



ALIGARH MUSLIM UNIVERSITY
ALIGARH (UP)
(NAAC ACCREDITED GRADE 'A')
Advertisement No. 2/2020/NT
Dated: 12.10.2020

Applications on the prescribed form are invited for recruitment of persons on the following **Non-Teaching Posts** latest by **25.11.2020**.

The number and nature of the posts may vary at the time of Interview and Communicative/Interactive Skills. Higher initial start may be given to the candidates possessing exceptional qualifications and experience. It is not obligatory on the part of the University to call for Interview and Communicative/Interactive Skills as the case may be to every candidate who possesses the essential qualifications and no representation in this regard will be entertained from any candidate.

ALIGARH MUSLIM UNIVERSITY, ALIGARH

1. Section Officer (Administration), Aligarh Muslim University Aligarh (14)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's degree from recognised University.
2. Five years' experience of office administration in the capacity of Assistant (Administration) or equivalent in a University/Academic Institution/Central Govt./State Govt./Government undertaking.
3. Knowledge of Computer specially MS Office.

2. Assistant (Administration), Aligarh Muslim University Aligarh (01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's degree from recognised University.
2. Three years' experience in the capacity of UDC (Administration) or equivalent in a University/Academic Institution/Central Govt./State Govt./Government undertaking.
3. Knowledge of Computer specially MS Office.

BUILDING DEPARTMENT

3. Junior Engineer, Building Department (02)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. Diploma in Civil Engineering from a recognised Institution.
2. Minimum three years' experience of maintenance and construction of buildings and roads after obtaining Diploma.
3. Knowledge of Computer Application.

OR

1. B.Tech. (Civil)
2. One year of working experience after B.Tech.

4. Pump Operator, Building Department (06)

Pay Level-3 (Pay Range: ₹ 21700 - 69100) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. High School.
2. Certificate in Electrician/Fitter/Plumber from ITI/recognized Technical Institution.

OR

High School with six years' experience in the relevant field after passing Secondary School Certificate (Class X)/High School.

CENTRAL PURCHASE OFFICE

5. Technical Assistant (Store), Central Purchase Office (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. B.A./B.Sc./B.Com.
2. Two years experience of Store Keeping and Maintenance of Stock Register.

DESIRABLE: Basic knowledge of Computer (both Hardware and Software)

CONTROLLER'S OFFICE

6. Binder, Controller's Office (01)

Pay Level-3 (Pay Range: ₹ 21700 - 69100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

High School or its equivalent with at least three years experience in the relevant field in a government/semi government institution or a big commercial press.

DEPARTMENT OF ELECTRICITY

7. Head Wireman, Works & Maintenance, Department of Electricity (02)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Diploma in Electrical Engg. and Wireman License with two years experience in construction and/or maintenance of electrical installations.

OR

1. High School.
2. Trade Certificate (Electrician's Trade) from I.T.I. and Wireman License with four years experience in construction and/or maintenance of electrical installations.

8. Wireman, Works & Maintenance, Department of Electricity (03)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. High School.
2. Certificate from I.T.I. in Electrician Trade or Wireman License of Electrical Inspector with three years experience in the relevant field in a University/recognized academic institution/Central or State Govt./Govt. organization or private Institution of repute after obtaining certificate.

FINANCE & ACCOUNTS DEPARTMENT

9. Assistant (Accounts), Finance & Accounts Department (05)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's degree from recognised University.
2. Three years' experience in the capacity of Upper Division Clerk (Accounts) or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.
3. Knowledge of Computer specially MS Office, Excel and Accounting Package.

10. Programmer-Grade-I, Finance & Accounts Department (01)

Pay Level-6 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

First Class MCA with the knowledge of Data Processing in time sharing system, knowledge of programming under SQL, PL/SQL & SQL Server.

OR

B.Tech. in any stream with one year experience in Data Processing in time sharing system, knowledge of programming under SQL, PL/SQL & SQL Server.

OR

First Class PGDCA with M.Sc. in any stream of Science with one year experience in Data Processing in time sharing system, knowledge of programming under SQL, PL/SQL & SQL Server.

OR

First Class PGDCA with B.Sc. in any stream of Science with three year experience in Data Processing in time sharing system, knowledge of programming under SQL, PL/SQL & SQL Server.

DESIRABLE: Knowledge of Forms & Report design under Oracle Developer Suit.

11. Key Punch Operator-Grade-I, Finance & Accounts Department (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

PGDCA/B.Tech in any stream.

OR

Bachelor's Degree or Diploma in relevant field with at least 2 years of experience of Data Processing in time sharing system.

DESIRABLE: Knowledge of Forms & Report design under Oracle Developer Suit.

FACULTY OF ARTS

12. Lift Operator, Faculty of Arts (01)

Pay Level-2 (Pay Range: ₹ 19900 – 63200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. Secondary School Certificate/High School.
2. Certificate from I.T.I. in Electrician Trade or Wireman's License.
3. One years experience of operation, repairs and maintenance of lift and other electrical instrument/fittings/Tube well.

FACULTY OF MEDICINE

13. Technical Assistant, Department of Biochemistry (02)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. B.Sc. in Biochemistry/Biotechnology/Chemistry.
2. Diploma in Medical Laboratory Technology in relevant field.
3. One year experience in the relevant field after obtaining B.Sc. Degree.
(Biochemistry/Pathology/Microbiology)

OR

1. Bachelor in Medical Laboratory Technology in relevant field.
2. Two years experience in the relevant field after BMLT
(Biochemistry/Pathology/Microbiology)

OR

1. Senior Secondary School (Science)/ Intermediate Science.
2. Diploma in Medical Laboratory Technology in relevant field.
3. Four years experience in the relevant field after DMLT.
(Biochemistry/Pathology/Microbiology)

14. Medical Social Worker, Department of Community Medicine (04)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Master degree in Social Work (MSW)/Labour & Social Welfare/Sociology/Psychology.

DESIRABLE:

1. Three years' experience in the relevant field after obtaining Degree.
2. Participation in at least four International/National Public Health Surveys.

NOTE : The selected person will have to work and reside at RHTC, Jawan about 15 Km from the Medical College.

15. Fitter Cum Mistri, Department of Community Medicine (01)

Pay Level-3 (Pay Range: ₹ 21700 - 69100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. High School.
2. ITI Certificate.
3. Two years' experience in the relevant field/trade/Job after obtaining ITI Certificate.

OR

1. High School.
2. Four years' experience in the relevant field/trade/Job in a concern/Institute of repute after Secondary School Certificate/High School.

16. Medical Social Worker, Department of Obstetrics & Gynaecology (01)

17. Medical Social Worker, Department of Psychiatry (01)

18. Medical Social Worker, Department of Paediatrics (01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Master degree in Social Work (MSW)/Labour & Social Welfare/Sociology/Psychology.

DESIRABLE:

1. Three years' experience in the relevant field after obtaining Degree.
2. Participation in at least four International/National Public Health Surveys.

19. Workshop Technician, Department of Orthopaedic Surgery (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Intermediate Science.
2. Trade Certificate from ITI.
3. Two years' experience in relevant field.

OR

1. High School (Science).
2. Trade Certificate from ITI.
3. Four years' experience in relevant field.

20. Lab Assistant, Department of Orthopaedic Surgery (02)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

DESIRABLE: Diploma in Laboratory Technology.

21. Lab Assistant (Store), Department of Orthopaedic Surgery (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science/Commerce) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

22. Technical Assistant, Department of Physiology (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. B.Sc.
2. Diploma in Medical Lab. Technology in the concerned discipline.
3. One years' experience as SLA or equivalent.

OR

1. BMLT (Bachelor of Medical Lab. Technology).
2. Two years' experience as SLA or equivalent.

OR

1. SSSC/Intermediate (Science).
2. Medical Lab. Technology.
3. Four years experience in the relevant field after obtaining degree.

23. Technical Assistant (Mechanic), Department of Physiology (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Diploma Engineering (Electrical/Mechanical) with three years' experience after diploma

OR

1. SSSC and ITI Instruments (Mechanics).
2. Three years' experience as SLA or equivalent.

24. Lab Assistant, Department of Physiology (03)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

DESIRABLE: Diploma in Laboratory Technology (Pathology, Physiology or Neuro Physiology).

25. Lab Assistant, Department of Paediatrics (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

DESIRABLE: Diploma in Laboratory Technology.

26. Lab Assistant (Store), Department of Paediatrics (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

27. Technical Assistant, Department of Surgery (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. B.Sc.
2. Diploma in Medical Lab. Technology in the concerned discipline.
3. One years' experience as SLA or equivalent.

OR

1. BMLT (Bachelor of Medical Lab. Technology).
2. Two years' experience as SLA or equivalent.

OR

1. SSSC/Intermediate (Science).
2. Diploma in Medical Lab. Technology in the concerned discipline.
3. Four years' experience in the relevant field.

28. Lab Assistant, Department of T.B. & Respiratory Diseases (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Senior Secondary School/Intermediate (Science)
2. Two years' experience in the relevant field.

OR

1. High School.
2. Four years experience in the relevant field after passing High School.

DESIRABLE: Diploma in Laboratory Technology.

FACULTY OF SCIENCE

29. Lab Supervisor, Department of Physics (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

Senior Secondary School/Intermediate (Science) with two years' experience in the relevant field after obtaining SSS/Intermediate.

OR

Secondary School Certificate/High School (Science) with four years' experience in the relevant field after obtaining Secondary School Certificate/High School.

J.N. MEDICAL COLLEGE HOSPITAL

30. Medical Officer (Blood Bank), J.N. Medical College Hospital (01)

Pay Level-10 (Pay Range: ₹ 56100 - 177500) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. MBBS.
2. Post Graduate degree in Pathology.
3. Three years' experience as Blood Transfusion Officer in a recognized hospital or three years' experience of working in a Blood Bank of a teaching hospital.

OR

1. MBBS.
2. Five years' experience as Blood Transfusion Officer in a recognized hospital/teaching hospital.

DESIRABLE:

1. Special training in practice of blood transfusion from a recognized institution.
2. Computer knowledge.

31. Medical Record Officer, J.N. Medical College Hospital (01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Graduate from a recognized University.
2. Diploma in Medical Record Science from a recognized Institution OR should have undergone one year's Course of Training in Medical Records from a recognized Institution.

DESIRABLE:

1. Two years' experience in the relevant field after obtaining Diploma/Completing the training course.
2. Computer knowledge.

32. Nursing Superintendent, J.N. Medical College Hospital (01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Master's degree in Nursing.
2. Ten years' experience in Nursing/Teaching.

OR

1. B.Sc. (Nursing) from a recognized institution.
2. Registered 'A' Grade Nurse and Midwife.
3. Twelve years' experience after B.Sc. (Nursing).

33. Assistant Nursing Superintendent, J.N. Medical College Hospital (01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Registered Nurse and Registered Midwife.
2. Diploma in Nursing Education and Administration/B.Sc. (Nursing)/Post basic Degree in Nursing.
3. Five years' experience as Ward sister.

34. Assistant Administrative Officer, J.N. Medical College Hospital (02)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Graduation from a recognized University.
2. Five years working experience in administration/law.

DESIRABLE: Working knowledge of computer.

35. Receptionist, J.N. Medical College Hospital (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Bachelor's Degree from recognized University.
2. Two years experience as Lower Division Clerk or equivalent in a University/Academic Institution/Central Government/State Government/Government undertaking.
3. Knowledge of Computer especially MS Office.

OR

1. Senior Secondary/Intermediate/Higher Secondary or equivalent.
2. Five years experience as Lower Division Clerk or equivalent in a University/Academic Institution/ Central Government/State Government/Government undertaking.
3. Knowledge of Computer especially MS Office.

36. Auxiliary Nurse, J.N. Medical College Hospital (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Secondary School Certificate/Intermediate (10+2).
2. Registered Auxiliary Nurse-Midwife from a recognized Institute.

37. Electrician-Cum-Tube-Well Operator, J.N. Medical College Hospital (01)

Pay Level-3 (Pay Range: ₹ 21700 - 69100) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. High school.
2. Certificate from ITI in Electrician trade or Wireman License of Electrical Inspector.
3. Five years' experience in the relevant field in a University/recognized academic institution/Central or State Government/Government Organization or private institution of repute after obtaining certificate.

MODERN TRAUMA CENTRE, J.N. MEDICAL COLLEGE HOSPITAL

38. Section Officer (Admin), Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (01)

Pay Level-7 (Pay Range: ₹ 44900 - 142400) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's degree from recognised University.
2. Five years' experience of Office administration in the capacity of Assistant (Administration) or equivalent in a University/Academic Institution/Central Govt./State Govt./Government undertaking.
3. Knowledge of Computer specially MS Office.

39. LDC (Admin), Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (03)

40. LDC (Store), Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (01)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. 12th Class or equivalent qualification from a recognized Board or University.
2. A Typing Speed of 30 wpm in English or 25 wpm in Hindi on Manual Typewriter.
Knowledge of Computer specially MS Office.

OR

2. A Typing Speed of 35 wpm in English or 30 wpm in Hindi on Computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word).
Knowledge of Computer specially MS Office.

AGE LIMIT : 18-27 Years:

1. Relaxable for government servants upto 40 years in accordance with the instructions, or orders issued by the Central Government.
2. Relaxable for working candidates in AMU.

41. Sanitary Inspector, Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS ESSENTIAL:

1. Diploma in Civil Engineering.
2. Three years' experience in sewerage work preferably in Public Health Organization after obtaining Diploma.

DESIRABLE:

1. Knowledge of Computer.
2. Experience of working in a reputed hospital having more than 500 beds.

42. Generator Operator, Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (01)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Inter (Science) or equivalent in Science.

OR

- High School and Certificate from ITI in Electrician or Wireman.
2. Three years' experience in relevant field.

DESIRABLE: Technical knowledge of generator for repairing purpose.

43. Workshop Assistant (Medical Gas), Modern Trauma Centre, J.N. Medical College Hospital (XII Plan) (02)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Inter (Science) or equivalent in Science.

OR

High School and Certificate from ITI in Mechanical.

2. Three years experience in the relevant field in a University/recognized academic Institution/Centre or State Government after obtaining Certificate.

DESIRABLE:

1. Computer Knowledge.
2. Two years Experience of working in a Gas Plant of Hospital having more than 500 beds.

NAZIM SUNNI THEOLOGY

44. Imam, Nazim Sunni Theology (04)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Fazil of Madarsa which has been recognized by the University as such.
2. Hafiz-e-Quran.
3. Qari.

45. Moazzin, Nazim Sunni Theology (05)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. Hafiz-e-Quran.
2. Qari well versed with Masail-e-Sharia.

DESIRABLE: Khush-Al-Han.

PROCTOR'S OFFICE

46. Security Inspector, Proctor's Office (03)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. Bachelor's degree.
2. At least 2 years' experience in the relevant field after obtaining Degree.

OR

1. Senior Secondary School Certificate or equivalent.
2. At least five years' experience as Security Supervisor in the relevant field after passing Senior Secondary School Certificate or equivalent examination.

DESIRABLE:

1. Computer literacy.
2. Familiarity with the use of walkie-talkie equipments.

47. Security Assistant, Proctor's Office (16)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. Senior Secondary School Certificate or equivalent.
2. At least 5 years' experience in the relevant field after passing Senior Secondary School Certificate or equivalent examination.

OR

1. Secondary School Certificate/High School.
2. At least 8 years' experience in the relevant field after passing Secondary School Certificate/High School.

DESIRABLE:

1. Computer literacy.
2. Familiarity with the use of walkie-talkie communication equipments.

REGISTRAR'S OFFICE

48. Archival Assistant, Central Record Section, Registrar's Office (01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. First Class Master's Degree in Social Science/Management/Commerce.
2. Diploma in Computer Application.
3. Two years' experience in the relevant field, viz., Maintenance of Records.

49. Hindi Translator, Hindi Cell, Registrar's Office (01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

Age limit: 30 years relaxation of 5 years in upper age limit will be given to the candidates working to Central/State Govt. Offices/Universities/Autonomous Bodies.

QUALIFICATIONS – ESSENTIAL:

1. A post graduate degree in Hindi/English from a recognized University with Hindi/English as one of the subject at graduate level.
2. Diploma/Certificate of translation from Hindi to English or vice-versa from a recognized Institute.

OR

Central Government/or any Autonomous Institution.

3. Two years experience in the relevant filed in Central Government/State Government or any Autonomous Institute.

DESIRABLE: Knowledge of Sanskrit or any other Indian language.

TELEPHONE DEPARTMENT

50. Technical Assistant (Telephones), Telephone Department (03)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

B.Sc. with Physics as main Subject/B.Sc. (Electronics)/B.Tech. or equivalent in Electrical/Electronics and Telecommunication/Electronics Communication Engineering or branch relevant to the post from recognized University Institution and two years of relevant experience after obtaining Degree.

OR

Three years Diploma in any of the following discipline Telecommunication Engineering/Electronics Engineering/Electrical Engineering Radio Engineering/Computer Engineering/Instrument Technology/Information Technology or branch relevant to the post from a recognized Institution/University and three years of relevant experience after obtaining diploma.

OR

High School in Science and Certificate from ITI in Electronic/Electrician/Wire Man/Mechanic/I.T. & Electronics System/Electrical Fitter Trade or trade relevant to the post and six years of relevant experience after obtaining ITI Certificate.

UNIVERSITY SCHOOLS

51. Lady Superintendent, Ahmadi School for the Visually Challenged (01)

Pay Level-6 (Pay Range: ₹ 35400 - 112400) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. Master's Degree with Degree/Diploma in Education.
2. Experience of Teaching/Administration in a school for the blind.
3. Sound Practical knowledge of Tailoring Embroidery and cooking.
4. Knowledge of Braille some experience of looking after Blind Girls.

NATURE OF DUTIES:

1. Administrative.
2. Residential.
3. Free accommodation in Girls Hostel.
4. Non-Vacational.

52. Technical Assistant, STS School (01)

Pay Level-5 (Pay Range: ₹ 29200 - 92300) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

1. B.Sc. Degree (with Chemistry as one of the subjects) from a recognized University.
2. Two years experience in the relevant field.

53. Lab Assistant, AMU City School (01)

Pay Level-4 (Pay Range: ₹ 25500 - 81100) Plus Allowances

QUALIFICATIONS – ESSENTIAL:

Sr. Secondary School/Intermediate (Sc.) with two years experience in the relevant field after obtaining SSS/Inter.

OR

Secondary School Certificate/High School (Sc.) with four years experience in the relevant field after obtaining Secondary School Certificate/High School.

UGC, HUMAN RESOURCE DEVELOPMENT CENTRE

54. Junior Assistant (LDC), UGC, Human Resource Development Centre (01)

Pay Level-2 (Pay Range: ₹ 19900 - 63200) Plus Allowances

QUALIFICATIONS - ESSENTIAL:

1. 12th Class or equivalent qualification from a recognized Board or University.
2. A Typing Speed of 30 wpm in English or 25 wpm in Hindi on Manual Typewriter.
Knowledge of Computer specially MS Office.

OR

2. A Typing Speed of 35 wpm in English or 30 wpm in Hindi on Computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word).
Knowledge of Computer specially MS Office.

AGE LIMIT : 18-27 Years:

1. Relaxable for government servants upto 40 years in accordance with the instructions, or orders issued by the Central Government.
2. Relaxable for working candidates in AMU.

The Employment Application Form to the above Posts may be downloaded from the following websites:

www.amuregistrar.com

OR

<https://www.amu.ac.in/registrarsection.jsp?did=10259&lid=Application%20Forms>

IMPORTANT INSTRUCTIONS:

1. The following categories of Employment Application Forms have to be filled up by the applicants for the Posts against which it is mentioned:

- | | |
|--|-------|
| a) All Non-Teaching Posts (except b and c) | : F3 |
| b) Assistant Librarian/Deputy Librarian/University Librarian | : FN2 |
| c) Assistant Director/Deputy Director Physical Education & Sport | : FN3 |
| d) University School Teachers | : F3 |

2. The applicants have to fill up all the Columns, as given on the first page of the Employment Application Forms related to the Serial No., Advertisement No. with date, Name of the Post applying for which the Employment Application Form is being submitted with name of the Department/Office and particulars of payment of Employment Application Fee, otherwise, their Employment Application Form may be rejected summarily.

3. All the relevant/important Columns of the Employment Application Forms like Points 01, 04, 05, 10, 12, 13, 15, 24, 26 and 28 must be compulsorily filled up by the applicants. In any case the incomplete Employment Application Form will not be entertained and it may be rejected summarily.

4. Employment Application Form received late or without necessary supporting documents, Degrees/Certificates/ Marksheets and Experience Certificates not attested by the Head of the Department/Institution/Gazetted Officer or without self-attestation shall be rejected summarily.

5. The following methods are available to deposit the Employment Application Fee for the Applicants :

- Challan of Rs.500/- issued by the State Bank of India, AMU Branch (05555), under the Head, "Employment Fee" in the Account No. 10612177016.
- Demand Draft of Rs.500/- payable to Finance Officer, AMU, Aligarh at State Bank of India, AMU Branch Aligarh (05555).
- Transfer of Rs.500/- through Net-Banking directly into the following Bank Account:

Bank Name	: ICICI Bank Ltd.
Branch	: Court of Wards Compound, Opp. Gandhi Park, Aligarh
Account Name	: Aligarh Muslim University Recruitment Fee.
Account Number	: 032701003333
IFSC Code	: ICIC0000327
Swift Code	: ICICINBBCTS

d) Pay of Rs.500/- after Scanning the following QR Code :



NOTE: The applicants will have to necessarily make separate Transaction for each and every Post.

6. Those Applicants who deposit the Employment Application Fee through Net Banking or QR Code are required to take a printout of Transaction Details and after filling up the details in the Proforma (**Annexure-I**) which is available on the website www.amuregistrar.com or from the link of Selection Committee Section (Non-Teaching) also <https://www.amu.ac.in/registrarsection.jsp?did=10259&lid=Useful%20Downloads> have to submit it along with the complete Employment Application Form.
7. Applicants are required to send the duly filled Employment Application Form along with the requisite Employment Application Fee, complete in all respect. The Employment Application Form may either be delivered personally at the Reception Counter of Administrative Block or sent by post, superscribing on the top at the left side of the cover, the post applied for, advertisement number with date, to the **Joint Registrar, Selection Committee Section (Non-Teaching), Registrar's Office, Aligarh Muslim University, Aligarh – 202002, so as to reach him by 25.11.2020.**
8. **Eligibility, Qualifications, Experience etc. will be reckoned/determined as on the last date of submission of Employment Application Form. The request for including any document/information to the Employment Application Form after the last date of submission of Employment Application Form shall not be entertained.**
9. **Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.**
10. **Age relaxation or any other concession shall be provided as per government of India rule in the recruitment of persons with disability.**
11. **Persons enclosing an authentic Disability Certificate with the Employment Application Form in support of their Claim of Disability shall be exempted from payment of prescribed Employment Application Fee.**

Categories of Disabilities:

VH - Visually Handicapped

OH - Orthopedically Handicapped

HH - Hearing Handicapped

(a) Blindness and low vision;

(b) Deaf and hard of hearing;

(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack Victims and muscular dystrophy;

(d) Autism, intellectual disability, specific learning disability and mental illness;

(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf;

12. The claim of the disability shall be examined by the Medical Board of the University for assessing variation in the disability before issuing appointment letter if selected.

13. For the above posts, the following shall be applicable:

(i) Wherever the word '**equivalent**' in the qualification/experience has been mentioned, it means '**equal in terms of Pay Level/Pay Band, Grade Pay and nature of work performed in that particular designation**' and it should be certified by authorized signatory of the department on official stationery with stamp in clear term or expression.

(ii) Wherever the word '**University**' and/or '**academic institution**' in the qualifications/experience have been mentioned, it means in the institutions funded by the State or Central Government.

14. Person registered as an Overseas Citizen of India (OCI) Cardholder under Section 7A of the Citizenship Act, 1955 shall also be eligible to apply.

15. The University reserves right to hold/not to hold the Selection Committee for any or all of the Post(s) without giving any reason.

16. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of intimation letter/appointment letter, the University reserves right to modify/withdraw/cancel without any communication made to the candidate.

17. University reserves right to make any amendment(s) with regard to above advertised Posts, as it may think just or proper also to rectify any typographical error or omission etc. or to cancel this advertisement without assigning any reason.


(Abdul Hamid, IPS)
Registrar

JR

