

(Advertisement No – 08/2016-2017)
Non-teaching posts.

Online Application Only

IMPORTANT DATES:

Last Date for Online submission of Application form : 17.11.2016

Last date for Online Application Fee payment : 19.11.2016

Last Date for Application Forms PDF download : 21.11.2016

Last date for submission of downloaded application form along with the enclosures : 24.11.2016

A non-refundable Application Fee of Rs. 1000/- through online from the candidates of Gen. and OBC categories under Group 'A' and Rs. 500/- from the candidates of Gen. and OBC categories under Group 'B' & 'C' (including erstwhile Group 'D') of Non-teaching posts. No application Fee shall be charged from the candidates of SC, ST and PwDs categories. If the post is advertised under these categories. The application fee is to be paid through the payment gateway by online Internet Banking/Debit Card/Credit Card.

APPLICATIONS are invited from the Indian Citizens on the online form available at Recruitment and Assessment Cell portal of BHU for the Non-teaching post of Registrar (on tenure basis) , Controller of Examination (on tenure basis)and Finance Officer (on deputation basis) under Group 'A', 'B' & 'C' (including erstwhile Group 'D') posts in the University as per the Pay Scales indicated below.

Name of the post	Post Codes	Pay Band plus Grade pay	Name of the post	Post Codes	Pay Band plus Grade pay
Group -A	10091, 10092, 10093,	PB-4 37400-67000 + GP Rs. 10000/-	Group -B	3112	PB-2: 9300-34800 + GP Rs. 4600/-
	2713, 20136	PB-3 15600-39100 + GP Rs. 7600/-	Group -C	4436	PB-1: 5200-20200 + GP Rs. 2400/-
	30147	PB-3 15600-39100 + GP Rs.5400/-		4310,	PB-1: 5200-20200 + GP Rs. 1800/-

Non-teaching Group 'A' posts.

Department	Post Code	Name of the Post	Nos. of Posts			
			Gen	SC	ST	OBC
Banaras Hindu University	10091	Finance Officer (on deputation basis)	1			
Administrative Sector	10092	Registrar (Tenure appointment for 5 years)	1			
	10093	Controller of Examination (Tenure appointment for 5 years) (the vacancy will occur on 01.02.2017)	1			
Computer Centre	2713	System Manager				1
Sir Sunderlal Hospital	20136	Dy. Medical Superintendent (MM)	1			
Rajiv Gandhi South Campus, Barkachha, Mirzapur	30147	Medical Officer (MM)			1	1
Non-teaching Group 'B' post.						
University Works Department	3112	Assistant Engineer (Civil)	1			
Non-teaching Group 'C' (including erstwhile Group 'D') posts.						
Library Sector	4310	Library Attendant	8	2		
Central Hindu Girls School	4436	Accompanist (Tabla)	1			

NOTE -Those candidates who have applied against earlier Advt. No. 03/2013-2014 and 01/2015-2016 (Post Code: 2713, 3112, 4310) shall apply afresh through online / update their bio-data and need not pay the application fee. Their eligibility and other terms and conditions shall be considered on the last date of submission of application of the said advertisement.

Non-teaching Group 'A', 'B' & 'C' (including erstwhile Group 'D') posts.

Post Code: 10091: Finance Officer (on deputation basis), BHU.

One post on deputation basis from any organized services of the Govt. of India. The Finance Officer shall be a whole time salaried Officer in the Scale of Pay of Rs. 37400 – 67000 plus GP of Rs. 10000. The applicant shall be holding an analogous post in the same scale of pay in his parent organization. The candidate shall preferably have at least 5 years of service left before superannuation.

The responsibilities of Finance Officer in the University include preparation of Annual Accounts and Budget, getting the accounts audited by the Office of CAG, managing the properties and funds of the University and advice the University with regard to its financial policies. The magnitude of the University is well-known to all concerned and the person appointed as Finance Officer in the University is required to be well versed in handling and managing funds and grants to the tune of more than Rs. 300 Crores annually.

Applications of only such officials /candidates will be considered as are routed through proper channel and are accompanied by (i) downloaded application form (hard copy) alongwith the enclosures (ii) Photocopies of ACRs for the last 5 years attested on each page, (iii) vigilance clearance certificate, (iv) Integrity Certificate (v) a certificate from the controlling officer to the effect that he can be spared immediately in the event of his appointment.

Post Code: 10092 & 10093: Registrar and Controller of Examination (on tenure basis), BHU.

E.Q.: (1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (2) At least 15 years of experience as Assistant Professor in the AGP of 7000 or above or with 8 years of service in the AGP 8000 or above including as Associate Professor along with experience in Educational Administration. OR Comparable experience in research establishment and / or other institutions of higher education. **OR** 15 years of Administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

The appointment of Registrar/Controller of Examination shall be made for term of 5 years (he/she shall be eligible for re-appointment for a second term) or till the age of superannuation whichever is earlier.

D.Q.: Ph.D. degree, Degree in Management or L.L.B., Knowledge of Computers, Experience of e-governance.

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: 20136 (Dy. Medical Superintendent) (MM): 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. **D.Q.:** Master in Hospital Administration/ Diploma in Administration.

For Post Code: 30147: Medical Officer (MM):

E.Q.: MBBS recognized by MCI, M.S./M.D. in General Medicine/General Surgery/Obs. & Gynaecology/Orthopaedics/ Pathology . **D.Q.:** Preference will be given to the experienced candidate in relevant discipline.

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.

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

For Post Code – 4436 (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.

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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' 'B' & 'C' (including erstwhile Group 'D') Non-teaching 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. **A non-refundable Application fee for the Non-teaching posts under Group 'A', 'B' & 'C' (including erstwhile Group 'D') posts.**
6. 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.
7. Filling all mandatory fields is required to make your application complete.
8. **The applicants can submit online application Fee on next working day of online form submission.**
9. **The applicants can download their application form PDF on next working day of online Fee submission**
10. Incomplete applications will not be considered and will be REJECTED.
11. 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.
12. In case of any technical problems, please send an email to recruitment@bhu.ac.in
13. 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.**
14. 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.
15. Mere eligibility will not entitle any candidate for being called for interview/written test. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview/written test, as the case may be. Applicants having higher qualification and merit or higher marks in the written test will be given preference.
16. 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.
17. 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.
18. *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.
19. A candidate belonging to any reserved category who desires to be considered for any Unreserved post also besides the posts under reserved category, will have to submit separate forms for Unreserved posts and reserved posts.
20. **AGE LIMIT:** (For Group 'B' & 'C' (including erstwhile Group 'D') Post) : (1) 18-30 years for general category; 18-35 years for SC/ST; and 18-33 for OBC; if the post is advertised under these categories. (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.

21. 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.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
23. 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/written test, as the case may be, failing which they may not be considered further.
24. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
25. Canvassing in any form will be a disqualification.
26. No interim correspondence shall be entertained.
27. 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.
28. 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.
29. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
30. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
31. **The selection is made as per merit on the basis of written examination for non-gazetted posts of Group 'B', 'C' (including erstwhile Group 'D'). In addition, Aptitude/Skill Test may also be conducted wherever applicable, as per GoI O.M. No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015 and subsequent clarification/directives issued by the Government of India/UGC from time to time. Short listed candidates will be called for verification of the original documents according to Merit and availability of number of vacancies**
32. **The minimum requirement of 55% may not be insisted upon for the existing incumbents who are already in the University system for the post of Registrar and Controller of Examination.**
33. 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 Registrar Recruitment & Assessment Cell, Holkar House, BHU by last date for submission of downloaded application along with the enclosures must reach to the Recruitment & Assessment Cell, Holkar House, B.H.U., Varanasi -221005 on or before **24.11.2016**.
34. The eligibility of the candidate will be determined on the last date of submission of application in the Recruitment & Assessment Cell, Holkar Houser, BHU, Varanasi, i.e., **24.11.2016**.
35. Please visit our website: <http://www.bhu.ac.in> for application form, details of qualifications and other instructions in this regard.

The downloaded application form along with the enclosures in the Office of the Registrar Recruitment & Assessment Cell, Holkar House, BHU, Varanasi -221005 (U.P.) on or before 24.11.2016.

REGISTRAR

Dated: 14.10.2016