



JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI (INDIA)

RECRUITMENT CELL
Advt.No. 3/RC(NT)/2019

Online applications are invited from eligible bonafide Indian Citizens only for filling up of the following non-teaching regular posts under open recruitment as per details given below:-

S. No.	Name of the post	Pay Scale / Level (As per 7 th CPC)	Maximum Age	Group	No. of post(s)	Category				
						UR	SC	ST	OBC	PwD
1.	Personal Assistant	Level – 6 (Rs.35400-112400)	35	B	02	02	-	-	-	-
2.	Stenographer	Level – 4 (Rs. 25500-81100)	35	C	07	03	02	-	02	-
3.	Junior Assistant-cum-Typist	Level – 2 (Rs. 19900-63200)	35	C	44	19	09	03	11	02 (01-UR-PwD-VH) (01-UR-PwD-OH)
4.	Office Attendant (MTS)	Level – 1 (Rs. 18000-56900)	35	C	20	06	05	02	06	01 (UR-PwD-OH)

Candidates who have applied in response to (i) *Advertisement No.03/Admn.I/2013 (Employment News dated 19-25 October, 2013) for Junior Assistant-cum-Typist;* (ii) *Advertisement No.02/Admn.I/2014 (Employment News dated 16-22 August, 2014) for Stenographer;* (iii) *Advertisement No. 3/Admn.IV/2014 (Employment News 19-25 April, 2014) for Office Attendant (MTS) and* (iv) *Advertisement No. I/Admn.I/2015 (Employment News dated 18-24 April, 2015) for Personal Assistant,* need to apply online afresh. The requisite application fee shall be paid online only.

The candidates who had applied against any of the above advertisements and seek to refund of application fee may submit the filled in prescribed format (available at JNU website), alongwith supporting documents, if any, within one month from the publication of this advertisement in the Employment News.

Age relaxation upto a maximum of 5 years will be given, as a one-time exceptional measure only and not for any other future vacancies, to the candidates who had applied earlier in response to the aforesaid advertisements for the same post, if they apply against this advertisement. The applicants seeking this one-time age relaxation shall mention earlier Application No., Name of post, advertisement No. in the online Application form, failing which this relaxation will not be given.

For eligibility criteria and other general conditions/instructions, please visit the University's website www.jnu.ac.in/career.

The eligible and interested persons may apply online through the University website. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, self-attested copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc. **within one month of the publication** of this advertisement in the Employment News. **Last date for receipt of online applications is 4 February, 2019 by 05:30 PM.**

The crucial date for determining the eligibility criteria, upper age limit, etc. shall be reckoned the last date of submission of online application.

Any addendum/corrigendum shall be posted only on the University website and, therefore, candidates are advised to regularly surf the website.

REGISTRAR



**JAWAHARLAL NEHRU UNIVERSITY
NEW DELHI (INDIA)**

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Online applications are invited from eligible bonafide Indian Citizens only for filling up of the following non-teaching regular posts under open recruitment as per details given below:-

1. **Personal Assistant** – Group-B [02 posts (UR-02)]
Pay Scale: Level-6 of 7th CPC (Rs. 35400-112400)
Maximum age : 35 years

Essential qualifications, experience, etc.:

- (i) Senior Secondary School Certificate (10+2) with proficiency in shorthand with a speed of 100 w.p.m. and two years experience as Stenographer, and
(ii) Knowledge of Computer operation.

- The selection process shall consist of the following stages:
A) Stage I – Skill Test (Stenography/Typing Test)*
B) Stage II – Objective type test (if required)
C) Stage III – Descriptive type test
- Selection shall be based on the performance in the Descriptive type test subject to scoring a minimum of 50% marks & fulfilling other terms and conditions.

*Dictation of a passage (English) at 100 words per minute of 10 minutes duration to be transcribed in 50 minutes with a maximum of 100 marks.

OR

Dictation of a passage (Hindi) at 100 words per minute of 10 minutes duration to be transcribed in 65 minutes with a maximum of 100 marks.

2. **Stenographer:** Group-C [07 posts (UR-03, SC-02 & OBC-02)]
Pay Scale: Level-4 of 7th CPC (Rs. 25500-81100)
Maximum age : 35 years

Essential Qualifications:

- (i) Senior Secondary School Certificate (10+2) with proficiency in shorthand with a speed of 80 w.p.m.

- The selection process shall consist of the following stages:
A) Stage I – Skill Test (Stenography/Typing Test)*
B) Stage II – Objective type test (if required)
C) Stage III – Descriptive type test
- Selection shall be based on the performance in the Descriptive type test subject to scoring a minimum of 50% marks & fulfilling other terms and conditions.

*Dictation of a passage (English) at 80 words per minute for 07 minutes duration to be transcribed in 55 minutes with a maximum of 100 marks.

OR

Dictation of a passage (Hindi) at 80 words per minute for 07 minutes duration to be transcribed in 65 minutes with a maximum of 100 marks.

Note:

- (i) Relaxation will be given to SC/ST/PwD candidates in the qualifying standards, for the posts at S. No. 1 & 2 as per existing rules of the University.
(ii) For the posts at Sl. No. 1 & 2 the skill test of Short-hand will be conducted first and thereafter transcription on computer.

3. **Junior Assistant-cum-Typist:** Group-C [44 posts {UR-19, SC-09, ST-03 & OBC-11 & UR-PwD-VH-01, UR-PwD-OH-01 }]
Pay Scale: Level-2 of 7th CPC (Rs. 19900-63200)
Maximum age: 35 years.

Essential Qualifications:

- (i) Senior Secondary School Examination Certificate (10+2).
(ii) Typewriting test of five minutes duration from a given passage with a maximum of:
Qualifying Speed – English Typing : 30 words per minutes; or
– Hindi Typing : 25 words per minutes
(iii) Knowledge of Computer Operation.

- The selection process shall consist of the following stages:
A) Stage I – Skill Test (Typing Test)
B) Stage II – Objective type test (if required)
C) Stage III – Descriptive type test
- Selection shall be based on the performance in the Descriptive type test subject to scoring a minimum of 50% marks & fulfilling other terms and conditions.

Note:

- (i) Relaxation will be given to SC/ST/PwD candidates in the qualifying standards as per the existing rules of the University.
- (ii) The typing test will be conducted on Computer and Hindi typing may be done on Inscript/Remington keyboard layout. Typing facility on krutidev font only will also be available on computer.

4. **Office Attendant (Multi Tasking Staff) :** Group-C post [20 Posts (UR-06, SC-05, ST-02, OBC-06 & UR-PwD -OH-01)]
Pay Scale: Level-1 of 7th CPC (Rs. 18000-56900)
Maximum age : 35 years

Essential Qualification: Matriculation/ITI

- The selection procedure will be based on the written test (Objective type).
- Selection of the candidates shall be based on the performance in the objective type test, subject to scoring minimum qualifying marks as prescribed & fulfilling other terms and conditions of the appointment.

**For more details on Selection Criteria; Scheme of Examination, Syllabus, etc. please visit
URL: <https://jnu.ac.in/sites/default/files/career/Revised%20Recruitment%20Rules.pdf>**

General Conditions/Instructions:

1. **The eligible and interested persons may apply online at the University website www.jnu.ac.in/career/. Applications through any other mode, except online, will not be accepted.**
2. **The applicants shall upload photograph, signature, self-attested copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc.**
3. **Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.**
4. **The University reserves the right to:**
 - (a) fix the criteria for screening the applications to reduce the number of candidates to be called for written test(s);
 - (b) increase/decrease the number of vacancies on its own discretion;
 - (c) frame a panel for filling up future vacancies arising during the validity of panel which is valid for one year;
 - (d) not to fill up any of the advertised positions;
 - (e) modify/withdraw/cancel any communication made to the candidates(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter; and
 - (f) alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date of receipt of applications. The candidates are advised to visit the University website regularly.
5. **Upper Age Limit:** 35 years. Age relaxation of five years in upper age limit shall be given to the departmental candidates of JNU. Age relaxation will also be given to SC/ST/OBC/PwD/Ex-serviceman candidates **as per Government of India 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 the unreserved post.
6. The Reservation to OBC candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates shall upload recent OBC caste certificate issued from a competent authority particularly with reference to Non-creamy layer. 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.

The candidates who are not in the Central list of OBC shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature/appointment shall be terminated with immediate effect.
7. The candidates applying against PwD Category shall upload the Disability Certificate, issued by the competent authority, in the prescribed format of the Govt. of India. The candidate may ensure that they should meet the prescribed physical disability as per Govt. of India rules, for respective physical disability category.
8. The candidates belonging to SC/ST categories shall upload their caste certificate in the prescribed format of the Govt. of India.
10.

Those already in service in Government/Autonomous Bodies/PSUs, etc. should upload the NOC online OR produce the same at the time of interview.
11. Separate online application shall be filled up for each post.
12. The eligibility of the candidates will be determined on the basis of qualifications, experiences, etc. acquired by them up to the last date fixed for receipt of online applications.
13. Candidates applying for the posts where experience is prescribed and if she/he is serving/has served in **Public Sector undertakings/Corporate Institutions** of repute shall upload relevant years of **Form 16 and salary slips (first i.e. joining and last i.e. relieving)** alongwith details of work experience, to arrive at the equivalence of the experience, failing which claim of experience will not be considered.
14. Those who are receiving salary in IDA Pay Scales shall upload equivalency of relevant IDA Pay Scale with CDA Pay Scale, which is mandatory.
15. Mere possession of the prescribed qualifications and experience would not entitle a candidate to be called for the written test or further selection process.

16. The University will verify the antecedents and documents submitted by the candidate at the time of appointment and during the service. If it is detected that the documents submitted by the candidate are fake or the candidate has undesirable/ clandestine/antecedents and has suppressed any material information, then his/her services shall be terminated.
17. The question paper except for General English will be bilingual and the candidates will have the option to answer either in Hindi or in English.
18. The skill test/trade test and written test, etc. will be conducted as decided by the University.
19. The services of Personal Assistants and Stenographers shall also be utilized for other ministerial services.
20. Knowledge of Computer operation is must.
21. No TA/DA or local conveyance shall be paid to the candidates called for skill/trade and written test,
22. **Application Fee:** (i) Rs. 500/- from General and OBC Category.
(ii) SC/ST/PwD and Women candidates are fully exempted.

23. Candidate must ensure that she/he fulfills all eligibility criteria as stipulated in this Advertisement. If it is found that she/he does not fulfills the stipulated criteria, the candidature will be cancelled.
24. Canvassing or bringing influence in any form shall disqualify the candidature of the applicant.

25. Candidates who have applied in response to (i) *Advertisement No.03/Admn.I/2013 (Employment News dated 19-25 October, 2013) for Junior Assistant-cum-Typist;* (ii) *Advertisement No.02/Admn.I/2014 (Employment News dated 16-22 August, 2014) for Stenographer;* (iii) *Advertisement No. 3/Admn.IV/2014 (Employment News 19-25 April, 2014) for Office Attendant (MTS) and (iv) Advertisement No. I/Admn.I/2015 (Employment News dated 18-24 April, 2015) for Personal Assistant,* need to apply online afresh. The requisite application fee shall be paid online only.

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26. **Note: Appearing in the test(s) will be provisional subject to fulfilling various conditions given in this advertisement. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the examination, it will be at the applicant's own risk and cost and if it is detected, the candidature shall be cancelled without assigning any reason.**

The eligible and interested persons may apply online through the University website. **Applications through any other mode, except online, will not be accepted.** The applicants shall upload photograph, signature, self-attested copies of essential qualification, experience, date of birth, caste/PwD certificate, NOC from the present employer, etc. **within one month of the publication** of this advertisement in the Employment News (**published on 5 January, 2019**). **Last date for receipt of online applications is 4 February, 2019 by 05:30 PM.**

In case of any technical difficulty in submitting online application please contact at **011-26704006/011-26704094** or **011-26738721** or email: recruit.nt@mail.jnu.ac.in or recruitment@mail.jnu.ac.in.

The crucial date for determining the eligibility criteria, upper age limit, etc. shall be reckoned the last date of submission of online application.

Any addendum/corrigendum shall be posted only on the University website and, therefore, candidates are advised to regularly surf the website.

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