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

1. Senior Technical Assistant-Centre for Political Studies, School of Social Sciences- Group B [1 post-UR] Pay Band-2 (Rs. 9300-34800 - with Grade Pay Rs. 4200/-):

Essential Qualifications:

(i) M.A. in any discipline of Social Sciences.
(ii) Two years research experience in any university/recognized social science research institute/ organization.

Note : Preference will be given to those who have foundational degree in Political Science and have ability to handle quantative data.

2. Laboratory Assistant- School of Biotechnology, Group C[1 Post-UR] Pay Band-1(Rs. 5200-20200 -with Grade Pay Rs. 2000/-):

Essential Qualifications:

(i) 12th standard pass with science subject with three years working experience in Science Laboratory.

3. Hindi Officer – Hindi Cell, Administration Branch, Group A[1 Post-UR] Pay Band-3 (Rs. 15600-39100 - with Grade Pay Rs. 5400/-) :

Essential Qualifications:

(i) Post Graduate / Equivalent Degree in Hindi from any recognized university with at least 55% of marks or equivalent grade and English as a subject at Degree level.
(ii) Technical Terminological work in Hindi and / or five (05) years experience in translation from English to Hindi and Hindi to English, where preference shall be given on the works of technical and scientific literature OR Five (05) years experience in teaching, research, writings or journalism in Hindi.

Desirable: Knowledge of Sanskrit or any Indian Language.
Experience:- Two years experience in Hindi Teaching/Translation.

4. Professional Assistant – Central Library – Group- 'B'[1 Post- SC] Pay Band-2 (Rs. 9300-34800 plus Grade Pay Rs. 4200/-):

Essential Qualifications:

1. M.Lib. Sc./MLIS or equivalent with 50% marks. OR

   Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./BLIS with 50% marks.

2. Post Graduate Diploma/Certificate Course in Computer Application/Science/Library Automation from a recognized institute with minimum of 6 months duration.

Desirable Qualifications:

(i) Atleast three years' working experience in a reputed library.
(ii) Knowledge of Library Automation activities.
(iii) Knowledge of any foreign language.
(iv) Post Graduate Diploma/Certificate Course in Computer Application/Science/Library Automation from a recognized institute with minimum of 6 months duration.

5. Assistant Manager (Guest House) -Group- 'C' [02 Posts-UR] Pay Band-1 (Rs. 5200-20200 plus Grade Pay Rs. 2800/-)

Essential Qualifications/Experience :
Graduate with 03 Years experience in Hotel/Guest House, having knowledge of computer/Managing a University Guest House. Proficiency in accounts, inventory control and purchase of store.

Desirable Qualification: Diploma in Hotel Management/Catering/House keeping or equivalent

6. **Junior Assistant-cum-Typist (Russian typist): Group-C post [1post- UR] Pay Band-1 (Rs.5200-20200 plus Grade Pay Rs. 1900/-)**

Essential qualification:

    a.   Senior Secondary School Examination Certificate (10+2) & knowledge of Russian typing
    b.   Knowledge of Russian language and Computer Operation;
    c.   Candidate will have to qualify in the following papers before interview:
        Paper-I: General English   ⎱ Minimum qualifying marks will be 40% in
        Paper-II: General Knowledge ⎰ each paper
        Paper-III: Typing test of Russian & Minimum qualifying speed will be 25 w.p.m.

Note: The Typing test (on computer) will be conducted first and those who qualify in the typing test will be called for written tests and thereafter those who qualify in the written tests will be called for interview.

7. **Office Attendant (MTS) – Group-C post [1post- ST] Pay Band – 1 (Rs. 5200-20200 plus Grade Pay Rs. 1800/-)**

Qualification: Matriculation/ITI.

8. **Technical Assistant- School of Environmental Sciences – Group-C post [1 post-UR] Pay Band – 1 (Rs. 5200-20200 plus Grade Pay Rs. 2800/-)**

Essential Qualifications/Experience:
B.Sc. with 5 years' laboratory experience in handling the equipments used in the areas of Chemistry, Biological, Geological and Environment Science.

Desirable Qualification/Experience
Experience in Operation of Gas Chromatograph, Ion Chromatograph, Atomic Absorption Spectrophotometer, Carbon Analyser.

General conditions:

1. **Upper Age Limit: 35 years for S.No. 1, 2, 4, 5, 6,7&8 and 45 years for S.No. 3. Upper Age limit for Group-A posts will not be applicable in respect of JNU departmental candidates and five years age relaxation in upper limit will be given to the JNU departmental candidates for Group-B and C posts.**
2. Age relaxation will be given to SC/ST/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 applying for unreserved post.
3. The candidates belonging to SC/ST categories are required to submit their respective caste certificate in the format prescribed by the Govt. of India.
4. 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 separately.
5. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.

6. **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.   The written test of multiple choice option will consist of questions from General English, General Knowledge and from the relevant area of the post applied for. The question paper except for the paper of General English will be bilingual and the candidates will have the option to answer either in Hindi or in English.
    d.   to increase/decrease the number of vacancies on its own discretion.
    e.   to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
    f.   relax the age/qualifications/experience at its discretion; and
    g.   not to fill up any of the advertised positions.
7. Skill test/written test(s) should not be construed as a merit test; the selection will be made on the basis of performance in the interview on the recommendation of Selection Committee.
8. Knowledge of Computer Application is necessary for all posts.
9. No TA/DA or local conveyance shall be paid to the candidates called for skill/written tests.
10. Application along with prescribed fee is to be submitted for each post separately as under:
    For Group-A posts : Rs.500 (non-refundable);
    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 candidates, if the post is so reserved for the said category.

11. **Incomplete applications are liable to be rejected** and no correspondence will be entertained.
12. Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
13. Format of applications (on-line) is available in the University website. The format be strictly followed.
14. The applicant should clearly mention the name of the post applied for on the envelope.

The eligible and interested persons are required to apply on-line in the format available in the University website 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 latest passport size photograph duly pasted in the space prescribed in the application form and signed across on it(the stappled photograph will not be accepted) and self-attested copies of the certificates of educational qualifications, date of birth, experience, Caste certificate, identity proof (Election I-Card/UID Aadhar/PAN etc.), check list etc., to **Dy. Registrar (Admn.), Room No. 310 (Recruitment & Data Cell Tele: 011-26738721/Mob.:09868101053), Administrative Block, Jawaharlal Nehru University, New Delhi-110067 within 30 days of the publication** of this advertisement in the Employment News (on 21st December, 2013) i.e. by 20th January, 2014. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application. Both submission of the on-line application as well as subsequently the hard copy of on-line application is mandatory along with the testimonials/certificates/application fee etc.

Dy. Registrar (Admn.)