

**Advertisement No. 01/RC(NT)/2026**

Applications are invited from eligible candidates for the following non-teaching posts in the pay levels indicated against each post plus usual allowance as admissible as per University rules:

S.NO.	Name of Post	Group/ Pay Level	No. of Post(s)	Category						Max. Age Limit	Backlog vacancy
				UR	EWS	OBC	SC	ST	PwD		
<b>Group-A</b>											
1.	Executive Engineer (Electrical)	Group A Level-11	01	01						45	
2.	Executive Engineer (Civil)	Group A Level-11	01	01	-	-	-	-	-	45	
3.	Assistant Librarian	Group A Academic Level-10	03	01	01	01	-	-	-	40	
4.	Assistant Registrar	Group A Level-10	01	-	-	01	-	-	-	40	
5.	Public Relation Officer	Group A Level-10	01	01	-	-	-	-	-	40	
6.	Research Officer	Group A Level-10	02	01	-	01	-	-	-	40	01 OBC- backlog
7.	System Analyst	Group A Level-10	03	02	-	01	-	-	-	40	
8.	Curator	Group A Level-10	01	01	-	-	-	-	-	40	
<b>Group-B</b>											
9.	Section Officer	Group B Level-7	01	-	-	-	-	01	-	40	01 ST
10.	Private Secretary	Group B Level-7	02	02	-	-	-	-	-	40	
11.	Senior Assistant	Group B Level-6	08	01	01	02	02	01	01 (VH)	40	01 SC 01 PWD (VH)
12.	Personal Assistant	Group B Level-6	08	02	01	03	01	-	01 (OH)	40	01 OBC 01 SC 01 PWD (OH)
13.	Professional Assistant	Group B Level-6	02	01	-	01	-	-	-	40	
14.	Junior Engineer (Civil)	Group B Level-6	02	01	-	01	-	-	-	40	
15.	Computer Operator	Group B Level-6	01	-	-	01	-	-	-	40	
16.	Assistant Archivist	Group B Level-6	01	-	-	-	01	-	-	40	
<b>Group-C</b>											
17.	Semi Professional Assistant	Group C Level-5	07	02	01	02	-	01	01	40	01 PWD- #(ASD,S LD,MI &MD involvin g (a) to (d)

											above backlog
18.	Assistant Manager (Guest House)	Group C Level-5	01	-	-	01	-	-	-	40	01 OBC
19.	Statistical Assistant	Group C Level- 5	01	01	-	-	-	-	-	-	-
20.	Assistant	Group C Level- 4	05	02	-	01	02	-	-	40	02 SC
21.	Stenographer	Group C Level-4	20	09	02	04	03	01	01 (VH)	40	4 OBC 03 SC 01 ST 01 PWD (VH)
22.	Laboratory Assistant	Group C Level-4	04	01	-	02	01	-	-	40	01 OBC
23.	Draftsman	Group C Level-4	01	01	-	-	-	-	-	40	
24.	Works Assistant <b>Designation No. of Post</b> Wireman 8 Wireman (Telephone) 2 Carpenter 4 Mason 1 Plumber 1 Pump Operator 2 Meter Reader 1	Group C Level-3	19	08	01	03	04	02	01 (D.HH)	40	01 OBC 01 SC 01 PWD (D.HH)
25.	Lift Operator	Group C Level-2	02	01	-	01	-	-	-	40	01 OBC
26.	Junior Assistant	Group C Level-2	46	14	03	12	08	07	01 (OA,B A,OL,B L,OAL, CP,LC, Dw,AA V)  01 (b) D.HH	40	02 OBC 06 SC 02 ST
27.	Cook	Group C Level-2	27	11	03	06	06	-	01 (OH) # (OL)	40	05 OBC 03 SC 01 PWD (OH) # (OL)
28.	Multi Tasking Staff	Group C Level-1	15	05	02	04	01	03	-	40	
29.	Mess Helper	Group C Level-1	30	12	05	07	03	01	01 (VH)# (LV)  01 #(d) ASD, SLD, MI(e)M D involvin g, (a) to(d) above,	40	01 PWD 02 OBC 02 SC 01 ST

30.	Engineering Attendant <b>Designation No. of Post</b> Khalasi (Civil)- 19 Khalasi (Electrical)- 11	Group C Level-1	30	12	04	06	03	03	01 (OA, OL, OAL, Dw, AAV)  01 OA,BA, OL,BL, OAL,C P,LC,D w,AAV	40	02 ST 01 PWD (OA, OL, OAL, Dw, AAV)
31.	Laboratory Attendant	Group C Level-1	08	01	01	05	-	01	-	40	01 OBC
32.	Library Attendant	Group C Level-1	02	-	-	-	-	01	01 (PwD#( a) B.LV)	40	
33.	Animal Attendant	Group C Level-1	04	02	01	01	-	-	-	40	
34.	Groundsman	Group C Level-1	03	01	-	01	01	-	-	40	
35.	Anti-Malaria Worker	Group C Level-1	04	02	-	01	01	-	-	40	
		<b>Total</b>	<b>267</b>								

Note: Abbreviation for Nature of Physical Disabilities: B= Blind, LV= Low Vision, D= Deaf, HH= Hard of Hearing, OA= One Arm, OL= One Leg, BA= Both Arm, BL= Both Leg, OAL= One Arm and One Leg, Cp= Cerebral Palsy, LC= Leprosy Cured, DW= Dwarfism, AAV= Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD= Multiple Disabilities, SD= Spinal Deformity, SI= Spinal Injury

The vacancies indicated under "Backlog Vacancies" are reserved vacancies carried forward from previous recruitment years which are inclusive of the number of post provided.

## SECTION - A

### ELIGIBILITY CRITERIA

#### 1. Executive Engineer (Electrical)

##### **Essential Qualification/Experience:**

BE/B.Tech. in Electrical Engineering from a recognized Institution with 55% marks with at least ten years of regular service as Assistant Engineer (Electrical) in Pay Level 07 or with at least of five years of regular service as Assistant Executive Engineer (Electrical) or equivalent in Pay Level 10 in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions

#### 2. Executive Engineer (Civil)

##### **Essential Qualification/Experience:**

BE/B.Tech. in Civil Engineering from a recognized Institution with 55% marks with at least ten years of regular service as Assistant Engineer (Civil) in Pay Level 07 or with at least of five years of regular service as Assistant Executive Engineer (Civil) or equivalent in Pay Level 10 in Central/State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions

#### 3. Assistant Librarian

##### **Essential Qualification/Experience**

- (i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed).
- (ii) A consistently good academic record with knowledge of computerization of library.
- (iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate had been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any other similar agency.

**Note:**

1. The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
2. NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET

**4. Assistant Registrar**

**Essential Qualification**

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

**5. Public Relation Officer**

**Essential Qualification/Experience**

- (i) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University/Institute.
- (ii) At least five years experience in the Editorial Department/Centre of any central/State Government Department/PSU/Central/State Educational Institutions established English/Regional news paper accredited with ABC, National News Agencies, Radio or Television, Film Media, Reputed advertising agencies with excellent command of speaking in English, Hindi and regional language.

**Desirable**

- (i) Good working knowledge of Computer Applications

**6. Research Officer**

**Essential Qualification/Experience**

Master's Degree or equivalent with 55% marks in relevant field from the recognized University/Institution with 08 years of experience in the relevant field in Central/ State Governments/ Autonomous Body/Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level-08 or equivalent or above.

**Relevant Field reserved for the OBC category:-**

1. M.A. in Modern Indian History with specialization in the field of History of Education.

**Relevant Field reserved for UR category:-**

1. Master's degree in Social Sciences or Humanities with 55% marks
2. Eight (08) years of research experience in the field of Human Rights

**Desirable Qualifications:**

1. Ph.D in Human Rights Studies (with specialization in Human Rights and Disability Studies)
2. Quality research publications on Human Rights/Disability Studies
3. Proficiency in using data collection and statistical tools, especially for data-driven projects.

## **7. System Analyst**

### **Essential Qualification/Experience**

- i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
- ii) 05 years programming experience in languages like C/C++/JAVA etc. databases:MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

**OR**

- i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA.
- ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/ Private organization.

## **8. Curator**

### **Essential Qualification/Experience**

- (i) Master's Degree in Science with 55% marks or Bachelor's degree in Engineering or Technology/Ph.D in Science or Engineering with 60% marks.
- (ii) 08 years of experience in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 8 or above in the relevant field\*.

### **Relevant field:-**

Experience related to the maintenance of plant growth facilities, botanical gardens and green houses/instrumentation facilities.

## **9. Section Officer**

### **Essential Qualification/Experience)**

- (i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- (ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level -4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies / bank with annual turnover of at least Rs. 200/- Crores or more
- (iii) Proficiency in Computer Operation, noting and drafting.

## **10. Private Secretary**

### **Essential Qualification/Experience:**

- (i) A Bachelor's Degree from a recognized University/Institute.
- (ii) At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies
- (iii) English/Hindi Stenography speed 120 wpm in English or 100 wpm in Hindi.
- (iv) English/Hindi typing speed: 35 wpm in English or 30 wpm in Hindi.
- (v) Knowledge of computer applications.

### **Skill Test Norms on Computer**

**Dictation:** 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi

**Transcription:** 50 minutes (English)/ 60 minutes (Hindi)

#### **Desirable:**

Proficiency in English & good communication skills.

### **11. Senior Assistant**

#### **Essential Qualification/Experience:**

- (i) Bachelor Degree from a recognized University / Institution.
- (ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more
- (iii) Proficiency in Typing, Computer applications, noting and drafting.

### **12. Personal Assistant**

#### **Essential Qualification/Experience:**

- (i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm
- (iii) Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively.
- (iv) Knowledge of Computer Applications.
- (v) Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

#### **Desirable**

Proficiency in English and good communication skills.

#### **Skill Test Norms on Computer:**

**Dictation:** 10 minutes @ 100 w.p.m.

**Transcription:** 40 minutes English/ 55 minutes (Hindi)

### **13. Professional Assistant**

#### **Essential Qualification/Experience:**

- (i) Master's Degree in Library & Information Science from any recognized University/Institution with 02 years experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions.

**OR**

- Bachelor's Degree in Library/Library and Information Science from any recognized Institute/University with 03 years' experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and Library of other autonomous Institutions.
- (ii) Knowledge of Computer Applications.

#### **14. Junior Engineer (Civil)**

##### **Essential Qualification/Experience:**

BE/B.Tech. in Civil Engineering from a recognized Institution with one year relevant experience.

OR

Diploma in Civil Engineering and three years' experience in relevant field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

#### **15. Computer Operator**

##### **Essential Qualification/Experience:**

B.Tech/B.E. in Computer Science/Information Technology from recognized University/Institute with 50% marks; and

Five years of experience in Pay Level 4 and above in Central/State Governments/Autonomous Body/Statutory Organizations/PSUs/Universities or recognized Research or Higher Educational Institutions in Computer related activity in a reputed Institute.

#### **16. Assistant Archivist**

##### **Essential Qualification:**

- (i) Bachelor Degree in History with 50% marks or Diploma in Library Science or Archival Studies from National Museum Institute/National Archives or equivalent with 55% marks.
- (ii) Computer Diploma of minimum 06 months duration.
- (iii) At least five years of experience in Central/ State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in the relevant field.

##### **Note:**

The person so selected has to undergo a short term course in Care and Conservation of Books, Manuscripts and Archives or Servicing and Repair of Records from National Archives of India, Government of India within the probation period.

#### **17. Semi Professional Assistant**

##### **Essential Qualification/Experience:**

- (i) Master's Degree in Library Science and Information Science from any recognized University/Institution.

OR

Bachelor's Degree in Library/Library and Information Science from a recognized Institute/University with two years relevant experience in a University/Research Establishment/Central/State Govt./PSU Autonomous Institutions.

**18. Assistant Manager (Guest House)**

**Essential Qualification/Experience:**

Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with five years relevant experience in a minimum three star Hotel.

OR

Diploma in Hotel Management or allied field from a recognized University / Institution with seven years relevant experience in a minimum three star Hotel.

**Note:**

(i) A certificate of the employer with regard to 3 star hotel shall be submitted by the candidate.

Such candidate should have a minimum Gross salary of Rs. 45,000 p.m (excluding perks).

**19. Statistical Assistant**

**Essential Qualification/Experience:**

Bachelor's Degree in Statistics

OR

Bachelor's Degree in Mathematics with Statistics as one of the subjects

OR

Bachelor's Degree in Economics with statistics as one of the subjects

OR

Bachelor's Degree in Commerce as one of the subjects.

**20. Assistant**

**Essential Qualification/Experience:**

(i) A Bachelor's Degree from any recognized Institute/ University

(ii) Two year experience as Junior Assistant/Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more

(iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.

(iv) Proficiency in Computer Operations.

**21. Stenographer**

**Essential Qualification/Experience:**

(i) A Bachelor's Degree in any discipline from any recognised Institute/ University.

(ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.

(iii) Proficiency in typing in English or Hindi with minimum speed of 35/30 wpm respectively

(iv) Knowledge of Computer Applications.

**Desirable**

Proficiency in English and good communication skills.

**Skill Test Norms on Computer**

Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English/65 minutes Hindi

**22. Laboratory Assistant****Essential Qualification/Experience:**

- (i) Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.

The experience should be in University / Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private Organization of repute with annual turnover of at least Rs. 200/- Crores or more.

**23. Draftsman****Essential Qualification:**

Diploma or equivalent or equivalent qualification in the relevant field from any State Education Board or Government recognized Institution with 50% marks

OR

ITI (Draftsman) / Diploma in civil / architecture from a recognized Institute with minimum 55% marks

AND

05 years experience in pay level 3 or above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institution.

**24. Works Assistant (Engineering Service) -Wireman, Wireman (Telephone), Carpenter, Mason, Plumber, Pump Operator, Meter Reader****Essential Qualification/Experience:**

- (i) ITI Diploma with minimum of 2 years duration in the relevant trade from a Government recognized Institute; and  
(ii) Five (05) years experience in relevant field in Central/State Government/Autonomous Body/Statutory Organizations/PSUs/ Universities or recognized Research or Higher Educational Institutions.

OR

Five (05) years experience with Government Contractor registered in class-2Category/Private Limited Company.

**25. Lift Operator****Essential Qualification/Experience**

- (i) ITI Diploma with minimum of 2 years duration in the wireman/electrician trade from a Government recognized Institute OR 10th pass certificate and having valid lift operator license issued by Labour Ministry of State/Central Government; and

Minimum of 2 years experience as a Lift Mechanic in a lift manufacturing company.

**26. Junior Assistant**

**Essential Qualification:**

- (i) A Bachelor's Degree from any recognized Institute/ University.  
(ii) English Typing @ 35 wpm OR Hindi Typing @ 30wpm (35 wpm and 30wpm correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each work)  
(iii) Proficiency in Computer Operations.

**27. Cook**

**Essential Qualification/Experience:**

- (i) 10th Class from a recognized Board.  
(ii) ITI Trade certificate in Bakery and Confectionery (one year duration).03 years' experience in cooking/catering services in educational institutions/guest houses, at least 3 starred hotels or similar organizations.

**28. Multi Tasking Staff (Office Attendant)**

**Essential Qualification:**

10th Pass from a recognized Board

**29. Mess Helper**

**Essential Qualification/Experience:**

- (i) 10<sup>th</sup> passed from a recognized institutions.  
(ii) Three year of experience as Mess Helper/Mess Attendant or equivalent in the kitchen of a Hostel / Canteen/ Guest House of government educational Institutions/Private sector.

**30. ENGINEERING ATTENDANT / KHALASI-(CIVIL/ELECTRICAL)**

**Essential Qualification/Experience**

- (i) ITI Diploma with minimum of 2 years duration in the relevant trade (Electrician/ Wireman/ Fitter/ Turner/Welder/Mason) from a Government recognized Institute; and  
(ii) Two years experience with Government Contractor registered in Class 2 Category/Private Limited Company.

**31. Laboratory Attendant**

**Essential Qualification:**

10+2 with Science stream from any recognized Central / State Board.

OR

10th Pass from any recognized Central / State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

**32. Library Attendants**

**Essential Qualification/Experience:**

- (i) 10+2 or its equivalent examination from a recognized Board.
- (ii) Certificate course in Library Science from a recognized Institution.
- (iii) One year experience in a University/ College/ Educational Institution Library.  
Basic knowledge of computer applications.

**33. Animal Attendant**

**Essential Qualification:**

- (i) 12th Passed with biology as one of the subject from a recognized institution.
- (ii) Three (03) years work experience in an Animal House or similar institutions/projects of any University/Research Establishment.

**34. Groundsman**

**Essential Qualification:**

- (i) 10<sup>th</sup> pass from any recognized board/institution.
- (ii) Three years' experience as a Groundsman in maintenance and preparation of playgrounds for sports in recognized sports facility.

**Desirable:**

- (i) Certificate of participation in sports at school level.
- (ii) Should have ability to prepare wicket, playground, track and courts etc.
- (iii) Ability to measure length and width of different courts and playgrounds.
- (iv) Should possess sound health and keen interest in sports activities.

**35. Anti-Malaria Worker**

**Education Qualification:** At least 10th/Matric Pass from recognized central/state board.

**Eligibility Criteria:** At least 5 years of experience in Anti Malaria Work like spraying, mosquito breeding checking and using of fumigation machine.

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**SECTION –B**

**Application fee details**

<b>Group</b>	<b>Category</b>	<b>Application fee (Rs.)</b>
Post of Group-‘A’	UR/EWS/OBC	1,500/-
	SC/ST/Women	1000/-
	PWD	Nil
Posts of Group-‘B’ and Group-‘C’	UR/EWS/OBC	1000/-
	SC/ST/Women	600/-
	PWD	Nil

## SECTION –C

### GENERAL TERMS AND CONDITIONS

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible Pay Level plus allowances as admissible in the University. Applicants are required to produce specific certificates as per eligibility conditions.
2. The University reserves the right to conduct or not to conduct Practical/Trade Test wherever deemed fit. The University also reserves the right to conduct Practical/Trade Test for the post (s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of Jawaharlal Nehru University as per its requirement.
3. Age Relaxation:

Sl. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1	SC/ST	5 Years
2	OBC (NCL)	3 Years
3	PWD	10 Years
4	PWD + OBC (NCL)	13 Years
5	PWD + SC/ST	15 Years
6	Ex-servicemen and commissioned Officers including ECO/SSCOs	As per GoI Norms (as amended from time to time)
7	Permanent employee in Government Department/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertaking	5 years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/ Universities/affiliated or constituent colleges under the University /Public Sector Undertakings.

**Note:**

- i) The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University
  - ii) There shall be no upper age limit for regular employees of the Jawaharlal Nehru University subject to the condition that they have rendered at least three years of regular service on the closing date for submission of the application for direct recruitment.
  - iii) The crucial date for determining the eligibility shall be the closing date of online application forms.
4. There would be relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwD category.

However, SC/ST/OBC(NCL)/PwD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PwD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

## 5. Caste/Category Certificate:

- i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2026-27, therefore, valid NCL-OBC certificate issued on or after 01.04.2026 will be considered valid. Candidates who have NCL-OBC certificate issued before 01.04.2026 will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
  - ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019. Therefore, a valid EWS certificate (current Financial Year) will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. The EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
  - iii) In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40%. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
- 07 Those who are in employment with State/Central Govt. /PSU/Autonomous Bodies must submit a "**NO OBJECTION CERTIFICATE**" from the employer at the time of verification of documents/at the time of interview, wherever applicable, (as **Annexure 'A'**). Failure to submit the NOC will lead to cancellation of candidature.
  - 08 Canvassing in any form will be a disqualification.
  - 09 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
  - 10 Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
  - 11 The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
  - 12 The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
  - 13 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
  - 14 The University reserves the right to withdraw, cancel, postpone, modify, or not to fill any or all of the advertised posts, either wholly or partially, at any stage of the recruitment process, without assigning any

- reason. No claim whatsoever shall be entertained from applicants arising out of such withdrawal, cancellation, postponement, modification, or non-filling of posts.
- 15 In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by Jawaharlal Nehru University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.
  - 16 Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.
  - 17 The decision of the university regarding allotment of examination centre to a candidate shall be final and binding. Request for change of examination centre allotted to a candidate shall not be considered in any circumstances.
  - 18 Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a preliminary scrutiny may be made based on information provided in the application form before declaration of results as decided by the University. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
  - 19 The University reserves the right to change/modify the mode of examination for any or all advertised posts, either wholly or partially, at any stage of the recruitment process, without assigning any reason. The decision of the University shall be final and binding on all applicants, and no claim or representation in this regard shall be entertained.
  - 20 Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility criteria and verification of documents. Further, in case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.
  - 21 The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
  - 22 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the MHRD (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
  - 23 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
  - 24 The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
  - 25 In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.
  - 26 The University reserves the right to conduct written test/trade test/interaction to judge the suitability of the candidates before confirmation.

- 27 Any corrigendum/addendum etc. or any other information related to this recruitment process shall be uploaded on University website only.
- 28 The Scheme of examination for all the advertised posts is attached with this advertisement.
- 29 The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30%.
- 30 The ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with the requirements of maximum ratio, the University may fix higher criteria for the candidates at its discretion.
- 31 Applicants may apply for one or more than one posts as per their eligibility criteria. However, the candidate will have to deposit application fee for each post separately.
- 32 The fee once paid will not be refunded or adjusted under any circumstances.
- 33 For any technical query/issue if any faced by the applicant/candidate while applying, please contact at 011-26704040 and at [staffrecruitment@jnu.ac.in](mailto:staffrecruitment@jnu.ac.in) through e-mail.
- 34 No TA/DA will be paid for appearing in any written test/Interview/skill test/practical/trade test for any post.
- 35 Decision of the University as to the eligibility or otherwise of the candidates at any stage of the selection process shall be final.
- 36 The decision of the University in all matters relating to recruitment will be final and binding on all.
- 37 The Candidates are advised to apply through the portal at <https://jnunt.samarth.edu.in> For further information including Eligibility, Age Limit, Reservations, mode of recruitment, Scheme of Examination etc., detailed advertisement are also available at <https://www.jnu.ac.in/career>.
- 38 Applications for the above posts will be received only in online mode.
- 39 The closing date of applying online application will be 27.07.2026 at 05.00 P.M.

**NO OBJECTION CERTIFICATE (NOC)**

**ENDORSEMENT/Certificate to be furnished by the EMPLOYER/Head of office/Forwarding Authority  
(FOR APPLYING THROUGH PROPER CHANNEL)**

1. It is certified that Mr./Mrs./Miss/Dr. \_\_\_\_\_  
Designation \_\_\_\_\_ in Pay Level \_\_\_\_\_ is presently working in the temporary/permanent capacity with effect from \_\_\_\_\_. This organization has no objection for his/her applying to the post of \_\_\_\_\_ against Advt. No. \_\_\_\_\_.
2. It is also certified that no disciplinary/vigilance case has ever been contemplated or pending against him/her and his/her integrity is beyond doubt.
3. In the event of his/her selection, he/she will be relieved from the services of the \_\_\_\_\_  
\_\_\_\_\_(Organization name).
4. This NOC may please be treated as applied through proper channel.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Place: \_\_\_\_\_ Designation: \_\_\_\_\_

*(Note: This certificate should be produced on respective organization's letter head duly signed by the Competent Authority)*

## SECTION D

### SCHEME OF EXAMINATION OF NON-TEACHING STAFF ON DIRECT RECRUITMENT

The followings shall be the Scheme of Examination components of Written Test (Paper-I & Paper-II)- Skill Test & Interview/Personality Test and its syllabus for recruitment to the non-teaching posts by direct recruitment:

#### **A. Paper – I (MCQ Type) for all non-teaching posts:**

Paper – I (MCQ Type)	Test Components	Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	60
(ii)	Reasoning Ability	35	70
(iii)	Mathematical Ability	35	70
(iv)	Test of Language: English Or Hindi	30	60
(v)	Computer Awareness	20	40
<b>Total</b>		<b>150</b>	<b>300</b>

\*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

#### **Syllabus:**

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, India Policy & Constitution. Art & Culture, Geography, Economics, General Policy. Science & Scientific Research. National/ International Organizations/ Institutions events etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities. Differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, and Profit & Loss. Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.
- (v) **Knowledge of Computer:** The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.

**B. Paper – II (MCQ) for following posts:**

<b>Duration: 01 &amp; 1/2 Hour</b>		<b>Questions: 50</b>	<b>Marks: 100</b>
<b>S. No.</b>	<b>Name of Post</b>	<b>Syllabus</b>	
<b>1.</b>	Assistant Registrar	<p><b>1. Establishment/ Financial Matters:</b> Advances, Children Education Allowance, Compensatory Allowances, CCS (Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and Foreign Service, CCS(CCA)-Rules, House Allotment Rules, Income Tax, Joining Time, Leave Rules, Leave Travel Concession (LTC), CGHS, Medical Attendance Rules (CSMA Rules), Pay &amp; Allowances, Pay Fixation, Provident Fund, Pension Rules, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotion, Travelling Allowance, National Pension System and other Establishment matters, General Financial Rules-2017, Procurement of Goods and Services, works, PFMS, CAN Account, Treasury Single Account (TSA)</p> <p style="text-align: right;"><b>(40 Questions)</b></p> <p><b>2. University Administration:</b> This section will contain questions on University Administration, such as powers and functions of the University Authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic council, Finance committee, procedure for making of Statues, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statues and Ordinances of the University.</p> <p style="text-align: right;"><b>(10 Questions)</b></p>	
<b>2.</b>	Section Officer		
<b>3.</b>	Senior Assistant		
<b>4.</b>	System Analyst	<p>The questions will be designed to test the domain knowledge of the candidate of word processing, data analysis packages, Computer Applications, Components of Computer, Hardware &amp; Software, Operating systems, Word Processing, Internet, and Security &amp; Networking etc, and other related fields pertaining to the job.</p> <p style="text-align: right;"><b>(50 Questions)</b></p>	
<b>5.</b>	Assistant Librarian	<p>The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post.</p> <p style="text-align: right;"><b>(50 Questions)</b></p>	
<b>6.</b>	Public Relations Officer	<p>The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post.</p> <p style="text-align: right;"><b>(50 Questions)</b></p>	
<b>7.</b>	Research Officer	<p>The questions will be designed to test the domain knowledge commensurating with essential qualification/relevant field and function requirement of the each post.</p> <p style="text-align: right;"><b>(50 Questions)</b></p>	

8.	Executive Engineer (Electrical)	<ol style="list-style-type: none"> <li>1. Knowledge of CPWD work manual, Tendering Process and various provisions of General conditions of Contract, type of Contract etc.</li> <li>2. Preparation of ARMO estimate/detailed estimate for civil/electrical works based on DSR/Plinth Area Rates.</li> <li>3. Provisions of Building &amp; Service maintenances as per CPWD maintenance manual.</li> <li>4. Purchase procedure as per GFR, GEM etc.</li> <li>5. Arbitration &amp; conciliation Act 1996.</li> <li>6. CPWD specification for design of internal &amp; external electrification work, substation, fire alarm &amp; fire fighting system, HVAC, pumping VRV/VRF, Audio-Visual System lifts, DG sets, Gas based fire extinguishing system. Solar Photovoltaic Power Plant etc.</li> <li>7. Energy conservation code, electricity rules, electricity safety rules etc.</li> <li>8. Quality Assurance Policy for E&amp;M services.</li> <li>9. Various BIS Code related to E&amp;M services.</li> </ol> <p style="text-align: right;"><b>(50 Questions)</b></p>
9.	Executive Engineer (Civil)	<ol style="list-style-type: none"> <li>1. Knowledge of CPWD work manual, Tendering Process and various provisions of General conditions of Contract, type of Contract etc.</li> <li>2. Preparation of ARMO estimate/detailed estimate for civil/electrical works based on DSR/Plinth Area Rates.</li> <li>3. Provisions of Building &amp; Service maintenances as per CPWD maintenance manual.</li> <li>4. Purchase procedure as per GFR, GEM etc.</li> <li>5. Arbitration &amp; conciliation Act 1996.</li> <li>6. CPWD specification for Design of accessible built environment, Rain Water Harvesting &amp; conservation, Green rating of buildings. Planning &amp; Designing of RCC structure(s), Road, Water supply and plumbing work.</li> <li>7. Statutory approval process for construction of Building</li> <li>8. Knowledge of various BIS code applicable to Civil Engineering</li> <li>9. Quality assurance for building &amp; Road work.</li> <li>10. Appointment of Architect/consultant for Building construction.</li> </ol> <p style="text-align: right;"><b>(50 Questions)</b></p>
10.	Junior Engineer (Civil)	<p>The question will be designed to test the domain knowledge of candidate in Building materials, surveying, soil mechanics, Hydraulics, Environmental Engineering, structure and concrete technology, RCC design &amp; other related filed pertaining to job.</p> <p style="text-align: right;"><b>(50 Questions)</b></p>

<b>11.</b>	Computer Operator	Subject specific laboratory based practical questions and knowledge of Computers with special reference to word processing and data analysis packages etc, and other related fields pertaining to the job. <b>(50 Questions)</b>
<b>12.</b>	Professional Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. <b>(50 Questions)</b>
<b>13.</b>	Assistant Archivist	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. <b>(50 Questions)</b>
<b>14.</b>	Semi Professional Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. <b>(50 Questions)</b>
<b>15.</b>	Assistant Manager (Guest House)	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. <b>(50 Questions)</b>
<b>16.</b>	Statistical Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. <b>(50 Questions)</b>

**C. Skill Test for following posts: (Qualifying)**

S. No.	Name of Post	Syllabus		
			Duration of Dictation	Transcription Time
1.	Private Secretary	<b>Stenography Skill Test (Qualifying)</b>	10 Minutes @ 120 WPM in English @ 100 WPM in Hindi	50 Minutes in English 60 Minutes in Hindi
			(Not more than 5% mistakes are permissible)	
2.	Personal Assistant	<b>Stenography Skill Test (Qualifying)</b>	10 Minutes @ 100 WPM in English OR Hindi	40 Minutes in English 55 Minutes in Hindi
			(Not more than 5% mistakes are permissible)	
3.	Stenographer	<b>Stenography Skill Test (Qualifying)</b>	10 Minutes @ 80 WPM in English OR Hindi	50 Minutes in English 65 Minutes in Hindi
			(Not more than 5% mistakes are permissible)	
4.	Assistant	<b>Skill Test – Typing (Qualifying)</b>	<b>Test Components</b>	
5.	Junior Assistant		35 WPM in English	

**D. Interview / Personality Test for ALL POSTS OF GROUP A : (100 Marks)**

- i. The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.
- ii. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/ Personality Test will be 30%, wherever applicable.

**Note:**

1. The question paper would be bilingual (English and Hindi), except part (iv) of Paper-I (*Test of Language: English Or Hindi*) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks to be secured in Paper I & Paper II (wherever applicable) shall be as follows:
  - i. For General/EWS candidates: 40%
  - ii. For OBC (NCL) candidates: 35%
  - iii. For SC/ST/PwD candidates: 35%
3. Skill test will be conducted as under:
  - a. Private Secretary/Personal Assistant/Stenographer: 10 times of the Number of vacancies.
  - b. Assistant/Junior Assistant: 5 times of the Number of vacancies.
4. The number of candidates for interviews/personality test (wherever applicable) will be called 15 times of the vacancies for the respective posts.
5. Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
6. The University reserves the right to decide the Cut-off mark to short listing the candidates as deemed fit.
7. There shall be negative marking for wrong answers in paper I and paper II to the tune of 1/4<sup>th</sup> of marks allocated per question.
8. In case of direct recruitment of Group A posts, the merit shall be drawn only for candidates who qualify paper I, paper II (wherever applicable) and Personality Test/Interview separately. The merit shall be drawn on the basis of combined scores of paper I, paper II (wherever applicable) and Personality Test/Interview. However, the weightage will be 70% for written examination and 30% for Personality Test/Interview.
9. In case of bunching /bracketing of candidates in the results of the written test the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/ diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching /bracketing of candidates, candidate senior in age will be given preferences.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

10. Trade Test/Practical Test, wherever applicable, will be conducted by JNU. The modalities of the same will be decided by the competent authority of JNU.