**Advt. No.  AUNT/02/2024**                    **Date: 29.02.2024**

## Recruitment for Non –Teaching Positions (Group: 'A')

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](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 7th CPC) | Total | UR | EWS | OBC | SC | ST | Category (a) | Category (b) | Category (c) | Category (d & e) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **VACANCY POSITIONs** | | | | | | | | | **Categories of Specified Disabilities (Divyang)\*\*** | | | |
| 1. | **DEPUTY REGISTRAR** | A | Level 12 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. | **DIRECTOR (COLLEGE DEVELOPMENT COUNCIL)** | A | Level 14 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3. | **ELECTRONICS SHOP ENGINEER** | A | Level 10 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. | **EXECUTIVE ENGINEER (on Deputation)** | A | Level 11 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. | **INTERNAL AUDIT OFFICER (on Deputation)** | A | Level 12 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. | **PUBLIC RELATION OFFICER** | A | Level 10 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. | **SCIENTIST B** | A | Level 10 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. | **SCIENTIFIC OFFICER** | A | Level 10 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. | **SYSTEM ANALYST/SYSTEM PROGRAMMER** | A | Level 10 | 3 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 10. | **SYSTEM MANAGER/SENIOR SYSTEM ANALYST/SENIOR SYSTEM PROGRAMMER** | A | Level 11 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## ** 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
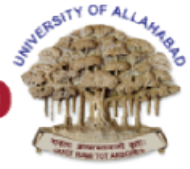
# GENERAL INSTRUCTIONS

(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. Deputy Registrar

**Age:** Shall not exceed 45 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**

1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever gradingsystem is followed.
2. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration.

**OR**

Comparable experience in research establishment and/or other institutions of higher education.

**OR**

Five years of administrative experience as Assistant Registrar or in an equivalent post.

**Desirable:**

1. Relevant experience in the areas of Establishment/ Examination/ Finance.

## 2. Director-College Development Council (on Deputation)

**Age:** Shall not exceed 55 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. A Master's Degree in Arts/Science, or Humanities, with at least 55% marks, or its equivalent grade of Bin the UGC seven-point scale.
2. Experience of at least 15 years in Teaching/as Director of research establishment, or as Principal of arecognized College.
3. Preference will be given to candidates with proven ability in executing and implementing funded research project/innovative in the respective field is desirable.

**Desirable qualifications:**

1. Ph.D. (in the respective field) with research publication. (ii)Experience of College Administration/ Higher Education management

**Note:** The candidates must apply through proper channel and appointment to the post on Deputation Basis for three years that could be further extendable for not more than one year.
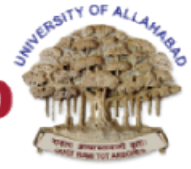
## 3. Electronic Shop Engineer

**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. M. Tech in Electronics Engineering / Electrical Engineering / Electronics and Communication / Telecommunication / Instrumentation

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

## 4. Executive Engineer (Deputation)

**Age:** Shall not exceed 40 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. A Bachelor's Degree in Civil/Electrical Engineering from a recognized University / Institutions; with 10 years of experience in designing systems and construction of building, road, sanitary and water supply systems, including their maintenance of which 5 years' experience as Assistant Engineer or comparable post.

**OR**

Equivalent and serving under Central Government/State Government/Union territory Administration or Central/State owned autonomous body; And Holding analogous posts; OR Holding posts in the grade pay Rs 5400 or above and having minimum (05) five years' regular service in the grade;

**OR**

Holding posts in the grade pay Rs. 4600 and above and having minimum (08) eight years' regular servicein the grade.

**OR**

Electrical Engineer having similar experience in large public funded institutions of national importance

**Desirable qualifications:**
1. Post Graduate Degree in Architecture/Civil/ Electrical Engineering.
2. Good knowledge of computer applications. Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, electrical installations and its maintenance etc.

## 5. Internal Audit Officer (on Deputation)

**Age:** Shall not exceed 55 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. A Master's Degree in Commerce with at least 55% marks, or its equivalent grade B in the UGC seven-point scale

OR

Should have passed Chartered Accountant (Intermediate)

2. Officials holding analogous posts in the grade pay of at least Rs. 6600, on regular basis or with 5(five) years service in the scale of pay of Rs.10000-15200/- (Pre-revised) from the cadre of Officers belonging to Indian Audit & Account Services or other similar services from the Central/State Government, Universities or other autonomous organizations.

## 6. Public Relation Officer

**Age:** Shall not exceed 40 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. Master's Degree with at least 55% marks or its equivalent Grade B in the UGC 7-point scale and Degree/Diploma in Public Relations/Journalism And Mass Communication, or equivalent relevant qualification.
2. At least 05 years experience in the editorial department of which at least 02 years as payroll staffer of any national established English/Hindi newspaper/ periodical at the time of submission of application with excellent command over Hindi and English.

**OR**

A person with at least 05 years of experience in public relations in Educational Institute/Govt. Department/Public Sector Undertakings/ Autonomous Bodies/Private Sector Company.

**Desirable qualifications:**
Having Good Knowledge of computers with experience in independent reporting/preparing press release of Seminars/Symposia/Conferences of Academic/Research Institution along with editing/publishing in house Journal. Knowledge of two or more additional Indian languages.

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

## 7. Scientist B

**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 UGC/Government of India Norms.

**Essential Qualification**

1. Master's degree in Engineering.

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

## 8. Scientific Officer

**Age:** Shall not exceed 40 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. Master's degree in Engineering.

**Desirable:**

05 years of working experience with sophisticated equipment's like SEM, Raman Spectroscopy, TEM, AFM, XRD etc.

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

## 9. System Analyst/System Programmer

**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 UGC/Government of India Norms.

**Essential Qualification**

1. M. Tech. (Computer Sc.) or I Class MCA with 5 years' experience in Computing at the level of SystemAnalyst.

OR

2. I Class M.Sc. (Computer Sc. / Computer Application) with 6 years' experience in computing at thelevel of System Analyst

OR

3. B.E. /B.Tech. in Computer Science / MCA with Candidates of proven ability and 5 years' relevant experience in the industry/profession.

**Desirable:**

Adequate experience in Computer Hardware and software & other comparable experience in office automation/ e-governance/ ERP/ Networking.

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

## 10. System Manager/Senior System Analyst/Senior System Programmer

**Age:** Shall not exceed 40 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**

1st Class B.E./B.Tech (Computer Science/ Electronics & Communication/IT) recognized equivalent qualification with not less than 65% marks with 05 years' experience out of this, at least three years' experience should be in the just next lower or equivalent grade for those working in Govt. /Autonomous Bodies/PSU's in Public/Private sector

OR

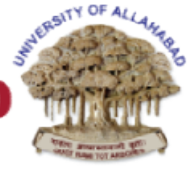Ph.D. in relevant subject with 01 years' experience.

OR

1st Class M.Sc. (Computer Science/IT/Electronics) /MCA/M.E./M.Tech (Computer Science/ Electronics & Communication/IT) on regular basis with 03 years' experience in the relevant field.

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

## Selection Criteria

### Group A Non Academic/Academic

Selection will be based on Interview of screened candidates. Maximum of 15 eligible candidates will be called for one post. Criteria for screening would be transparent and communicated if necessary.