

**ALIGARH MUSLIM UNIVERSITY**  
**ALIGARH (UP)**  
**Advertisement No. 3/2019/NT**  
**Dated: 25.10.2019**

Applications on the prescribed form are invited for the following **Non-Teaching Posts** for recruitment of persons by **09.12.2019**.

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. Cook, Aligarh Muslim University (22)**

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

QUALIFICATIONS - ESSENTIAL:

1. High School.
2. Experience one year
3. A Trade Test will be prescribed for direct recruits and promotees/deputations to this post.

**AMU CENTRE AT MALAPPURAM (KERALA)**

**2. Private Secretary, AMU Centre at Malappuram (Kerala) (01)**

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

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's Degree from a recognized University.
2. At least five years experience of working as Senior Personal Assistant or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. Undertaking.

**BUILDING DEPARTMENT**

**3. Assistant Engineer, Building Department (01)**

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

QUALIFICATIONS - ESSENTIAL:

1. Bachelor's Degree in Civil Engineering from a recognized institute with five years experience of maintenance and construction of buildings and roads after obtaining Degree.
  2. Knowledge of Computer application.
- OR
1. Diploma in Civil Engineering from a recognized Institution with ten years experience of maintenance and construction of buildings and roads after obtaining diploma.
  2. Knowledge of Computer application.

## **CENTRAL AUTOMOBILE WORKSHOP**

### **4. Motor Mechanic, Central Automobile Workshop (01)**

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

#### **QUALIFICATIONS - ESSENTIAL:**

Diploma in Automobiles with two years experience in the relevant field.

OR

High School from any recognized Board with certificate course of Motor Mechanic from any recognized Institute (ITI). 5 years experience of repair & maintenance Petrol Cars from any Automobile Workshop of repute.

OR

High School with 10 years experience of repair & maintenance of Petrol cars from any Automobile Workshop of repute.

## **FINANCE & ACCOUNTS DEPARTMENT**

### **5. Section Officer (Accounts), Finance & Accounts Department (03)**

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 (Accounts) or equivalent in a University/Academic Institution/Central Govt./State Govt./Government undertaking.
3. Knowledge of Computer specially MS Office, Excel and Accounting Packages.

## **FACULTY OF COMMERCE**

### **6. Technical Assistant (Computer), Department of Commerce (01)**

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

#### **QUALIFICATIONS - ESSENTIAL:**

B.A./B.Sc./B.Com./BCA with two years experience in the relevant field after obtaining degree.

OR

Intermediate/SSSC with Certificate in Software and Hardware and five years experience in the relevant field.

## **FACULTY OF ENGINEERING & TECHNOLOGY**

### **7. Technical Assistant, Department of Civil Engineering (02)**

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

#### **QUALIFICATIONS - ESSENTIAL:**

B.Sc. with two years experience in the relevant field after obtaining degree.

OR

Diploma in Engg.(Civil) with three years experience in the relevant field after obtaining Diploma

OR

Sr. Secondary School (Science)

Trade certificate from I.T.I. with four years experience in the relevant field after obtaining Certificate

DESIRABLE: Basic knowledge of computer (both hardware and software)

**8. Technical Assistant (Store), Department of Civil Engineering (01)**

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

QUALIFICATIONS - ESSENTIAL:

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

DESIRABLE: Basic knowledge of computer (both hardware and software)

**9. Lab Assistant, Department of Civil Engineering (06)**

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.

**10. Senior Technical Assistant, Department of Applied Chemistry (01)**

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

QUALIFICATIONS - ESSENTIAL:

B. Sc. Engg. or its equivalent with one year experience in the relevant field after obtaining degree.

OR

B.Sc. with three years experience in the relevant field after obtaining degree.

OR

Diploma in Engg. with five years experience in the relevant field after obtaining diploma.

DESIRABLE: Basic knowledge of computer (both hardware and software)

**11. Lab Assistant, Department of Applied Chemistry (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.

**FACULTY OF LIFE SCIENCE**

**12. Lab Assistant, Department of Zoology (03)**

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.

## **FACULTY OF SCIENCE**

### **13. Senior Technical Assistant (Photographer), Department of Geology (01)**

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

#### QUALIFICATIONS - ESSENTIAL:

1. Graduate
2. Diploma in photography
3. One-year experience in the relevant field after obtaining diploma.

OR

1. Graduate.
2. At least Three years' experience of Scientific Photography, complete working knowledge of Digital photography, Photoshop etc.

DESIRABLE: Knowledge of Computer programming (Software & Hardware)

## **J.N. MEDICAL COLLEGE HOSPITAL**

### **14. Junior Technical Officer (Store), J.N. Medical College Hospital (01)**

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

#### QUALIFICATIONS - ESSENTIAL:

1. B.A./ B.Sc./B.Com.
2. Five years experience of managing the Medical Store in a Teaching Hospital. Thorough knowledge of purchase procedure, Book Keeping and storage of drugs, store and Medical equipments.
3. Computer knowledge.

### **15. Senior Technical Assistant (Optometry), J.N. Medical College Hospital (01)**

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

#### QUALIFICATIONS - ESSENTIAL:

1. Bachelor's degree in relevant field from recognized institution.
2. Four years experience in relevant field after obtaining bachelor's Degree.

OR

1. Two years Diploma in relevant field from recognized institution.
2. Five years experience in the relevant field after obtaining diploma.

DESIRABLE: Computer knowledge

### **16. Lab Assistant (Dark Room), J.N. Medical College Hospital (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.

DESIRABLE: Diploma in Laboratory Technology.

### **17. Medical Officer, Modern Trauma Centre, J.N.M.C.H. (XII Plan) (03)**

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

#### QUALIFICATIONS - ESSENTIAL:

1. M.B.B.S. from a recognized University.
2. Postgraduate Degree or Diploma in a Clinical Subject.
3. Three years' experience as Resident or Registrar in a Teaching Hospital.

#### DESIRABLE:

1. MD/MS in General Surgery/Orthopaedic Surgery/Anaesthesiology/Medicine.
2. One-year experience in Trauma Management, ACLS CTLS etc.
3. Experience of Causality work & Knowledge of Medico legal work.
4. Computer Knowledge.

## **MAULANA AZAD LIBRARY**

### **18. University Librarian, Maulana Azad Library (For a tenure of five years) (01)**

Pay Level- AL-14 (Pay Range: ₹ 144200 - 218200) Plus Allowances

#### QUALIFICATIONS - ESSENTIAL:

1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
2. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
3. Evidence of innovative Library Services, including the integration of ICT in a Library.
4. A Ph.D. Degree in Library Science/Information Science/Documentation/Archives and Manuscript-Keeping.

#### **NOTE:**

1. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((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 (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
2. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

## **PROPERTIES & WAQFS**

### **19. Property Officer, Properties & Waqfs (01)**

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

#### **QUALIFICATIONS - ESSENTIAL:**

1. Law Graduate with min 50% marks.
2. Minimum seven years practice in a Waqf Board/District Court/High Court/High Court/Supreme Court.
3. Experience of handling Waqfs and property Cases.
4. Knowledge of Urdu, Hindi, English.

#### **DESIRABLE:**

1. Knowledge of Computers.
2. Should be Medically and Physically fit.

#### **DURATION: Five years fixed tenure basis.**

#### **JOB DESCRIPTION:**

1. Dealing on day to day basis with land issues.
2. Perusing all kinds of court cases, court representation. Measurement of properties and land etc.
3. Dealing with waqf cases and waqf boards.
4. Preparation and filing of cases, FIR and other legal formalities.
5. Post involves pan India day and night movement on frequent intervals for all of the above task and duties.

### **20. Lekhpal, Properties & Waqfs (01)**

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

#### **QUALIFICATIONS - ESSENTIAL:**

1. Intermediate or equivalent Certificate.
2. Ten years' experience in the field of Revenue/Consolidation with knowledge of Hindi, Urdu & English.

## **UNIVERSITY GAMES COMMITTEE**

### **21. Assistant Director Physical Education, University Games Committee (01)**

Pay Level-AL-10 (Pay Range: ₹ 57700 - 182400) Plus Allowances

#### **QUALIFICATIONS - ESSENTIAL:**

#### **A**

1. A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
2. Record of having represented the University/College at the Interuniversity/ Inter-Collegiate competitions or the State and/or National Championships.
3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science,

in accordance with the University Grants Commission (Minimum Standards and Procedure for, Award of M.Phil. Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University, subject to the, fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work.

**NOTE:** The fulfillment of these conditions (a) to (e) is to be certified by the Controller of Examinations/Registrar of the University.

4. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
5. Passed the physical fitness test conducted in accordance with these ordinances.

OR

**B**

An' Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

**NOTE:**

1. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((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 (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
2. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

## 22. Pump Operator, Building Department (01)

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.

\*\*\*\*\*

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

[www.amuregistrar.com](http://www.amuregistrar.com)

OR

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

### IMPORTANT INSTRUCTIONS:

1. Persons downloading the Form from the Net are required to send a Cash receipt of Rs.500/- issued by the State Bank of India, AMU Branch (05555), under the Head, "Employment Fee" in the Account No. 10612177016 or Demand Draft of Rs.500/- 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 **Joint Registrar, Selection Committee Section (Non-Teaching), Registrar's Office, Aligarh Muslim University, Aligarh – 202002, so as to reach him by 09.12.2019.**
2. **The following categories of application forms have to be filled up by the candidates for the Posts against which it is mentioned:**

a) University Librarian	: FN2
b) Assistant Director Physical Education	: FN3
c) All Non-Teaching Posts	: F3
3. Applications received late or without necessary supporting documents, Degrees/Certificates/ Marksheets and Experience Certificates 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.
4. Relevant grade which is regarded as equivalent of 55% where the grading system is followed by recognized University shall also be considered eligible.
5. Age relaxation or any other concession shall be provided as per government of India rule in the recruitment of persons with disability.



6. Persons enclosing an authentic disability certificate with the application form in support of their **Claim of Disability shall be exempted from payment of prescribed 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;
7. **The eligibility of candidates will be determined as on the last date of submission of employment forms.**
7. **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 scale, grade pay and nature of work performed in that particular designation**' and it should be certified by authorized signatory of the department on official stationary 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.
8. **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.**

  
**Registrar**  


