UNIVERSITY OF ALLAHABAD

ALLAHABAD – 211002 (U.P.)

(AN INSTITUTION OF NATIONAL IMPORTANCE ESTABLISHED BY AN ACT OF PARLIAMENT)

ADVERTISEMENT NO: ADVT./AU/NT/02/2018

Applications are invited from the Indian Citizens on or before 19/11/2018 for the following posts:

Sr No	Name Of Post	UR	OBC	SC	ST	Total No Of Post	Scale Of Pay
1	Medical Officer	1	0	0	0	01	Level 10 Cell No. 01 (7ThCPC recommendations)
2	Information Scientist	1	0	0	0	01	Level 10 Cell No. 01 (7Th CPC recommendations)
3	Law Officer	1	0	0	0	01	Level 10 Cell No. 01 (7Th CPC recommendations)
4	Assistant Librarian	3	1	0	0	04	Academic Level 10 Cell No. 01(7ThCPC recommendations for academic Pay Matrix)
5	Section Officer	3	1	0	0	04	Level 6 Cell No. 01 (7Th CPC recommendations)
6	Senior Technical Assistant	6	2	1	0	09	Level 6 Cell No. 01 (7Th CPC recommendations)
7	Data Entry Operator	8	2	1	0	11	Level 04 Cell No 01 (7Th CPC recommendations)
8	Animal Attendant	3	0	0	0	03	Level 01 Cell No 01 (7Th CPC recommendations)

Total   **34**

Separate application is required to be submitted for each post**.**

1. **Medical Officer**

   Age: Shall not exceed 40 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

   Essential Qualification

       (i)   A MBBS or Equivalent qualification as recognized by medical council of India (MCI)

       (ii)   At least 3 (Three) years of post qualification experience

   Desirable: -

       Post-Graduate qualification will be preferred.

   Period of probation: One year and further extendable for one more year.

2. **Information Scientist: -**

   Age: Shall not exceed 35 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

   Essential Qualification

       (i)   B.E. / B.Tech. in Information Technology / Computer science & Engineering Or.

       (ii)   Master degree in computer application (MCA); Or

       (iii)   Master degree in library and information science (M.Lib.Sc. Or M.Lib.I.Sc.) and Post Graduate diploma in computer application (PGDCA).

       (iv)   All degrees / Diploma shall be from recognized University /Institutions with minimum 55% marks.

   Desirable: -

       Adequate experience in computer software & other comparable experience in office automation / e-governance /ERP / Networking

   Period of probation: One year and further extendable for one more year.

3. **Law Officer: -**

   Age: Shall not exceed 35 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

   Essential Qualification

       (i)   LL.B. degree with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scales from a recognized university.

       (ii)   Knowledge of computers.

Desirable: -

(a) 01 (one) years' experience as Assistant Law Officer, or any analogous post in Educational Institutions/ Government Departments/ Public Sector Enterprises or Autonomous bodies of Central Government / State Government, well versed in service matters, Revenue matters and Miscellaneous matters and/or practice in High court or Lower Court in Civil / Labour matters.

(b) PG Degree in Law with at least 55% marks.

(c) Diploma in Administration Law or Labour Laws

(d) Good drafting and noting skills and knowledge of service regulations applicable to Central Government employees.

Period of probation: One year and further extendable for one more year.

4. Assistant Librarian: -

Age: Shall not exceed 40 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

Essential Qualification (shall be as per the UGC Regulation 2018 as follows)

(i) A Master's degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in scale wherever grading system is followed)

(ii) A consistently good academic record with knowledge of computerization of library.

(iii) Besides fulfilling of the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like ALET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grant 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. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-Laws / Regulations of the Institutional 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 position 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 voice 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 published at least two papers based on his / her Ph.D. work in conference / Seminars/ sponsored /Funded / supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) *The fulfillment of these conditions is to be certified by the Registrar or The dean (Academic Affairs) of the University concerned.*

(ii) **NET/SLET/SET** shall also not be required for candidates in such Master's Programmes for which **NET/SLET/SET** is not conducted by the UGC, CSIR or similar test accredited by the UGC like **SLET/SET**.

Period of probation: One year and further extendable for one more year.

5. **Section Officer: -**

Age: Shall not exceed 35 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

Essential Qualification

(i) Graduate / Post Graduate with at least second division 55% marks.

(ii) At least three (03) years post qualification experience in handling Educational Administration / Purchase / Accounts and Finance in a University / Research Institution / Government department / Bodies/ PSU or reputed commercial establishment.

Desirable: -

Good knowledge of computer applications. Preference will be given to candidates holding a PG diploma or Professional qualification like LL.B. or PG Diploma in Business & Administration or MCA/PGDCA or CA (Inter) /ICWA (Inter).

6. **Senior Technical Assistant**

Age: Shall not exceed 35 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

Essential Qualification

(i) M.Sc. or B.E / B.Tech in concerned subject with first class (60% of Marks) or its equivalent in 7 point scale.

Desirable: -

(i)   M.Tech / MCA in concerned subject from recognized university / institution

(ii)   Worked in Government or Government recognized Educational Institutions or Universities for 5 years as technical assistant or any Analogous post.

Period of probation: One year and further extendable for one more year.

7. **Data Entry Operator**

   Age: Shall not exceed 30 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

   Essential Qualification

   BCA or Graduation with PGDCA or BSc in Computer Science / Engineering / IT or BBA in IT from a recognized University and working knowledge of office assistant tools like MS office or open office etc., Also 'O" level of DOEACC after graduation from a recognized University.

   i.   Having typing speed of 40 words per minute in English in computer environment.
   ii.   Knowledge of English and Hindi software essential.
   iii. Knowledge of English and Hindi reading, writing and speaking is essential.

   Period of probation: One year and further extendable for one more year.

8. **Animal Attendant**

   Age: Shall not exceed 35 years on the last date given for submission of application, Relaxation for the candidates belonging to SC/ST/OBC/Physically Challenged/Ex-Serviceman Category shall be given as per the Govt. of India norms.

   Essential Qualification

   (i) Higher Secondary (12th standard) or equivalent examination with science subject.

   (ii) At least 2 years of experience of work in laboratory.

   Desirable:
   Handling of animals in Laboratory /Medical Institute / University / Others Research Organizations

   Period of probation: One year and further extendable for one more year.

General Instructions:

(i) The University reserves the right to withdraw any advertised Post(s) at any time without giving any reason.

(ii) Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates and may conduct the written examination.

(iii) Reservation for the candidates belonging to SC/ST/OBC/Physically Challenged/ Ex-serviceman category shall be given as per the Govt. of India norms.

(iv) Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's Level, as per clause 3.4 (1) of UGC Regulation 2018 for the post of Assistant Librarian, in case of other posts relaxation shall be as per Govt. of India Rules.

(v) Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.

(vi) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

(vii) Only the short listed candidates will be called for interview. The University shall reimburse to and fro rail fare by the shortest route or actual bus fare on production of tickets to SC/ST candidates only as per entitlement.

(viii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Allahabad and courts/tribunals/forums at Allahabad only shall have sole and exclusive jurisdiction to try any such cause/ dispute.

(ix) The University reserves the right to reject any application without assigning any reason whatsoever.

(x) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.

(xi) Any corrigendum/changes/updates shall be available only on our website: www.allduniv.ac.in

(xii) The candidate must attach copies of all relevant testimonial documents self-attested. The original certificates would be required at the time of interview only.

(xiii) The posts carry usual allowances i.e. DA, HRA and Transport Allowance etc. as admissible to the employee of University of Allahabad. In addition to the emoluments, benefits such as Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, conveyance advance, Children Education Allowance etc. are available as per University of Allahabad rules. As applicable to the employees of University of Allahabad, accommodation will be allotted as per priority to be reckoned from the date of application/availability, in which case HRA will not be admissible.

(xiv) Applications not accompanied with or Incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.

(xv) Applications from the candidates employed in Govt. Dept./Public sector organizations/autonomous bodies shall be acceptable. Advance copy of application should reach before the last date However, they may produce the NOC from their organization at the time of interview with an unambiguous certificate that (i) no vigilance case is pending/being contemplated against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer, if he/she is selected proforma attached.

The Up-to-date CR Dossiers. Integrity Certificate. List of Major/Minor penalties, if any, imposed during the last Five (05) years may be asked to submit at any time.

(xvi) The period of experience in the requisite discipline/ area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.

(xvii) The decision of the Vice Chancellor, University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

(xviii) Applications received after the prescribed date will not be entertained.

(xix) Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.

(xx) Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained:

(xxi) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.

(xxii) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.

(xxiii) The envelope must be superscribed as application for the post of "Name of the Post". Application may be rejected, if not superscribed.

(xxiv) The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

(xxv) Application fees in form of non-refundable demand draft of **Rs. 1000/- (Rs. One Thousand only for General and OBC candidates) and Rs. 500/- (Rs. Five hundred only for SC/ST candidates)** from any nationalized bank drawn in favour of the **Finance Officer, University of Allahabad, payable at Allahabad**.

(xxvi) The person who already applied for the post of **Sr. Technical Assistant** and **Animal Attendant** against the **ADVT.AUNT 03/2016** need to apply a fresh along with rupee Five hundred (500/-) for GEN and OBC & rupee Three hundred (300/-)for SC/ST as difference amount of Application fee.

(xxvii) The Application Form can be downloaded from our **Website: www. allduniv.ac.in** and the application form, complete in all respect along with other documents, demand draft etc. via **Speed Post/Registered Post** as required must reach the office of **Registrar, University of Allahabad, Allahabad-211002 (U.P.)** on or before **19/11/2018** at **05:00** P.M.

REGISTRAR