

ALIGARH MUSLIM UNIVERSITY
ALIGARH (UP)
Advertisement No. 3/2016
Dated: 14.05.2016

Applications on the prescribed form are invited for the following teaching/non-teaching posts for recruitment of persons by **13.06.2016**.

The number and nature of the posts may vary at the time of Interview. 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 every candidate who possesses the essential qualifications and no representation in this regard will be entertained from any candidate.

NON-TEACHING:

1. Deputy Registrar, Aligarh Muslim University (01)

Pay Band: Rs. 15,600-39,100 GP Rs. 7,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 points scale; along with

- (i) Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or
- (ii) Comparable experience in research establishment and/or other institutions of higher education, or
- (iii) 5 years of administrative experience as Assistant Registrar or in an equivalent post

2. Superintendent, Abdullah School, AMU (01)

Pay Band: Rs. 9,300-34,800 GP Rs. 4,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) Bachelor Degree with at least 50% marks in all disciplines.
- (ii) B.Ed. Degree or equivalent from a recognised University.
OR
Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose
OR
Teacher Eligibility Test conducted by various states such as UPTET
- (iii) Five years experience of Teaching in a recognised School.
- (iv) Knowledge of English, Urdu and Hindi media

DESIRABLE: Knowledge of Computer Application

3. Calligraphist, Controller of Examination, AMU (01)

Scale/Pay Band: Rs. 5,200-20,200 GP Rs. 2,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) A Bachelor's Degree from a Statutory University with knowledge of English Calligraphic Art.
- (ii) Experience of work with regard to writing documents (like Degree & Certificates) handling confidential records in academic Institution.

DESIRABLE: Diploma in Art.

4. Casualty Medical Officer, JNMC Medical College, AMU (01)

Scale/Pay Band: Rs. 15,600-39,100 GP Rs. 5,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) M.B.B.S.
- (ii) Post Graduate degree or Diploma in Clinical subject.
- (iii) 03 years experience as Resident or Registrar in a Teaching Hospital.

DESIRABLE: Experience of Casualty work.

5. Property Officer, Property and Waqfs Department, AMU (01)

Scale/Pay Band: Rs. 9,300-34,800 GP Rs 4,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) L.L.B. Degree
- (ii) Ten years practicing experience in dealing with property/revenue cases and having at least two years experience in dealing with land records and office administration.

DESIRABLE: A person of service cadre as serving Tehsildar having knowledge of Urdu will be preferred.

6. Sr. Technical Assistant, Department of Ilmu Advia, AKTC, AMU (01)

Scale/Pay Band: Rs. 9,300-34,800 GP Rs. 4,200 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) B.Sc. (Life Science)
 - (ii) Diploma in Medical Laboratory Technology in relevant field
 - (iii) Three years of working experience after DMLT
- OR

- (i) BUMS
- (ii) Two years of working experience after BUMS

7. Senior Technical Assistant, Maulana Azad Library (01)

Scale/Pay Band: Rs. 9,300-34,800 Grade Pay Rs. 4,200 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (a) B.Tech (Electrical Engg) or equivalent with one year experience in the relevant field after obtaining Degree.
- (b) Diploma in Electrical Engineering/Instrumentation and Control/equivalent with five years experience after obtaining Diploma.

8. Jr. Technical Personal Assistant (Computer), Maulana Azad Library (02)

Scale/Pay Band: Rs. 5,200-20,200 Grade Pay Rs. 2,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

- (i) Bachelor's degree in Library & Information Sciences.
- (ii) Diploma / Certificate in Computer Application of atleast one year duration.
- (iii) One year experience in the field of Library Automation or working in Lipsis Software.

9. Lab Assistant, Department of Obstetrics & Gynaecology (02)

Scale/Pay Band: Rs. 5,200-20,200 Grade Pay Rs. 2,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

- 1. Senior Secondary School Certificate/ 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 (Pathology)

10. System Engineer, Computer Centre, AMU (01)

Scale/Pay Band: Rs. 15,600-39,100 Grade Pay Rs. 7,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

ESSENTIAL:

- 1. 1(a) (M.Tech. IT/CSE/ECE/EEE)
- 1(b) Master of Computer Applications/
- 1(c) M.Sc. (Information Technology/Computer Science) from reputed University with Minimum 55% marks.

2. **In case of applicants from IT industry:** Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in IT Service Department (Pay scale of Rs. 15600-39100 GP Rs. 5400) in reputed university having at least 20000 users.

OR

ESSENTIAL:

1. 1(a) (B.Tech. [IT/CSE/ECE/EEE])
1(b) Bachelor of Computer Applications.
1(c) B.Sc. (Information Technology/Comp. Science) from reputed University with minimum 55% marks.
2. **In case of applicants from IT industry:** Minimum of eight years/ten years or relevant experience {(for 1(a) /1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of eight years/ ten years of relevant experience {(for 1(a)/ 1(b) & 1(c) respectively)} in IT Service Department (Pay Scale of Rs. 15600-39100 GP Rs. 5400) in reputed university having at least 20000 users.

11. Junior Computer Operator, Computer Centre, AMU (02)

Scale/Pay Band: Rs. 5,200-20,200 Grade Pay Rs. 2,800 plus allowances

EDUCATIONAL QUALIFICATIONS:

1. Diploma Engineering (Computer/Electronics/IT)/ Bachelor of Computer Applications/B.Sc. Information Technology/Computer Science/Any Graduation (along with post graduate Diploma in Computer Applications/Software Technologies and System Management/Hardware and Networking) from reputed University/Institution with minimum 55% marks.
2. **In case of applicants from Industry:** Minimum three years of relevant experience in IT Industry
In case of applicants from Educational Institution: Minimum three years of relevant working experience in IT service Department of University in the capacity of Tape Disc Librarian/I/O Assistant/Key Punch Operator serving 20000 users.

12. Senior Technical Assistant, Computer Centre (01)

Scale/Pay Band: Rs. 9,300-34,800 Grade Pay Rs. 4,200 plus allowances

EDUCATIONAL QUALIFICATIONS:

1. 1(a) Diploma Engineering (Mechanical/Electrical).
1(b) ITI with specialization in Air Conditioning systems and generators from reputed University/Institution with minimum of 55% marks.
2. Minimum 5 years {for 1(a)}/7 years {for 1(b)} of relevant and hands-on experience in installation/Maintenance/repair and management of various types air-conditioning systems

OR

ESSENTIAL:

1. B.Tech. (Mechanical Engineering/Electrical) from reputed University/institution.
2. Minimum 3 years of relevant and hands-on experience in installation/Maintenance/repair and management of various types air-conditioning systems

DESIRABLE: Exposure in managing AC Units for Internet POPs/Server Rooms with centralized monitoring capabilities.

13. System Analyst Grade I, Computer Centre, AMU (01)

Scale/Pay Band: Rs. 15600-39,100 Grade Pay Rs. 7,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

1. 1(a) (M.Tech IT/CSE/ECE/EEE)
1(b) Master of Computer Applications/

1(c) M.Sc. (Information Technology/Computer Science) from reputed University with Minimum 55% marks.

2. **In case of applicants from IT industry:** Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in IT Service Department (Pay scale of Rs. 15600-39100 GP Rs. 5,400) in reputed university having at least 20000 users.

OR

ESSENTIAL:

1. 1(a) (B.Tech. [IT/CSE/ECE/EEE])
1(b) Bachelor of Computer Applications
1(c) B.Sc. (Information Technology/Comp. Science) from reputed University with minimum 55% marks.
2. **In case of applicants from IT industry:** Minimum of eight years/ten years or relevant experience {(for 1(a) /1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of eight years/ ten years of relevant experience {(for 1(a)/ 1(b) or 1(c) respectively)} in IT Service Department (Pay Scale of Rs. 15600-39100 GP Rs. 5400) in reputed university having at least 20000 users.

14. System Manager, Computer Centre, AMU (01)

Scale/Pay Band: Rs. 15,600-39,100 Grade Pay Rs. 7,600 plus allowances

EDUCATIONAL QUALIFICATIONS:

1. 1(a) (M.Tech. IT/CSE/ECE/EEE)
1(b) Master of Computer Applications/
1(c) M.Sc. (Information Technology/Computer Science) from reputed University with Minimum 55% marks.
2. **In case of applicants from IT industry:** Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of five years/seven years of relevant experience {(for 1(a)/1(b) & 1(c) respectively)} in IT Service Department (Pay scale of Rs. 15600-39100 GP Rs. 5,400) in reputed university having at least 20000 users.

OR

ESSENTIAL:

2. 1(a) (B.Tech. [IT/CSE/ECE/EEE])
1(b) Bachelor of Computer Applications
1(c) B.Sc. (Information Technology/Comp. Science) from reputed University with minimum 55% marks.
3. **In case of applicants from IT industry:** Minimum of eight years/ten years or relevant experience {(for 1(a) /1(b) & 1(c) respectively)} in an organisation having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of eight years/ ten years of relevant experience {(for 1(a)/ 1(b) or 1(c) respectively)} in IT Service Department (Pay Scale of Rs. 15600-39100 GP Rs. 5400) in reputed university having at least 20000 users.

Desirable: Knowledge of software programming.

15. System Programmer, Computer Centre, AMU (03)

Scale/Pay Band: Rs. 15,600-39,100 Grade Pay Rs. 5,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

- 1(a) (M.Tech. IT/CSE/ECE/EEE)/B.Tech. IT/CSE/ECE/EEE)
- 1(b) Master of Computer Applications/

OR

M.Sc. (Information Technology/Computer Science) with minimum 5-years of additional relevant experience, over and above experience prescribed in (2) from reputed university with minimum 55% marks.

- 2. **In case of IT industry applicants:** Minimum of four years of relevant experience in an organization having CMM Level 5 or equivalent level of quality certifications.

In case of applicants from educational institutions: Minimum of four years of relevant experience in Core IT service Department as a System Analyst II/ Programmer/ STA/Sr. Computer Operator in a reputed University having at least 20,000 users.

DESIRABLE: Knowledge of developing new application of software, experience in network operation and development.

16. Network Technician, Computer Centre (01)

Scale/Pay Band: Rs. 5,200-20,200 GP Rs. 2,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

Diploma in Computer Engineering/Diploma in Information Technology

Diploma in Computer Engineering/Diploma in Information Technology)/Bachelor of Computer Applications/B.Sc. Information Technology/Computer Science/Any Graduation (along with post Graduate Diploma in Computer Applications/Software Technologies and System Management/Hardware and Networking) from reputed University/Institution with minimum 55% marks.

In case of applicants from Industry: Minimum three years of relevant experience in Network Integration and Operations on LAN/WAN/Optical Network.

In case of applicants from Educational Institution: Minimum three years of relevant working experience in IT service Department in the capacity of I/O Assistant/Key Punch Operator/ Lab Attendant/Tape Disk Librarian in serving 20000 users.

In case of applicants from non-science discipline (any graduation): Minimum of four years of relevant experience in IT Department of a reputed organization.

17. Technical Assistant (Electrician), Computer Centre (01)

Scale/Pay Band: Rs. 5,200-20,200 GP Rs. 2,800 plus allowances

EDUCATIONAL QUALIFICATIONS:

- 1. 1(a) Diploma in Engineering (Electrical)ITI (Electrical)/
1(b) Any Graduation along with certificate of electrician/power wiring/air conditioning from a reputed certifying authority like IT or equivalent from reputed university/ institution with minimum 55% marks.

- 2. **In case of applicant from industry:** Minimum five years {for 1(a)}/three years {for 1(b)} of hands-on experience in electrical company.

In case of applicants from Educational Institutions: Minimum 5 years {for 1(a)}/3 years {for 1(b)} of relevant and hands-on experience as electrician in University serving atleast 20000 users.

Note: Academic Qualifications may be relaxed in case of candidates who have passed high school by year 1984 or earlier and possess atleast 10 years of experience managing and trouble shooting UPS, generators, electrical earth-pits and electrical equipment, etc.

18. Data Entry Operator, Grade – II, Computer Centre (02)

Scale/Pay Band: Rs. 5,200-20,200 GP Rs. 2,400 plus allowances

EDUCATIONAL QUALIFICATIONS:

ESSENTIAL:

- 1(a) Intermediate (10+2)/
1(b) Diploma (in computer Engineering /IT)/
1(c) Bachelor of Computer Applications/
1(d) Any Graduation along with Post Graduate Diploma in Computer Applications/ Software Technologies and System Management/Hardware and Networking) from reputed university/institution with Minimum 55% marks.

2. **In case of industry applicant with development background:** Minimum six years {for 1(a)}/five years {for 1(b)}/one year {for 1 (c) or 1 (d)} of relevant experience in programming in java technologies should be well verse with SQL.

In case of industry applicant with Network background: Minimum six years {for 1(a)}/five years {for 1(b)}/ one year {for 1 (c) or 1 (d)} of relevant experience in the network integration and operations on LAN/WAN/WLAN.

In case of applicant from educational institution: Minimum six years {for 1(a)}/ five years {for 1(b)}/one year {for 1 (c) or 1 (d)} of relevant working experience in University IT Service Department serving 20000 users.

19. Technical Personal Assistant, Computer Center (01)

Scale/Pay Band: Rs. 5,200-20,200 GP Rs. 2,800 plus allowances

EDUCATIONAL QUALIFICATIONS:

ESSENTIAL:

1. Bachelor of Information Technology/Bachelor of Computer Applications/B.Sc. Information Technology/ Computer Science)/Any graduation (along-with Post Graduate Diploma in Computer Applications/ Software Technologies and System Management/Hardware and Networking) from reputed university/institution with Minimum 55% marks.

2. **In case of applicant from industry:** Minimum 3 years of experience in IT industry.

In case of applicants from educational institutions: Minimum three years working experience in IT Service Department of university in the capacity of Tape Disc Librarian/I/O/ Assistant/Key Punch Operator serving 20000 users.

In case of applicant from non-science discipline (any graduation): Minimum five years of working experience in IT department.

The Employment Form to the above posts may be downloaded from the following website:

www.amuregistrar.com

1. Persons downloading the Form from the Net are required to send a Cash receipt of Rs 150/ issued by the State Bank of India, AMU Branch (05555), under the Head, "Employment Fee" in the Account No. 10612179068 or Demand Draft of Rs. 150/- payable to Finance Officer, AMU, Aligarh at State Bank of India, AMU Branch Aligarh (05555), along with the duly filled employment form complete in all respect. Complete application form procured in the above manner 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 and date, to the Deputy Registrar (Selection Committee), Aligarh Muslim University, Aligarh – 202 002, so as to reach him by **13.06.2016**.

2. Applications received late or without necessary supporting documents, Degree/Certificates/ Mark Sheets and experience certificate not attested by the Head of the Department/ Institution/Gazetted Officer/self attestation shall be rejected summarily. The claim of the disability shall be examined by the Medical Board of the University for accessing variation in the disability before issuing appointment letter if selected.
3. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's/ Graduate level for the SC/ST Physically and visually handicapped candidates.
4. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th September, 1991.
5. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.
6. The eligibility of candidates will be determined as on the last date of submission of employment forms.

(Dr. Asfar Ali Khan)
Registrar