JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH –II

ADVERTISEMENT NO. Admn.-II/01/2012
Special Recruitment Drive

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

Post No.	Name of Post	Category				Total	Age Limit	Pay Band & Grade Pay
		UR	SC	ST	OBC			
1.	Cook	(HH) 1	-	02	01	04	35 yrs.	PB-I Rs. 5200-20200 + Grade Pay Rs. 1900/-
2.	Office Attendant (Multi-Tasking Staff)	-	-	-	02	02	35 yrs.	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800/-
3.	Mess Helper	-	-	02	-	02	35 yrs.	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800/-
4. (i)	Khalasi (Civil)	-	-	01	-	01	35 yrs.	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800/-
(ii)	Khalasi (Electrical)	-	-	01	-	01	35 yrs.	PB-I Rs. 5200-20200 + Grade Pay Rs. 1800/-

Essential Qualifications & Experience:

Post No. 1:   **COOK**

   i) Qualifications : Matriculation/ITI
   ii) Experience   :   Having 05 years experience in University's Mess/ Educational Institute/Restaurant/Hotel etc.

Post No. 2:   **OFFICE ATTENDANT (MULTI-TASKING STAFF)**

   i) Qualification : Matriculation
   ii) Experience   :   Having 02 years experience in reputed Organization/University; and Having experience in the following areas:
      (i)   Diary/Despatch/Movement Registers or making entries in the Computers;
      (ii) Record keeping;
      (iii) Photocopying and preparation of sets;
      (iv) General cleanliness & upkeep of the Section/Unit;
      (v)   Basic data entry on Computers;
      (vi) Any Office related work.

Post No. 3:   **MESS HELPER**

   i) Qualification : Matriculation/ITI
   ii) Experience   :   Having 02 years experience in University's Mess/ Educational Institute/Restaurant/Hotel etc.

Post No. 4:   **KHALASI (CIVIL & ELECTRICAL)**

(i)   Khalasi (Civil)
Qualification & Experience : Matriculation with 02 years experience in the relevant field.
                              OR
ITI in the relevant field such as plumber/mason etc.

(ii)   Khalasi (Electrical)
Qualification & Experience : Matriculation with 02 years experience in the relevant field.
                              OR
ITI in the relevant field such as electrician/wireman etc.

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) Persons already in the service of Govt./Autonomous/PSU organizations should apply through proper channel.

(iii) **The University reserves the right**:

  (a) to fix criteria for screening the applications so as to identify eligible candidates to be called for interview;
  (b) to conduct written tests for further shortlisting for such posts where no test is prescribed in the recruitment rules and a large number of applications are received;
  (c) draw panel(s) against the possible vacancies arising till the validity of panel i.e. one year;
  (d) relax any of the qualifications/experience/age at its discretion; and
  (e) not to fill up any of the advertised positions.

(iv) 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.

(v)   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.

(vi) 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.

(vii) 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.

(viii) 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.

(ix) 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.

(x)   A separate application is to be submitted for each post.

(xi) Incomplete applications shall liable to be rejected.

(xii) Applications received after last date shall not be entertained. The University will not be responsible for any postal delay.

The eligible and interested persons may apply in the format given below alongwith 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.304, Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067** within 30 days of the publication of this advertisement in the employment News. For further details and full text of the advertisement, please refer to the University website www.jnu.ac.in.

Bio data Format

1. Post applied for, 2. Name of the applicant, 3. Address and Telephone No., e-mail id, 4. Father's/Husband's Name, 5. Date of birth, 6. Religion, 7. Category whether SC/ST/OBC/PH, 8. Educational Qualifications, 9. Experience/details of employment in chronological order, 10. List of documents attached, 11. Date, place and signatures on the application form.

Undertaking

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the Jawaharlal Nehru University has a policy against sexual harassment and is committed to providing an environment free from discrimination and harassment. I further understand that at any time, if I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice/compensation.

Place ……………….   Signature of the candidate ……………….

Date …………………..   Name …………………………………….