

Online Application Only

Last Date for submission and receipt of Applications: 05.09.2015.

Application Fees of Rs. 200/- (50/- SC/ST) for Non-teaching under Group 'A', 'B' & 'C'

**(Advertisement No - 01/2015 - 2016)
(Non-teaching Positions)**

APPLICATIONS are invited from the *Indian Citizens* on the online form available at Recruitment and Assessment Cell portal of BHU for Non-teaching posts under Group 'A', 'B' & 'C' for the various Units/Sectors in the University as per the Pay Scales indicated below.

Group	Post Codes	Pay Band plus Grade pay	Group	Post Codes	Pay Band plus Grade pay
Group - A	1538	PB-4 37400-67000 + GP Rs.10000/-	Group-B	3112, 4413, 4419	PB-2 9300-34800 + GP Rs. 4600/-
	2826	PB-4 37400-67000 + GP Rs. 8700/-		4311, 4312, 4316, 4415, 4420, 4421, 4422	PB-2 9300-34800 + GP Rs. 4200/-
	2712	PB-3 15600-39100 AGP Rs. 8000	Group-C	4416, 4417	PB-1 5200-20200 + GP Rs. 2800/-
	2713, 2715	PB-3 15600-39100 + GP Rs. 7600/-		4414	PB-1 5200-20200 + GP Rs. 2400/-
	3113, 3175	PB-3 15600-39100 +AGP Rs. 6000/-		4307, 4318	PB-1 5200-20200 + GP Rs. 1900/-
	3289, 3290	PB-3 15600-39100 + GP Rs.5400/-		4308 to 4310, 4313, 4314, 4326, 4418,	PB-1 5200-20200 + GP Rs. 1800/-

Department	Post Code	Name of the Post	Nos. of Post			
			Gen	SC	ST	OBC
Sir Sunderlal Hospital	1538	Medical Superintendent (Tenure appointment for 5 years)	1			
Central Library	2712	Deputy Librarian				1
Computer Centre	2713	System Manager				1
Sir Sunderlal Hospital	2715	Dy. Medical Superintendent (IM)				1
Trauma Centre, IMS	2826	Dy. Medical Superintendent	1			
	3289	Medical Officer (General Surgery/Orthopaedics/General Medicine/Pathology)	1			1
Centre for Integrated Rural Development, Faculty of Social Sciences	3290	Project Officer	1			
University Works Department	3112	Assistant Engineer (Civil)	1			
Central Library	3113	Assistant Librarian				1
Rajiv Gandhi South Campus, Barkachha, Mirzapur	3175	Assistant Librarian			1	
Deptt. of Zoology	4307	Animal Care Taker	1			
Fac. of Science	4308	Laboratory Attendant			1	
Sir Sunderlal Hospital	4309	Laboratory Attendant	8	1		1
Library Sector	4310	Library Attendant	8	2		
Chief Proctor Office	4311	Assistant Security Officer	1	1		
Bharat Kala Bhawan	4312	Assistant Curator	3			
	4313	Gallery Attendant	2			
	4314	Helper		1		
Dept. of Kayachikitsa	4316	Pancha Karma Therapist	1			
Administrative Sector	4318	Staff Car Driver Ordinary Grade	4	2		5
Institute of Agricultural Sciences	4326	Laboratory Attendant	6	1	1	2
Sir Sunderlal Hospital	4413	Sister Tutor	2			
Faculty of Performing Arts	4414	Accompanist (Tabla)	1			
Institute of Medical Sciences	4415	Junior Medical Social Worker	2			
	4416	Pharmacist (MM)	1			
	4417	Pharmacist (Manufacturing) (Ayurvedic Pharmacy)	1			
Chief Proctor Office	4418	Security Guard		1		1

Department	Post Code	Name of the Post	Nos. of Post			
			Gen	SC	ST	OBC
Institute of Agril. Sciences	4419	Horticulturist	1			
Department of Physics, Faculty of Science	4420	Senior Technical Assistant (Electron Microscope)	1			
Krishi Vigyan Kendra Barkachha (Mirzapur)	4421	Office Superintendent-cum-Accountant	1			
	4422	Farm Manager	1			

NOTE -Those applied against our earlier Advt. No. 03/2013-2014 (for the Post Code- 1538, 2712,2713,2715,3112,3113,3175,4307, 4308,4309,4310,4311,4312,4313,4314,4316,4318,4326), shall apply afresh through online / update their bio-data as the case may be, but need not submit the demand draft. Their eligibility and other terms and conditions shall be considered on the last date of submission of application of the said advertisements.

Essential qualification for Non-teaching positions under Group 'A', 'B' & 'C'

For Post Code: 1538 (Medical Superintendent): E.Q.:

Should possess a recognized post graduate medical qualification from a recognized Institution with 10 years Administrative experience.

For Post Code: 2712 (Deputy Librarian): E.Q.: i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.

ii. Five years experience as an Assistant University Librarian/College Librarian.

iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

D.Q.: A M.Phil./Ph.D. Degree in library science/Information science /Documentation/Archives and manuscript-keeping/computerization of library.

For Post Code: 2713 (System Manager): E.Q.: M.Sc.(Comp.Sc.)/B.E.(Comp.Sc.) with at least 55% of marks and 9 years experience of extensive programming and system management OR MCA/M.Tech.(Comp.Sc.) with 55% of marks and 8 years' experience of extensive programming and system management OR M.Sc. in Mathematics or Physical Sciences/B.E. in non-Computer branch with 55% of marks and 10 years experience of Computer Programming and system management.

For Post Code: 2715 (Dy. Medical Superintendent) (IM): E.Q.: BAMS, MD (Ayurveda) recognized by CCIM with 10 years administrative experience in a teaching hospital having 150 beds.

Age limit: Less than 55 years at the time of advertisement.

For Post Code: 2826 (Dy. Medical Superintendent) E.Q.: MBBS recognized by MCI, MD/MS recognized by MCI in any clinical subject with 10 years administrative experience in a teaching hospital having minimum 500 beds. **Age limit:** Less than 55 years at the time of advertisement.

For Post Code: 3289 (Medical Officer (General Surgery/Orthopaedics/General Medicine/Pathology)

E.Q.: M.S./M.D. in the relevant post in General Surgery/Orthopaedics/General Medicine/Pathology.

D.Q.: 02 years Senior Resident/Experience as Medical Officer in the specialty.

For Post Code: 3290 (Project Officer) E.Q.: M.A. in any subject of Economics/History/Political Science/Psychology/Sociology, with 55% marks.

D.Q.: (i) Ph.D. in Economics/History/Political Science/Psychology/Sociology on the theme related to rural development . (ii) Working experience as Project Officer/Project Supervisor/Research Assistant or higher post in any project of an Indian university/institute/organization on the theme related to rural development (iii) Publication in academic journals on topic of rural development. (iv) Ability to organize and supervise rural uplift work. (v) Aptitude for rural work.

For Post Code: 3112 (Assistant Engineer (Civil): E.Q.: (1)Degree or Diploma in Civil/Architecture/Public Health Engg. (2) Atleast 3 years experience (8 years in case of Diploma Holders) in the relevant discipline. (**Age limit:** 30 years - Relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates) and by number of years put in at BHU for the candidate serving at supervisory level.)

For Post Code: 3113 & 3175 (Assistant Librarian): E.Q.: i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian / College Librarian.

Note:-(1) Exemption of 5% from 55% to 50% of the marks, at the Masters Degree level will be allowed to the candidates belonging to SC/ST/Physically Handicapped (PH) categories. (2) Exemption from NET/SLET will be governed by the UGC guidelines received from time to time.

For Post Code - 4307 (Animal Care Taker): E.Q.: High School passed having 3 years working experience in Life Science Laboratory and knowledge of handling of rodent colony, maintenance of animal house.

D.Q. Efficient in cleaning of animal cages, animal material, animal room, floor etc. including feeding and maintenance of animal colony.

For Post Code - 4308, 4309, 4326, (Laboratory Attendant): E.Q.: B. Sc. or I. Sc. with 3 years experience or ITI with 2 years experience in the relevant area.

For Post Code - 4310 (Library Attendant): E.Q.: High School Pass., **D.Q.:** 10+2 with Diploma in Library Science.

For Post Code - 4311 (Assistant Security Officer): E.Q.: (1) Graduate from any recognized University. Relaxable for personnel of Indian Army and Security personnel of BHU. (1) Certificate of Good Health (2) **Age:** Not more than 45 years (3) **Experience:** Minimum 7 years experience of security work. **Note:** Age relaxation up to the age of 50 may be given to suitable candidates who are serving this University.

D.Q.: Participation in games and sports or NCC or Social Service Organization.

For Post Code - 4312 (Assistant Curator): E.Q.: Second Class Master's Degree in Museology/History of Arts/AIHC & Arch. from a Recognized Institution.

D.Q.: Ph.D./Publication of Books/Research Paper OR Working experience in Museum of repute.

For Post Code - 4313 (Gallery Attendant): E.Q.: Intermediate OR Equivalent Examination from Recognized Board.

D.Q.: Working Experience in Museum Work or Relevant Experience in a Related Research Project in a University or Institution.

For Post Code - 4314 (Helper): E.Q.: High School,

D.Q.: Physically Healthy and Hard Worker.

For Post Code - 4316 (Pancha Karma Therapist): E.Q.: (1) B.A.M.S./A.B.M.S. or an equivalent qualification from a recognized University, (2) M.D. Degree in Kayachikitsa with specialization in Panch Karma, Rasayana and Manas Chikitsa.

For Post Code - 4318 (Staff Car Driver Ordinary Grade): E.Q.: (1) High School or its equivalent, (2) Valid Driving License of LMV/HMV and (3) Two years experience of Driving covered with valid Driving license.

D.Q.: (1) Experience of driving Jeep/Matador/Bus/ Truck, (2) Workable knowledge of motor mechanism.

For Post Code - 4413 (Sister Tutor): E.Q.: Master of Nursing/ B.Sc. Nursing/Post Basic B.Sc. Nursing, if this is not available a candidate with Diploma in Nursing Education and Admin. or any other equivalent post basic Diploma with 8 years of teaching and Administrative experience in Nursing.

D.Q.: Teaching experience in a recognized School/College of Nursing

For Post Code - 4414 (Accompanist (Tabla)): E.Q.: (1) M. Mus. or equivalent qualification from a recognized Institution. (2) Good performance with proficiency in Violin/Tabla/Harmonium etc. (3) Experience of Vocal/Instrumental Music as Accompanist in Music conference, Radio etc.

D.Q.: Knowledge of theory of Violin/Tabla/Harmonium etc.

For Post Code - 4415 (Junior Medical Social Worker): E.Q.: Post-graduate degree in Sociology/Social Work (MSW)/Applied Sociology (MAS)

D.Q.: 03 years working experience of Social Work in the Rural Areas/Community Development Work/Department/Section concerned of a recognized Medical College/Hospital.

For Post Code - 4416 (Pharmacist (MM): E.Q.: (1) I.Sc. (2) Certificate/Diploma in Pharmacy recognized by Pharmacy Council of India or equivalent. (3) Registered as Pharmacist by State Pharmacy Council.

D.Q.: (1) Five years experience in dispensing in a recognized Medical Institution or Hospital. (2) Experience of Store Keeping.

For Post Code - 4417 (Pharmacist (Manufacturing) (Ayurvedic Pharmacy)): E.Q.: 1. B.Sc. with Bhaisejya Kalpaka/Diploma of Ayurvedic Technician. 2. Five years experience of manufacturing Ayurvedic Medicine in a Licenced Ayurvedic Pharmacy. 3. Approved Technical staff by the Licencing Authority.

D.Q.: Scientific training of Standardizing Ayurvedic drugs.

For Post Code - 4418 (Security Guard): E.Q.: (i) Should have passed Class X from a recognized School Board or an equivalent qualification from an Army Establishment, (ii) Should be an Ex-serviceman with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.

D.Q.: Participation in games and sports or NCC or Social Service Organization. Minimum one year experience of working in a security system of a University.

For Post Code - 4419 (Horticulturist): E.Q.: M.Sc. (Ag.) in Horticulture with three years of experience in ornamental gardening/floriculture/landscape gardening in University/Government/Semi-Government Organizations OR B.Sc. (Ag.) with five years experience in Ornamental gardening/floriculture/landscape gardening in University/Government/ Semi-Government Organizations.

D.Q.: Administrative/Supervisory Experience of two years.

For Post Code - 4420 (Senior Technical Assistant (Electron Microscope): E.Q.: Master's Degree in Physics OR Bachelor Degree in Engineering/Tech. (Electrical /Electronics/Mechanical) OR Bachelor Degree in Science with two years Experience in the working and maintenance of Electron Microscope

D.Q.: Experience in repairing of Electronics Microscope, X-Ray Machine, Vaccum system and Electronic equipment's.

For Post Code - 4421 (Office Superintendent-cum-Accountant): E.Q.: (1) Master in Business Management / Post Graduate Diploma in Business Management / M.A. / M. Com. / C. A. OR B. Com. / B.A./ Bachelor in Business Management with minimum 5 years of experience of working as Jr. Accountant or Sr. Clerk dealing with financial / accounts matter.

For Post Code - 4422 (Farm Manager): E.Q.: B.Sc. (Ag.) / Vetenary Science / Animal Science / Horticulture / Forestry / Home Science.

AGE LIMIT: (For Group 'B' & 'C' Posts) : (1) 18-30 years for general category; 18-35 years for SC/ST; and 18-33 for OBC; (2) 18-35 years for widows/divorced and women judicially separated from their husbands and not remarried (40 years for SC/ST); (3) No age bar for permanent employees of BHU; (4) 18-40 years where the requirement is post graduate/graduate qualifications and experience in the area of Professional/Technical/Research and Library; (5) Period spent on working against any post in the project/scheme or on contract/daily wage basis in BHU including broken period of service rendered as indicated above may also be taken into account for the purpose of age relaxation for appointment in regular establishment provided that one stretch of such service is for more than six months. For others age relaxation will be admissible as per Government of India rules.

A non-refundable Application fee for the Non-teaching under Group 'A', 'B', & 'C' posts, must be paid through MICR Coded demand draft of Rs.200/- (Rs.50/- for SC/ST candidates) drawn in favour of the Registrar, Banaras Hindu University payable at S.B.I., BHU Branch (Code 0211), Varanasi.

General Instructions to the Candidates

1. Online mode of submission of applications shall be essential.
2. There is a separate online recruitment form for Group 'A' post and Group 'B' & 'C' posts.
3. Applicants shall first register on the Recruitment & Assessment Cell portal on the BHU website, after which, they can fill up the prescribed electronic application form online.
4. Separate applications shall be submitted for different positions.
5. Before starting to fill up the form, please ensure keeping ready a digital copy of passport size photograph in JPEG format not exceeding 50 kb in file size and digital copy of signature not exceed 50KB, for up-loading.
6. Filling all mandatory fields is required to make your application complete.
7. Incomplete applications will not be considered and will be REJECTED.
8. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to your email to login again.
9. In case of any technical problems, please send an email to recruitment@bhu.ac.in
10. There are several Tabs in your application. After completing each tab, you should click on "Save and Proceed" button to saving the information and move to the next tab. Completing all tabs is necessary. After filling all tabs, the candidate can finally submit his application. **Please note that you cannot make any changes after that.**
11. On successful submission, the applicant will come across a link to download a PDF of the application, which he/she will have to print and send to BHU after signing it and having it forwarded by his employer, if any, with the requisite application fee, so as to reach BHU by the cutoff date/ last date.
12. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit or higher marks in the written test will be given preference.
13. The Ordinances governing the procedure to be followed by the Selection Committee may be seen on the portal of the Recruitment & Assessment Cell on the BHU website.
14. A Relaxation of 5% may be provided at the Graduate and Master's level for the SC/ST/Differently-abled (Physically and Visually differently abled) categories for the purpose of eligibility and for assessing good academic record. The relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures
15. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
16. *The University reserves the right to withdraw any advertised post(s)* at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change. The University may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit. The University may, at its discretion, fill up any future vacancy belonging to Gen./SC/ST/OBC as per roster point out of the available candidates.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. Applicants who are in employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer prior to the interview, failing which they may not be considered further.
20. Candidates must send self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their qualifications and reprints of publications and certificates in support of their API score claimed (for teaching positions) for the post alongwith the hard copy of the application form.
21. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
22. Canvassing in any form will be a disqualification.
23. No interim correspondence shall be entertained.
24. On the positions reserved for specially abled persons (OH, VI, HH), all the specially abled persons are requested to apply since if the designated category of specially abled person is not available, the post may be filled with other categories of specially abled candidates available to the extent of required number of their reserved posts.
25. The positions reserved for specially abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.
26. The applications shall be invited through online mode. The applicants should be required to submit their downloaded application form (hard copy) after filling it online, along with all the enclosures to the Office of the Recruitment & Assessment Cell, Holkar House, BHU by last date of submission of application, i.e. the hard copy of the application along with the enclosures must reach to the Recruitment & Assessment Cell, Holkar House, BHU by the last date of submission of applications.
27. Please visit our website: <http://www.bhu.ac.in> for application form, details of qualifications and other instructions in this regard.

Last Date for submission and receipt of Applications in the Office of the Recruitment & Assessment Cell, BHU is 05.09.2015.

Dated: 04.08.2015

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