

(Advertisement No - 02/2018-2019)  
(Non-teaching posts – Group –A)

Tel. : 0542-6703236 Fax: 0542-2368781

Website: [www.bhu.ac.in/rac](http://www.bhu.ac.in/rac)

Online Application Only

**IMPORTANT DATES:**

Last Date for Online submission of Application form : 29.06.2018

Last date for Online Application Fee payment : 02.07.2018

Last Date for Application Forms PDF download : 04.07.2018

Last date for submission of downloaded application form along with the enclosures : 07.07.2018

A non-refundable Application Fee of Rs. 1000/- through online from the candidates of Gen. and OBC categories for Non-teaching posts. No application fees shall be charged from the candidates of SC, ST and PwDs 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 posts under Group A in the University as per the Pay matrix indicated below.

Group	Post Codes	Pay Band plus GP (Pre-revised)	level (Revised)	Rationalised Entry (Rs.) Cell-1	Group	Post Codes	Pay Band plus GP (Pre-revised)	level (Revised)	Rationalised Entry (Rs.) Cell -1
A	1538	PB-4 37400-67000 + GP Rs.10000	14	1,44,200 (1,44,200-2,18,200)	A	20172, 20140, 2713, 20173, 2773, 20149, 20147, 20174	PB-3 15600-39100 + GP Rs. 7600/-	12	78,800 (78,800 - 2,09,200)
A	20141	PB-4: 37400-67000 + GP Rs.8700/-	13	1,23,100 (1,23,100 - 2,15,900)	A	30156, 30157, 30215, 30159, 30184, 30216, 30158, 30183, 30217	PB-3 15600-39100 + GP Rs.5400/-	10	56,100 (56,100 - 1,77,500)

Department/Centre/Unit	Post Code	Name of the Post	No. of Posts			
			UR	SC	ST	OBC
Sir Sunderlal Hospital	1538	Medical Superintendent (Tenure appointment for 5 years or upto age of 62 years whichever is earlier)	1			
Centre of Experimental Medicine & Surgery, IMS	20172	Senior Research Officer	1			
	30156	Junior Research Officer	1	1		1
Computer Centre	20140	Maintenance Engineer (Senior)	1			
	2713	System Manager				1
Dept. of Radiotherapy & Radiation Medicine, IMS	20173	Radiological Safety Officer	1			
	30157	Radiological Physicist	1			
Trauma Centre, Institute of Medical Sciences	20141	Dy. Medical Superintendent	1			
	30159	Medical Officer				1
	30184	Medical Officer	1			

Banaras Hindu University	30216	Manager, Guest House Complex/Canteens (Tenure appointment for 5 years)	1			
Electric and Water Supply Services	2773	Executive Engineer	1			
Sir Sunderlal Hospital	20149	Dy. Medical Superintendent (MM)	1	1		
	30158	Medical Officer (MM)		1		1
	30183	Medical Officer (MM)	5			
Rajiv Gandhi South Campus, Barkachha, Mirzapur	30215	Medical Officer (MM)			1	
Administrative Sector	20147	*Deputy Registrar (on deputation / ad-hoc basis)	4	1		
	20174	Deputy Registrar	2			
Information and Public Relation's Office	30217	Assistant Information & Public Relations Officer	1			

**NOTE -**

Those candidates who have applied against earlier Advt. No. 08/2016-2017, (Post Code-2713), Advt. No. 02/2016-2017 (Post Code-20140, 20141, 30156 to 30159), Advt. No. 03/2016-2017 (Post Code: 2773), and 02/2017-2018 (Post Code: 1538, 20147, 20149, 30183, 30184) may apply afresh through online / update their application 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.

\* The said posts for short term appointment on deputation /ad-hoc basis against the leave vacancies for the period till regular incumbents of the posts returns from deputation/lien.

**Essential qualification for Non-teaching positions under Group 'A',**

**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: 20172 (Senior Research Officer): E.Q.:** (1)MD/MS/MD/MS (Ayu.)/Ph.D. in Medical Sciences/M.Sc., Ph.D in Biological Sciences. (2) Experience of guiding Doctoral Research work. (3) 8 years Research Experience after Ph.D in the field of Tissue Culture/Biochemistry/Immunology/Microbiology/Phytochemistry/Experimental Medicine/Pharmacology. (4) Publications in the concerned field in National/International Journals. **D.Q.:** Research experience of recognized institute.

**For Post Code: 30156 (Junior Research Officer): (1)M.D./M.S./M.D./MS (Ay)/Ph.D. in Medical Sciences/M.Sc., Ph.D. in Biological Sciences. (2) Ph.D. in the field of Tissue Culture/Biochemistry/Immunology/Microbiology/Phytochemistry/Experimental Medicine/Pharmacology. (3) Publications in the concerned field in National/International Journals. **D.Q.:** Research experience of recognized institute.**

**For Post Code: 20140 (Maintenance Engineer (Senior)):** **E.Q.:** B.E./B.Tech in Computer Science & Engg./Electronics Engg/ M.Sc.Computer Science/Physics (spl. electronics). or MCA preceded by Bachelore Degree in Engg./Science(with Maths/Statistics) with seven years experience. OR Master Degree in Engg./Technology in Computer Science/Engg/Electronics with five years experience. Experience at appropriate level of Computer System Network administration and Computer hardware including Massive UPS systems and Centralised Air-conditioning Plants/Computer Systems Management and Administration/Maintenance of a campus wide large computer network with not less than 2000 nodes, preferably with fibre optic backbone skills.

**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: 20173 (Radiological Safety Officer): E.Q.:** (1)B.Sc. with Physics as one of the main subject (2)M.Sc. Physics with Dip.RP (AERB approved)OR M.Sc. Medical Physics (AERB approved) (3) Candidate must be eligible to work as R.S.O in RT Department as per AERB guidelines. (4) Candidates who have passed after 2012 must have one year internship in a recognized well equipped Radiation Therapy Department (approved by AERB). (5) five years' experience as a Physicist or equivalent in Radiotherapy Department in a Medical College/Institute/Hospital/Centre.

**For Post Code: 30157 (Radiological Physicist): E.Q.:** (1) B.Sc. with Physics as one of the main subject (2) M.Sc. Physics with Dip.RP (AERB approved)OR M.Sc. Medical Physics (AERB approved) (3) Candidate must be eligible to work as R.S.O in RT Department as per AERB guidelines., (4) Candidates who have passed after 2012 must have one year internship in a recognized well equipped Radiation Therapy Department (approved by AERB)

**D.Q.:** (1) One to Two years experience as a Physicist in a Radiotherapy Department in a Hospital / Cancer Centre., (2) Teaching experience in a Medical College/Institution.

**For Post Code: 30215, 30184, 30158, 30183 (Medical Officer-MM):** E.Q. MBBS recognized by MCI, M.S./M.D. in General Medicine/General Surgery. D.Q. Preference will be given to the experienced candidate in relevant discipline.

**For Post Code: 30159, 30184 (Medical Officer):** 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: 20141 (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: 30216 (Manager, Guest House Complex/Canteens (Tenure appointment for 5 years)):** E.Q. (i) Masters' in Hotel Management from a recognized Indian Universities / Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.

(ii) At least 5 years of experience at the managerial level in a big hotel chain of repute.

The appointment shall be made on tenure basis initially for a term of 5 years, renewable for further terms based on the performance of the incumbent

**For Post Code: 2773 (Executive Engineer):** E.Q.: (i) Degree or Diploma in Electrical/Mechanical Engineering with at least 50%

(ii) 08 years experience as Assistant Engineer (10 years in case of Diploma Holders) in the relevant discipline. D.Q.: Electrical/Mechanical: Operation, Maintenance, Repair and Installation of electric substations 33/11/6.6/400 KV System, overhead lines, indoor wiring. Water supply system, refrigeration and AC system. The person to be recruited should be capable of managing the services of township in the respective areas. The appointment can also be made on contractual basis

**For Post Code: 20149 (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. D.Q.: Master in Hospital Administration/ Diploma in Administration.

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

**For Post Code: 20147, 20174 (Deputy Registrar):** E.Q. (1) A Master's degree with at least 55% of the marks or its equivalent grade or B in the UGC seven point scale; (2) Nine years' of experience as a Assistant Professor in a college or a University 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 an equivalent post. D.Q.: Degree in Management and LL.B, Knowledge of Computer.

**Note: The minimum requirement of 55% may not be insisted upon for the existing incumbents who are already in the University system.**

**For Post Code: 30217 (Asstt. Information & Public Relations Officer):** E.Q.: (1) Master Degree in any subject with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale.

(2) Postgraduate Degree/Diploma in Journalism, Public Relations or in any other area of the Mass Communication.

(3) 5 years experience of working in the media including audio visual media.

(4) Good command over English and Hindi.

D.Q.: (1) Experience of online working with a proven capacity of the ability to communicate with the help of computer and prepare document independently.; (2) Experience of Office Management.

#### 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',
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](mailto: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 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 in case of Group A posts.
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. 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.
15. **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 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. The number of positions is thus open to change. The University may relax/review the qualification/ experience and age limit at its discretion at any stage and in case of candidates with exceptional merit.
16. 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.
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. On successful submission of your form you can pay on- line application fee day of form submission on the next day and the applicant will get a link download a PDF on next day of fee payment, which he/she will have to print and send to BHU after signing it and having it forwarded by his employer, if any, enclosing therewith the copies of the relevant certificates and documents, so as to reach BHU by the last date.**
- 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 speciallyabled persons (OH, VI, HH), all the speciallyabled persons are requested to apply since if the designated category of speciallyabled person is not available, the post may be filled with other categories of speciallyabled candidates available to the extent of required number of their reserved posts.**
- 25. The positions reserved for speciallyabled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of speciallyabled 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. 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.**
- 27. 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.**
- 28. 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 by the last date of submission of applications**
- 29. 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., 07.07.2018.**
- 30. 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 Houser, BHU, Varanasi -221005 (U.P.) on or before 07.07.2018.**

**Dated: 25.05.2018**

**REGISTRAR**