shall be normally operative for one year;
 - (d) relax any of the qualifications/experience/age at its discretion; and
 - (e) not to fill up any of the advertised positions.
- (vi) Where the written test is conducted for short-listing of candidates, it should not be construed as a merit test; the selection will be made on the basis of performance in the interview, academic qualifications, experience etc. and on the recommendation of Selection Committee.
- (vii) 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.
- (viii) Persons suffering from not less than 40% of the relevant disability shall alone be eligible for appointment against the posts reserved for Physically Handicapped candidates.
- (ix) Candidates belonging to SC/ST/OBC/PH categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India.
- (x) Knowledge of Computer Application is necessary for all posts.
- (xi) The number of vacancies is subject to change and the University reserves the full right in the matter, and may even decide not to fill up the posts, as per existing situation or requirements etc.
- (xii) Both ways second-class (sleeper) train fare/ordinary bus fare by the shortest route is payable, subject to production of tickets, to the outstation candidates invited for test/interview.

- (xiii) A separate application is to be submitted for each post.
- (xiv) Incomplete applications shall liable to be rejected.
- (xv) Applications received after last date shall not be entertained. The University will not be responsible for any postal delay.
- (xvi) Format of applications are available in the University website.
- (xvii) **Application fee:**

S. No.	Category of posts	Fee for General & OBC category	Fee for SC/ST/PH category	Mode of payment
1.	The Group 'A' posts carrying Grade Pay of Rs.5400/- and above	Rs.500/- per post	NA	Demand Draft in favour of Finance Officer, Jawaharlal Nehru University, payable at New Delhi.
2.	The Group 'B' & 'C' posts carrying Grade Pay below Rs.5400/-	Rs.300/- per post	NA	

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All eligibility conditions shall be applicable as on the last date of submission of the application.