

(Advertisement No.-25/2023-2024)
(Non-teaching posts Group 'B' & 'C') (Library Sector)

Tel.:0542-2368781 Email:recruitment@bhu.ac.in

Website: <http://bhu.ac.in>

Online Application Only

IMPORTANT DATES:

Last Date for Online submission of Application form and Application Fee payment: 04.03.2024 upto 5:00p.m.

Last date for submission of downloaded application form alongwith the enclosures: 09.03.2024 upto 5.00p.m.

A non-refundable Application Fee of Rs. 500/- by the candidates of UR, EWS and OBC categories for Group 'B' & 'C' Non-teaching. No application fees shall be charged from the candidates of SC, ST, PwDs categories and women candidates. The application fee is to be paid through the payment gateway in online application through Internet Banking/Debit Card/Credit Card/UPI.

ONLINE APPLICATIONS are invited from the Indian Citizens to fill vacancies of Non-teaching posts under Group 'B' & 'C' in Library Sector in the University as per the Pay level indicated below.

The application has to be filled online on the website www.bhu.ac.in/rac. The downloaded hardcopy should be submitted to the Office of the Registrar (Recruitment and Assessment Cell), Banaras Hindu University, Varanasi – 221005.

Group	Post Codes	Level	Pay in Pay Matrix
Group-B	40004, 40005	6	35400 (35400-1,12,400)
Group-C	50001	5	29200 (29200-92,300)
	50002	4	25500 (25500-81100)

Sectors/Units	Post Code	Name of the Post	No. of Posts					PwBDs
			UR	EWSs	SC	ST	OBC	
Library Sector	B	40004	Curator	1				
	B	40005	Professional Assistant	3		1		2
	C	50001	Semi Professional Assistant	11	2	3		8
	C	50002	Library Assistant	8	2	4	2	4

For Post Code: 50001, 50002 : (A) VI [LV]; (B) HI [D, HH]; (C) LD [OA, OL, OAL, BL, Dw, AAV, LC (OA, OL, OAL)]; (D) MD from amongst A to C, As per Gol rules other PwBDs may also apply for the said post code.

Name of the Post	Pay Level	Essential/Desirable Qualification
Curator	Level-6	<p>Essential qualifications:</p> <p>(1) Master's Degree in History/AIHC/History of Arts with at least 55% of the marks or an equivalent grade.</p> <p>(2) Minimum 02 years' experience in preventive and curative conservation of manuscripts and rare documents in a University/Research establishment/Museum/ Library.</p> <p>D.Q.: Knowledge of Computers.</p> <p>Age Limit: 35 years</p>
Professional Assistant	Level-6	<p>Essential qualifications:</p> <p>1. Master's Degree in Library & Information Science from any recognized University /Institution with at least 55% of marks or an equivalent grade and 02 years' experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with at least 55% of marks or an equivalent grade and 03 years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p>2. Knowledge of Computer Applications.</p> <p>Age Limit: 35 years</p>
Semi Professional Assistant	Level-5	<p>Essential qualifications:</p> <p>Master's Degree in Library Science and Information Science from any recognised University/Institution with at least 55% of marks or an equivalent grade.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with at least 55% of marks or an equivalent grade and two years' relevant experience in a University/Research Establishment/Central /State Govt./PSU Autonomous Institutions.</p> <p>Age Limit: 32 years</p>

Library Assistant	Level-4	Essential qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University with at least 55% of marks or an equivalent grade. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications. Age Limit: 32 years
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Weightage of 4% marks for each year of service (at least 240 days per year for daily wagers) rendered by daily wages/contractual employees in the University up to a maximum ceiling of 20% marks in every criterion of assessment (written test, demonstration/ skill test) will be allowed in non-teaching group 'C' positions on regular basis, subject to the condition that such employees meet the eligibility condition (qualification and experience) for the position being so filled.

General Instructions to the Candidates

1. Online mode of submission of application form shall be essential followed by submission of downloaded hard copy with all enclosures.
2. 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.
3. Separate applications shall be submitted for different positions.
4. Digital passport size photograph and signature in JPEG format not exceeding 50 kb each in file size will be required for uploading while filling the online application.
5. Incomplete applications will not be considered and will be REJECTED.
6. While filling the online application, if the browser closes unexpectedly or if the candidate is logged out, the login information sent to the email to login again may be used.
7. In case of any technical problems faced while filling online application, please send an email to recruitment@bhu.ac.in.
8. There are several tabs in the application. After filling all tabs, the candidate can finally submit his/her application. **Please note that no change can be made after final submission of application form. So before submission please ensure that all the entries made in the online application form are correct.**
9. After successful submission, the candidates will be directed to the payment gateway for online payment of application fee, if applicable.
10. For drawing equivalence of pay level for applicants from institutions other than Govt. organizations, the gross monthly emoluments drawn by the applicant should not be less than the initial basic salary of concerned pay level.
11. For Group 'B' & 'C' positions, the University shall conduct a written test. Further, Skill test shall also be conducted for the candidates short-listed from the written test.
12. Short listed candidates for each post will be called for verification of the original documents.
13. Mere eligibility will not entitle any candidate for being called for the written/ skill test.
14. The University may verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are found fake or the candidate has furnished any false information or has suppressed any information, then his/her service shall be terminated.
15. **The University reserves the right to withdraw any advertised post(s)** at any time without giving any reason. Any consequential vacancy arising at the time of selection may also be filled up from the available candidates. The University may, at its discretion, fill up any future vacancy out of available candidates. The number of posts is thus open to change. The University may also draw a panel out of the available candidates to fill up any future vacancy during the validity of the panel. The University may relax/review the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
16. All the positions advertised may be filled through direct recruitment or through deputation at sole discretion of the University. In case of appointment on deputation basis, standard terms & condition of deputation of Government of India will be applied.
17. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
18. 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 the right to modify/withdraw/cancel any communication made to the candidate.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
20. 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 written/skill test/selection process, failing which they may not be considered further.
21. Canvassing in any form will be a disqualification.
22. No interim correspondence shall be entertained.
23. If a suitable candidate in the advertised category of specially-abled person is not available, then the post may be filled with other identified categories of specially-abled candidates available to the extent of the required number of their reserved posts.

24. **Age relaxation and Concession:** (i) Reservation, relaxations and concessions for SC/ST/OBC/PwBDs candidates will be applicable in accordance with reservation policy of the Govt. of India (ii) Age relaxation to Ex-Servicemen shall be applicable as per Gol rules (iii) No age bar for permanent employees of BHU (iv) 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.
25. The eligibility of the candidate will be determined as on the last date of submission of application in the Recruitment & Assessment Cell, Holkar House, BHU, Varanasi, i.e., **04.03.2024**
26. Please visit our website: **www.bhu.ac.in/rac/non-teaching** for application form, details of qualifications and other instructions in this regard.
27. The applications are invited through online mode. The downloaded application form along with the enclosures must be sent to the **Office of the Registrar, Recruitment & Assessment Cell, Holkar House, BHU, Varanasi -221005 (U.P.)** on or before 09.03.2024

Dated: 01.02.2024

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