



Advt. No. AUNT/04/2021

Date: 24.09.2021

Recruitment for Non –Teaching Positions (Group: ‘C’)

Applications are invited from Indian Citizens for the various Non-Teaching positions of the University. The University reserves the right to change the number and nature of post/vacancy(ies) of any category and also to withdraw partial or full advertisement without assigning any reason. The reservation under the **SC, ST, OBC, EWS, Ex serviceman and PwD** categories shall be as per the UGC guidelines and GoI rules.

*Note: The candidates are requested to carefully read the General Instructions before filling up the application form. Candidates are also advised to visit the website (www.alluniv.ac.in) periodically for further information related to the recruitment process. **The application form will be entertained through online mode only.***

Important Dates

S. No	Particulars	Date
1.	Date of uploading of detailed Advertisement and Online Registration	24.09.2021
2.	Date of fee payment	24.09.2021
3.	Last date for Online Registration and final submission of Application form	23.10.2021

Application Fee & facilitation charges in INR

S. No	Category	Fee	Facilitation charges	Total amount
1.	UR, EWS, SEBC (OBC)	1000/-	50/-	1050/-
2.	SC/ST	400/-	50/-	450/-
3.	Women & PwD (Divyang)	Nil	50/-	50/-
Those who have applied earlier against the advertisement No. ADVT./AU/NT/02/2018, for the post of Data Entry Operator and Animal Attendant				
4.	UR, EWS, SEBC (OBC)	Nil	50/-	50/-
5.	SC/ST	Nil	50/-	50/-
6.	Women & PwD (Divyang)	Nil	50/-	50/-
Those who have applied earlier against the advertisement No. AUNT 03/2016 for the post of Semi Professional Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant				
7.	UR, EWS, SEBC (OBC)	500/-	50/-	550/-
8.	SC/ST	200/-	50/-	250/-
9.	Women & PwD (Divyang)	Nil	50/-	50/-

VACANCY POSITIONS										Categories of Specified Disabilities (Divyang)**			
S. No	Name of Post	Group	Pay payel (As per 7 th CPC)	Total	UR	EWS	OBC	SC	ST	Category (a)	Category (b)	Category (c)	Category (d & e)
1.	Animal Attendant	C	Level 1	5	4	0	1	0	0	1	0	0	0
2.	Assistant Draftsman	C	Level 3	3	3	0	0	0	0	0	0	0	0
3.	Boatman/Groundsman/Waterman	C	Level 1	9	6	0	2	1	0	0	0	0	0
4.	Data Entry Operator	C	Level 4	23	11	2	6	3	1	0	1	0	0
5.	Draftsman	C	Level 4	2	2	0	0	0	0	0	0	0	0
6.	Driver	C	Level 2	2	2	0	0	0	0	0	0	0	0
7.	Hindi Typist	C	Level 2	1	1	0	0	0	0	0	0	0	0
8.	Junior Office Assistant	C	Level 2	49	21	4	13	7	4	1	0	1	1
9.	Laboratory Assistant	C	Level 4	30	12	3	8	5	2	0	1	0	0
10.	Laboratory Attendant	C	Level 1	47	20	4	13	7	3	0	0	1	1
11.	Library Attendant	C	Level 1	64	28	6	17	9	4	1	1	0	0
12.	Multi-Tasking Staff (MTS)	C	Level 1	90	36	9	24	14	7	1	1	1	1



13.	Pharmacist	C	Level 5	3	3	0	0	0	0	0	0	0	0
14.	Semi-Professional Assistant	C	Level 5	7	5	0	1	1	0	0	0	0	0
15.	Sick Attendant	C	Level 1	2	2	0	0	0	0	0	0	0	0
16.	Stenographer	C	Level 5	13	8	1	3	1	0	0	0	0	1
17.	Technical Assistant	C	Level 5	8	5	0	2	1	0	0	0	0	0
18.	Wire-Man	C	Level 2	2	2	0	0	0	0	0	0	0	0
19.	X-Ray Technician	C	Level 5	1	1	0	0	0	0	0	0	0	0

**** Categories of Specified Disabilities (Divyang)**

Category (a): blindness and low vision

Category (b): deaf and hard of hearing

Category (c): locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

Category (d): autism, intellectual disability, specific learning disability and mental illness

Category (e): multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

Post Identified to be Reserved for Persons with Benchmark Disabilities: Suitable category of Benchmark Disabilities

1. Animal Attendant

- a) LV
- b) D, HH
- c) OA, OL, CP, LC, Dw, AAV
- d) ASD (M, MoD), ID, SLD, MI
- e) MD involving (a) to (d) above

2. Data Entry Operator

- a) LV
- b) D, HH
- c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy
- d) ASD (M), ID, SLD, MI
- e) MD involving (a) to (d) above

3. Junior Office Assistant

- a) B, LV
- b) D, HH
- c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV
- d) ASD, SLD, MI
- e) MD involving (a) to (d) above

4. Laboratory Assistant

- a) LV
- b) D, HH
- c) OA, OL, OAL, CP, LC, Dw, AAV
- d) ASD (M, MoD), SLD, MI
- e) MD involving (a) to (d) above

5. Laboratory Attendant

- a) B, LV
- b) D, HH
- c) OA, BA, OL, OAL, Dw, AAV, MDy
- d) ASD (M, MoD), ID, SLD, MI
- e) MD involving (a) to (d) above



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6. Multi-Tasking Staff (MTS)

- B, LV
- D, HH
- OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy
- ASD (M), SLD, MI
- MD involving (a) to (d) above

7. Stenographer

- B, LV
- D, HH
- OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy
- ASD (M), SLD, MI
- MD involving (a) to (d) above

CATEGORY ABBREVIATIONS USED:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

GENERAL INSTRUCTIONS

- The University reserves the right to withdraw any advertised post at any time without assigning any reason. The number of vacancies may vary.
- Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the suitable candidates to be called for the interview.
- Reservation for the candidates belonging to SC/ST/OBC/EWS/PwD/ Ex-serviceman shall be given as per the Govt. of India norms.
- A written test may be conducted before the interview for any of the posts at the discretion of the competent authority.
- Only matriculation/SSC certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for date of birth.
- The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of applications.
- Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India norms. The employees working in University of Allahabad on permanent basis shall be treated as departmental employees.
- Non regular employees engaged to the University service shall be given age relaxation as per discretion of competent Authority, University of Allahabad.
- Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Government of India (which should not be more than 06 month old from the last date of submission of application) and which should among others specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in col.03 of the schedules to the Department Personnel and training in the Government of India **OM No. /36012/22/93-Estt.(SCT) dated 08/09/93** at the time of trade test/interview.
- Candidates belonging to OBC category, but coming in Creamy Layer will not be entitled to the benefits of reservation and should apply as General Category candidate.**
- Candidates belonging to SC/ST/EWS/PwD must present their respective certificates as per Government notifications in proper format. The certificate must not be more than 6 months old.**
- Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be rejected. Hiding of information or submitting false information will lead to rejection of candidature at any stage of recruitment.



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- (xiii) The age of superannuation shall be as per Government of India norms.
- (xiv) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in the response thereto can be instituted only in courts/tribunals/ forums at Allahabad.
- (xv) The University reserves the right to reject any application without assigning any reason.
- (xvi) The University reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained in this regard.
- (xvii) Any corrigendum/ changes/ updates shall be available only on official website of the University of Allahabad: www.allduniv.ac.in
- (xviii) The candidate must attach copies of all relevant **self-attested** documents. **The original certificates would be required at the time of interview only.**
- (xix) Candidates desirous of applying for more than one post should submit separate application for each Post along with requisite application fee. Incomplete applications or applications not accompanied with copies of attested certificates or without application fee will be summarily rejected.
- (xx) The candidates employed in Government Department/Public sector Organizations must submit online applications with self attested copies of all enclosures in proof of educational, professional qualification, experiences etc. They will be required to produce Ink signed copy of NOC from their Organization and original documents at the time of interview/document verification at University of Allahabad, so the candidate need not post NOC and other original documents.
- (xxi) The decision of the competent authority of University of Allahabad in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual his/ her agency.
- (xxii) Applications received after the prescribed date shall not be entertained.
- (xxiii) Canvassing in any form and or/bringing in any influence will be treated as a disqualification for the post.
- (xxiv) All Applicants are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various post. No enquiry with regards to eligibility will be entertained:
- (xxv) The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
- (xxvi) Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as University may require.
- (xxvii) The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
- (xxviii) **The requisite non-refundable fee is Rs. one thousand (1000/-) for UR, EWS & OBC candidates and Rs. four hundred (400/-) for SC & ST candidates. No fees will be charged from PwD & Women candidates. Facilitation charges of Rs fifty (50/-) will be applicable for all categories.**
- (xxix) **The person who have already applied for the post of Semi Professional Assistant, Technical Assistant, Laboratory Assistant, Laboratory Attendant against the Advt.AUNT 03/2016 need to apply a fresh along with non-refundable five hundred rupees (500/-) for UR, EWS, OBC and SC/ST two hundred rupees (200/-) along with facilitation charges of rupees fifty (50/-) only with documentary evidences of earlier application.**
- (xxx) **The persons who have already applied for the post of Data Entry Operator and Animal Attendant against the Advertisement No. ADVT./AU/NT/02/2018 need to apply a fresh along with facilitation charges of rupees fifty (50/-) only with documentary evidences of earlier application.**
- (xxxi) The applicants may visit the official website www.allduniv.ac.in for detailed advertisement and for submission of ON-Line Application. The last date for submission of online application is **23.10.2021.**

REGISTRAR



MINIMUM ELIGIBILITY

1. Animal Attendant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Higher Secondary (12th Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

Desirable:

Handling of animals in Laboratory / Medical Institute/ Animal Husbandry University/Others Research Organizations.

Period of probation: One year and further extendable for one more year.

2. Assistant Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Drafting / Architecture with 55% from recognized Institution.

Period of probation: One year and further extendable for one more year.

3. Boatman/Groundsman/Waterman

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

The minimum qualification for appointment to this level will be either 10th pass or equivalent in the relevant subject may be prescribed as the minimum qualification.

Desirable:

Working experience in ground maintenance

Period of probation: One year and further extendable for one more year.

4. Data Entry Operator

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

BCA or Graduation with PGDCA or B.Sc in Computer CS./Engg/IT or BBA in IT from a recognized University and working knowledge of office assistant tools like MS Office or open Office etc., Also 'O' level of DOEACC after Graduation from a recognized University.

1. Having typing speed of 40 words per minute in English in Computer environment.
2. Knowledge of English and Hindi Software essential.
3. Knowledge of English and Hindi reading, writing and speaking is essential.

Period of probation: One year and further extendable for one more year.

5. Draftsman

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in Architecture or ITI Diploma in Draftsman (Civil) with at least 55% marks or its equivalent grade from a recognized University/Institution. 3 years of relevant working experience in an established organization.



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Desirable:

Knowledge of working in computerized environment with knowledge of AUTOCAD.

Period of probation: One year and further extendable for one more year.

6. Driver

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

- (1) Matriculate or equivalent from a recognized board.
- (2) Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement
- (3) Should have at least 3 years' experience.

Period of probation: One year and further extendable for one more year.

7. Hindi Typist (हिन्दी टंकक)

आयु सीमा: 30 वर्ष से अधिक नहीं। केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पाँच वर्ष की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के भारत सरकार के नियमानुसार छूट।

शैक्षणिक अर्हताएं (अनिवार्य):

- क) किसी मान्यता प्राप्त विद्यालय/बोर्ड से बारहवीं कक्षा उत्तीर्ण या समतुल्य.
- ख) कंप्यूटर पर कौशल परीक्षण मानक: अंग्रेजी टंकण प्रति मिनट 35 शब्द की गति से हिंदी टंकण प्रति मिनट 30 शब्द की गति से (समय सीमा 10 मिनट)।
(प्रत्येक शब्द के लिए औसतन 5 दाब कुंजी के आधार पर 35 शब्द प्रति मिनट और 30 शब्द प्रति मिनट की गति से टंकण करने के लिए एक घंटे में कंप्यूटर पर 10500 दाब कुंजी और 9000 दाब के तत्समान)

परिवीक्षा की अवधि: एक वर्ष और एक और वर्ष के लिए आगे बढ़ाया जा सकता है।

8. Junior Office Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Graduate with 50% marks from a recognized University.
2. Having a typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi Typewriting through computers.

Desirable:

1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc..
2. Diploma in Office Management and Secretarial Practice.

Period of probation: One year and further extendable for one more year.

9. Laboratory Assistant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Bachelor's degree in relevant subject (Physics, Chemistry Zoology Botany, Psychology Computer Science/Computer Application, Defence studies, Statistics, Home Science).
2. Having a typing speed of 30 w.p.m. in English through computers.

Desirable:

Knowledge of Computer Applications.

Period of probation: One year and further extendable for one more year.



10. Laboratory Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Higher Secondary (12th Standard) Or Equivalent Examination with science subject and at least 02 years of experience of work in laboratory.

Period of probation: One year and further extendable for one more year.

11. Library Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

(i) Higher Secondary (12th Standard) Or Equivalent Examination from a recognised Board.

(ii) Diploma/Certificate course in library science form a recognised institution.

Period of probation: One year and further extendable for one more year.

12. Multi-Tasking Staff (MTS)

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Matriculation or equivalent from a recognized Board pass or ITI Pass

Period of probation: One year and further extendable for one more year.

13. Pharmacist

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

1. Bachelor's Degree in Pharmacy from a recognized institution.

OR

10+2 plus 02 years Diploma in Pharmacy.

2. Should be registered with State Pharmacy Council.

Period of probation: One year and further extendable for one more year.

14. Semi-Professional Assistant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

B.Lib.Sc./B.L.I.Sc. with 50% marks or equivalent.

Desirable: Knowledge of computer application in libraries and regional and foreign languages

Period of probation: One year and further extendable for one more year.

15. Sick Attendant

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Matriculation or equivalent pass and preference will be given to the candidate having 2 years' experience as a Dresser/ward boy/ward girl in a registered / recognized hospital/institution/health centre.

Period of probation: One year and further extendable for one more year.



16. Stenographer

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

- (1) Graduate in any discipline.
 - (2) A pass in Govt. examination conducted by State Board of Technical Education in English Typewriting (40 WPM).
 - (3) A pass in Govt. examination conducted by State Board of Technical Education in English Stenography (40 WPM).
 - (4) Experience as Stenographer with knowledge of computer of at least two years.
- Knowledge of English and Hindi reading, writing, and speaking is preferable.

Period of probation: One year and further extendable for one more year.

17. Technical Assistant

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

- (i) Bachelor's degree in Electrical/Electronic Engineering/ MSc (Networking) B.Sc. with First Class (60% of marks) in concerned subject (IT/Computer Application /Computer Science/ Chemistry / Physics / Zoology / Botany/Life Science) or its equivalent in UGC- 7-point scale.
- (ii) 3years' experience in Govt. Educational / Research Institutions.

Desirable:

Capable to handle sophisticated equipment having working experience in IITs/Central Universities

Period of probation: One year and further extendable for one more year.

18. Wire-Man

Age: Shall not exceed 30 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Certificate course in Electrical Trade from recognized ITI or Wireman course or Electrical Inspector course from recognized ITI.

Period of probation: One year and further extendable for one more year.

19. X-Ray Technician

Age: Shall not exceed 35 years. Relaxation for the candidate belonging to SC/ST/OBC/Physically challenged/Ex-serviceman Category shall be given as per Government of India Norms.

Essential Qualification

Diploma in X-Ray technology from a recognized institute with 50% of marks.

Period of probation: One year and further extendable for one more year.

EXAMINATION CRITERIA

The Test comprise of 100 Multiple Choice type Question (MCQ) for **Group B and Group C posts**; as per the following details:

S.No.	Subject	No. of Multiple-Choice Questions	Maximum Marks	Duration
1	General Knowledge pertaining to job, Analytical Ability Understanding of University System, Allahabad University Act 2005, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Regulations etc., Computer Literacy	40	80	2.0 Hour



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2	Language proficiency in English,	15	30	
3	Language proficiency in Hindi	15	30	
4	Relevant Subject and/or Services	30	60	
		100	200	

Language of the paper will be in English or Hindi or both. Each correct answer will carry two marks and for each wrong answer, 0.50 marks will be deducted.