Advt. No. AUNT/04/2024   **Date: 29.02.2024**

Recruitment for Non –Teaching Positions (Group: 'C')

Applications are invited from Indian Citizens for the various Non-Teaching positions of the University. The University reserves the right to change the number and nature of post/vacancy(ies) of any category and also to withdraw partial or full advertisement without assigning any reason. The reservation under the **SC, ST, OBC, EWS, Ex serviceman and PwD** categories shall be as per the UGC guidelines and GoI rules.

Note: The candidates are requested to carefully read the General Instructions before filling up the application form. Candidates are also advised to visit the website (www.allduniv.ac.in) periodically for further information related to the recruitment process. **The application form will be entertained through online mode only.**

Important Dates

S. No	Particulars	Date
1.	Date of uploading of detailed Advertisement and Online Registration	01.03.2024
2.	Date of fee payment	01.03.2024
3.	Last date for Online Registration a d final submission of Application form	01.04.2024

Application Fee & facilitation charges in INR

S. No	Category	Fee	Facilitation charges	Total amount
1.	UR, EWS, SEBC (OBC)	₹ 1500	₹ 100	₹ 1600
2.	SC/ST	₹ 700	₹ 100	₹ 800
3.	PwD (Divyang)	NIL	₹ 100	₹ 100

***Those who had applied earlier on any post and where no selections have been made shall submit fresh application giving all details of fees paid and application number. They however have to pay ₹ 500/- as facilitation charges.**

S. No	Name of Post	Group	Pay level (As per 7thCPC)	Total	UR	EWS	OBC	SC	ST	Category (a)	Category (b)	Category (c)	Category (d & e)
				VACANCY POSITIONs						**Categories of Specified Disabilities (Divyang)****			
1.	ANIMAL ATTENDANT	C	Level 1	3	3	0	0	0	0	1	0	0	0
2.	ASSISTANT DRAFTSMAN	C	Level 3	3	3	0	0	0	0	0	0	0	0
3.	DARK ROOM ASSISTANT (PHOTOGRAPHY)	C	Level 1	2	2	0	0	0	0	0	0	0	0
4.	DATA ENTRY OPERATOR	C	Level 4	4	0	1	2	1	0	0	0	0	0
5.	DRAFTSMAN	C	Level 4	2	2	0	0	0	0	0	0	0	0
6.	DRAFTSMAN CUM INSTRUCTOR	C	Level 5	1	1	0	0	0	0	0	0	0	0
7.	DRIVER	C	Level 2	1	1	0	0	0	0	0	0	0	0
8.	FIELD ASSISTANT	C	Level 2	2	2	0	0	0	0	0	0	0	0
9.	GROUNDSMAN/WATERMAN	C	Level 1	2	2	0	0	0	0	0	0	0	0
10.	HERBARIUM ATTENDANT	C	Level 1	2	2	0	0	0	0	0	0	0	0
11.	HINDI TYPIST	C	Level 2	1	1	0	0	0	0	0	0	0	0
12.	JUNIOR OFFICE ASSISTANT	C	Level 2	49	21	4	13	7	4	1	1	0	0
13.	LABORATORY ASSISTANT	C	Level 4	8	5	0	2	1	0	0	0	0	0
14.	LIBRARY ASSISTANT	C	Level 4	19	9	1	5	3	1	0	0	1	1
15.	LABORATORY ATTENDANT	C	Level 1	30	12	3	8	5	2	1	0	1	0
16.	LIBRARY ATTENDANT	C	Level 1	12	5	1	3	2	1	0	0	0	0
17.	MARKS-MAN	C	Level 1	1	1	0	0	0	0	0	0	0	0
18.	MULTI-TASKING STAFF (MTS)*	C	Level 1	141	57	14	38	21	11	2	2	2	1
19.	NURSING OFFICER (MALE)	C	Level 4	1	1	0	0	0	0	0	0	0	0
20.	SEMI-PROFESSIONAL ASSISTANT	C	Level 5	7	5	0	1	1	0	0	0	0	0

21.	SURVEY DRAFTSMAN (ARCHEOLOGY)	C	Level 5	1	1	0	0	0	0	0	0	0	0
22.	WORK AGENT	C	Level 1	1	1	0	0	0	0	0	0	0	0
23.	X-RAY TECHNICIAN	C	Level 5	1	1	0	0	0	0	0	0	0	0
24.	WIREMAN	C	Level 2	2	2	0	0	0	0	0	0	0	0
25.	MECHANIC	C	Level 2	17	8	1	5	2	1	0	0	0	1

** Categories of Specified Disabilities (Divyang)

Category (a): blindness and low vision

Category (b): deaf and hard of hearing

Category (c): locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

Category (d): autism, intellectual disability, specific learning disability and mental illness

Category (e): multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

Kindly Check the eligibility and qualification details for specialized posts.

*Specialized Posts ear-marked under Multi-tasking Staff (MTS) category

1. Plumber (06)
2. Electrician (10)
3. Pump Operator (06)
4. Carpenter (08)
5. Cook (04)
6. Kitchen Attendant (02)
7. Help-Desk Clerk (02)
8. Housekeeper (06)

GENERAL INSTRUCTIONS

(i) The University reserves the right to withdraw any advertised post at any time without assigning any reason. The number of vacancies may vary.

(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 suitable candidates to be called for the interview.

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

(iv) A written test may be conducted before the interview for any of the posts at the discretion of the competent authority.

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

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

(vii) Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India norms. The relaxation in age would be given for experience also for the post where prior experience is necessary. The relaxation in age would not exceed the number of years of experience. The experience certificate should be issued by the competent authority. The employees working in University of Allahabad on permanent basis shall be treated as departmental employees.

(viii) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Government of India (which should not be more than 06 month old from the last date of submission of application) and which should among others specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in col.03 of the schedules to the Department Personnel and training in the Government of India **OM No. /36012/22/93-Estt.(SCT) dated 08/09/93** at the time of trade test/interview.

(ix) Candidates belonging to OBC category, but coming in Creamy Layer will not be entitled to the benefits of reservation and should apply as General Category candidate.

(x) Candidates belonging to SC/ST/EWS/PwD must present their respective certificates as per Government notifications in proper format. The certificate must not be more than 6 months old.

(xi) 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 his/her candidature will be rejected. Hiding of information or submitting false information will lead to rejection of candidature at any stage of recruitment.

(xii) The age of superannuation shall be as per Government of India norms.

(xiii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in the response thereto can be instituted only in courts/tribunals/ forums at the Allahabad.

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

(xv) 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 in this regard.

(xvi) Any corrigendum/ changes/ updates shall be available only on official website of the University of Allahabad: www.allduniv.ac.in

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

(xviii) Candidates desirous of applying for more than one post should submit separate application for each Post along with requisite application fee. Incomplete applications or applications not accompanied with copies of attested certificates or without application fee will be summarily rejected.

(xix) The candidates employed in Government Department/Public sector Organizations must submit online applications with self attested copies of all enclosures in proof of educational, professional
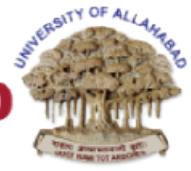
qualification, experiences etc. They will be required to produce Ink signed copy of NOC from their Organization and original documents at the time of interview/document verification at University of Allahabad, so the candidate need not post NOC and other original documents.

(xx)   The decision of the competent authority of 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.

(xxi) Applications received after the prescribed date shall not be entertained.

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

(xxiii) All Applicants are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various post. No enquiry with regards to eligibility will be entertained:

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

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

(xxvi) 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 process for any/all the posts at any stage.

(xxvii) The requisite non-refundable fee is Rs. One Thousand and Five Hundred (1500/-) for UR, EWS & OBC candidates and Rs. Seven Hundred (700/-) for SC & ST candidates. No fees will be charged from PwD candidates. Facilitation charges of Rs Hundred (100/-) will be applicable for all categories.

(xxviii) The applicants may visit the official website **www.allduniv.ac.in** for detailed advertisement and for submission of ON-Line Application. The last date for submission of online application **is 01.04.2024**.

REGISTRAR

MINIMUM ELIGIBILITY

1. Animal Attendant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Higher Secondary (12th Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

Desirable:

Handling of animals in Laboratory/Medical Institute/Animal Husbandry University/Others Research Organizations.

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

2. Assistant Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Drafting / Architecture with 55% from recognized Institution.

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

3. Dark Room Assistant (Photography)

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma with 50% marks in relevant subject from a recognized institute.

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

4. Data Entry Operator

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. BCA or Graduation with PGDCA or B.Sc in Computer CS./Engg/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.
2. Having typing speed of 40 words per minute in English in Computer environment.
3. Knowledge of English and Hindi Software essential.
4. Knowledge of English and Hindi reading, writing and speaking is essential.

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

5. Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.
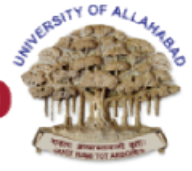
Essential Qualification

Diploma in Architecture or ITI Diploma in Draftsman (Civil) with at least 55% marks or its equivalent grade from a recognized University/Institution. 3 years of relevant working experience in an established organization.

Desirable:

Knowledge of working in computerized environment with knowledge of AUTOCAD.

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

6. Draftsman Cum Instructor

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Drawing and surveying with 55% from recognized Institution.

Desirable:

Experience in Auto CAD and manual drafting.

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

7. Driver

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Matriculate or equivalent from a recognized board.
2. Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement
3. Should have at least 3 years' experience.

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

8. Field Assistant

Age: Between 18 and 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Drawing and surveying with 50% from recognized Institution.

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

9. Groundsman/Waterman

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

The minimum qualification for appointment to this level will be either 10th pass or equivalent in the relevant subject may be prescribed as the minimum qualification.

Desirable:

Working experience in ground maintenance

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

10. Herbarium attendant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Intermediate in Biology or equivalent examination with Science subject

Desirable:

Diploma/Workshop in Herbarium maintenance.

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

11. Hindi Typist (हिन्दी टंकक)

आयु सीमाः 30 वर्ष से अधिक नहीं। केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के भारत सरकार के नियमानुसार छूट।

शैक्षणिक अर्हताएं (अनिवार्य)ः

क) किसी मान्यता प्राप्त विद्यालय/बोर्ड से बारहवीं कक्षा उत्तीर्ण या समतुल्य.

ख) कंप्यूटर पर कौशल परीक्षण मानकः अंग्रेजी टंकण प्रति मिनट 35 शब्द की गति से हिंदी टंकण प्रति मिनट 30 शब्द की गति से (समय सीमा 10 मिनट)।
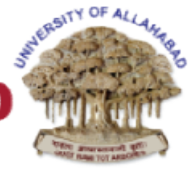
ग) (प्रत्येक शब्द के लिए औसतन 5 दाब कुंजी के आधार पर 35 शब्द प्रति मिनट और 30 शब्द प्रति मिनट की गति से टंकण करने के लिए एक घंटे में कंप्यूटर पर 10500 दाब कुंजी और 9000 दाब के तत्समान)

परिवीक्षा की अवधिः एक वर्ष और एक और वर्ष के लिए आगे बढ़ाया जा सकता है।

12. Junior Office Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Graduate with 50% marks from a recognized University.
2. Having a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Typewriting through computers.

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..
2. Diploma in Office Management and Secretarial Practice.

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

13. Laboratory Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Bachelor's degree in relevant subject (Physics, Chemistry Zoology Botany, Psychology Computer Science/Computer Application, Defence studies, Statistics, Home Science).
2. Having a typing speed of 30 w.p.m. in English through computers.

Desirable:

Knowledge of Computer Applications.

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

14. Library Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per UGC/Government of India Norms.

Essential Qualification

Graduation in Library Science / Library & Information Science from recognized University with 50% marks.

Desirable:

a) 3 years' experience in a Library of repute, and good knowledge of Library software applications.

b) PG Diploma in Library Automation and Networking of PGDCA.

c) Experience and practice of Typing / Data Entry Operation Or experience of working in a computerized library.

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

15. Laboratory Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Higher Secondary (12th Standard) Or Equivalent Examination with science subject and 02 years of experience of work in laboratory.

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

16. Library Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Higher Secondary (12th Standard) Or Equivalent Examination from a recognized Board.
2. Diploma/Certificate course in library science form a recognized institution.

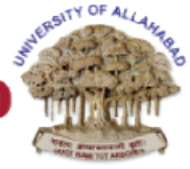**Period of probation:** One year and further extendable for one more year.

17. Marks-Man

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Matriculation or equivalent from a recognized Board pass or ITI Pass

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

18. Multi-Tasking Staff (MTS)*

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Matriculation or equivalent from a recognized Board pass or ITI Pass

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

*For Specialized posts (Post-wise Eligibility)

1. Plumber

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

10th Pass from a recognized Board

OR

ITI in Fitter trade subject as the minimum qualification

AND

Five (05) Years' Experience in Plumbing (Internal/External)/Fitter in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

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

2. Electrician

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

10th Pass from a recognized Board

OR

ITI in Electrician trade subject as the minimum qualification

AND

Five (05) Years' Experience as Wireman/Electrician/Electrician Helper/Wireman Helper/Transformer Operator/LTE Panel Helper/Sub-station Attendant/Air Condition Mechanic/Air Holding Unit Mechanic in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

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

3. Pump Operator

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

10th Pass from a recognized Board

OR

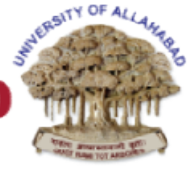ITI in Fitter/Electrician trade subject as the minimum qualification

AND

Five (05) Years' Experience as Pump Operator/Wireman/Electrician/Electrician Helper/Wireman Helper in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

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

4. Carpenter

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

10th Pass from a recognized Board

<p style="text-align:center">OR</p>

ITI in Fitter trade subject as the minimum qualification

<p style="text-align:center">AND</p>

Five (05) Years' Experience as Carpentry/Fitting/Fabrication (Aluminum/PVC/Woodcraft) in any Central/State Govt./Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm with annual turnover of at least ₹ 200/- Crores.

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

5. Cook

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

Intermediate Pass from a recognized Board

<p style="text-align:center">OR</p>

ITI Trade Certificate in Bakery & Confectionery (one year duration)

<p style="text-align:center">OR</p>

Ten (10) Years' Experience in cooking/catering services in educational institutions/guest houses in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/Bank/Firm/3 Starred Hotels with annual turnover of at least ₹ 200/- Crores.

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

6. Kitchen Attendant

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

12th Pass from a recognized Board

<p style="text-align:center">OR</p>

ITI Trade Certificate in relevant trade.

<p style="text-align:center">OR</p>

Two (02) Years' Experience in cooking/catering services in a Canteen/reputed Hotel/Guest Houses of reputed organizations/University.

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

7. Help-Desk Clerk

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

1. Intermediate or equivalent experience of on-hand work in any Hotel with a turnover of ₹ 1 Crore per year/Govt. office in same capacity.
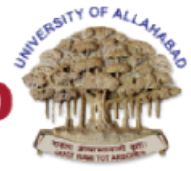2. Knowledge of Computer applications.

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

8. House Keeper

Age: Preferably below 35 years. Relaxation of age in all specialized vacancies will be subject to following clause (1)Experience of working per year in specified areas (2)Relaxation of age as per Govt. of India service rules for specific clauses.

Essential Qualification

10th Pass from a recognized Board and Three (03) years' of relevant in any Central/State Govt./University/PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private Companies/Bank/Firm with an annual turnover of at least ₹ 200/- crores or more.

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

19. Nursing Officer (Male)

Age: Preferably below 35 years . Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. 10+2 in Science Stream from a recognized Board
2. Bachelor's Degree in Nursing or Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years' experience in Nursing in a reputed Hospital or Clinic
3. Registration with Nursing Council of India/State..

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

20. Semi-Professional Assistant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

B.Lib.Sc./B.L.I.Sc. with 50% marks or equivalent.

Desirable: Knowledge of computer application in libraries and regional and foreign languages

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

21. Survey Draftsman (Archaeology)

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Surveying and Drafting with at least 55% marks from a recognized institute

Desirable

Experience in archeological survey.

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

22. Work Agent

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

ITI (Electrical) with 50% from recognized Institution.

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

23. Wire-Man

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Certificate course in Electrical Trade from recognized ITI or Wireman course or Electrical Inspector course from recognized ITI.

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

24. X-Ray Technician

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

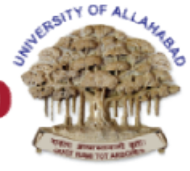Diploma in X-Ray technology from a recognized institute with 50% of marks.

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

25. Mechanic

Age: Preferably below 35 years. Relaxation of age will be subject to following clause (1)Experience of working per year in specified area (2)Relaxation of age as per Govt. of India service rules for

specific clauses.

Essential Qualification

10th Pass from a recognized Board

OR

ITI diploma pass.

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

Selection Criteria

Group C Non Academic

i.   Group C-MTS general (Maximum Age 35)

The minimum qualification for appointment to this post is Intermediate (Pass). Multi-tasking staff without specific skill requirement would have to perform following jobs:-

    A.   Physical Maintenance of records in the section where they are placed.

    B.   Opening of Classrooms, offices, cleaning/dusting, and upkeep of furniture etc. of Section/Building/Department.

    C.   Putting of all electrical Equipments at the end of the day and checking all locks/doors are properly shut.

    D.   Carrying files and other dak (Papers, documents, equipments) within the section and /or other places within University/outside University.

    E.   Cleaning of furniture, equipment such as computers.

    F.   Upkeep of parks/lawns, potted plants etc.

    G.   Any other work assigned by the authorities.

Test: A test for MTS open category will be held. The test will have 100 MCQs of the knowledge of Intermediate Level of different subjects. 30 MCQs would be for evaluating proficiency in Hindi and English. There will be no skill test/interview in this category.

ii.   Group C Specific Job appointment (Preferably below 35 years.)

The test for Group 'C' MTS will be held for different specialized posts if the applicants are more than 15 per post. If the no. of candidates are less than 15 per post then only skill test will be held in following categories:-

    A.   Kitchen Attendant/Cooks

    B.   Guest House Help Desk/Helper

    C.   Plumber/Helper

    D.   Pump Operator/Helper

    E.   Gas mechanic/Helper

    F.   A.C. Mechanic/Helper

    G.   Carpenter/Helper

    H.   Electrician/Helper

    I.   Wireman

    J.   Sub Station Attendant

    K.   Mason/Helper

    L.   Generator Operator/Helper

    M.   Any other as per the requirement of Engineering Office.

In all the above mentioned posts preference will be given to those who have ITI, GTI diploma as well as/or an experience of three years of working in a Public Sector Unit/Private Sector Unit. The experience certificate should be issued by the employer giving details of work done and salary drawn.