

Central University of Jharkhand, Ranchi

(A Central University established by an Act of Parliament of India in 2009)

WALK-IN- INTERVIEW FOR NON-TEACHING STAFF

Adv. No.CUJ/Advt./2014-15/12

Date: 06.01.2015

The Central University of Jharkhand is looking for appointment of Non-teaching staff as per UGC norms. The appointment shall be short term contractual/temporary basis.

Sl. No.	Name of the Post	Consolidated salary per months	Upper age limit in years *	Mode of selection
1	Section Officer	Rs. 26,600/-p.m.	40	Interview
2	Junior Engineer (Civil)	Rs. 20,950/- p.m.	40	Interview
3	Junior Engineer (Electrical)	Rs. 20,950/- p.m.	40	Interview
4	Assistant	Rs. 20,950/- p.m.	35	Computer Typing Test 40 w.p.m. (English) / Interview
5	Laboratory Assistant (Mass Communication)	Rs. 12,000/- p.m.	35	Interview
6	Technical Assistant (Language Lab.)	Rs. 17,600/- p.m.	35	Interview
7	Technical Assistant	Rs. 17,600/- p.m.	35	Interview
8	Upper Division Clerk	Rs. 14,200/- p.m.	33	Computer Typing Test 40 w.p.m. (English) / Interview
9	Laboratory Assistant	Rs. 12,000/- p.m.	30	Interview
10	Lower Division Clerk	Rs. 12,000/- p.m.	30	Computer Typing Test 40 w.p.m. (English) / Interview
11	Laboratory Attendant (Computer)	Rs. 10,800/- p.m.	30	Interview

Note: Retired Government servant from State Govt./Semi State Govt./ Autonomous bodies/Govt. Sectors/Govt. Recognized University/Organization are also encouraged to apply.

***The upper age limit as mentioned above is not applicable for retired person.**

Essential Qualification and Experience

1. SECTION OFFICER

Essential:

- A Graduate from a Recognized University.
- Must have at least 10 years experience in Administrative/ Accounts/Stores & Purchase work in Government/ autonomous organization.

Desirable:

- Preference will be given to the candidates having 5 years experience as Senior Assistant/Assistant preferably in Govt./ Semi Govt./ Autonomous bodies/University or Educational Institute of repute.
- The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/ Purchase/ Service matters/ Office management/ Establishment/ Examination & Academics/ Accounts & Finance/HR/Legal in computerized environment.
- Working knowledge of computer applications.

2. JUNIOR ENGINEER (CIVIL)

Essential:

- Degree/Diploma in Civil Engineering from a recognized Institution.

- ii. 5 years experience in relevant field.

Desirable

- i. Computer Knowledge

3. JUNIOR ENGINEER (ELECTRICAL)

Essential:

- i. Degree/Diploma in Electrical Engineering from a recognized Institution.
- ii. 5 years experience in relevant field.

Desirable

- i. Computer Knowledge

4. ASSISTANT

- i. A Graduate from a recognized University/Institution.
- ii. Must have at least 5 years experience as Upper Division Clerk in Government/Autonomous Organization.

Desirable

- i. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/ Purchase/ Service matters/ Office management/ Establishment/ Examination & Academics/ Accounts & Finance/HR/Legal in computerized environment.
- ii. Working knowledge of computer

5. LABORATORY ASSISTANT (MASS COMMUNICATION)

Essential:

- i. Bachelor's degree in Mass Communication with at least 50% marks from recognized University/Institution.

Desirable

- i. Supervisory experience of Practical sessions & Live Studio operations-audio, Video and photography Proven experience of having produced independently at least 2 documentaries
- ii. Working knowledge of Photoshop/Premier/Pinnacle/Audition/Cool Edit Pro
- iii. Knowledge of equipment handling, photography techniques, video-editing, audio-recording & post operations
- iv. Basic hardware knowledge for repair & maintenance of lab equipment.
- v. Working knowledge in computer

6. TECHNICAL ASSISTANT (LANGUAGE LAB)

- i. Bachelor's degree in English with minimum 55% of marks or equivalent grade
- ii. 2. Minimum one year experience of handling Language Laboratory

Desirable:

- i. M.A. in English with specialization in English Language Teaching

7. TECHNICAL ASSISTANT

Essential:

- i. B.Sc. (Hons.) in any discipline of science with at least 50% marks.

OR

- i. Diploma/B.Tech in Civil/Mech./Agricultural Engg./National Apprenticeship Certificate (fittings)

Desirable

- i. Three years working experience in any University/College/Research Lab/Field work
- ii. Experience of handling/operating/maintaining sophisticated instruments.
- iii. Working knowledge in Computer.

8. UPPER DIVISION CLERK

Essential:

- i. A Graduate from a Recognized University.
- ii. Must have at least 3 years experience as Lower Division Clerk or equivalent in Government /Autonomous Organization/ Industry/ NGOs.

Desirable

- i. Working knowledge in Computer.

9. LABORTORY ASSISTANT

Essential:

- i. Passed 10+2 or equivalent with Sciences and having experience in handling Scientific Appliances, Glasswares and Chemicals.

OR

- i. Diploma in Civil/Mech./Agricultural Engg.

OR

- i. B.Sc. degree in relevant field from a recognized University/Institute.

Desirable:

- i. Working knowledge in Computer.

10. LOWER DIVISION CLERK

- i. 10+2 or equivalent qualification.
- ii. Computer Typing Speed-40 w.p.m English

11. LABORATORY ATTENDEANT (COMPUTER)

- i. Passed 10+2 or equivalent.

Desirable:

- i. Diploma/Certificate course in computers or equivalent
- ii. Experience in handling Computers and Softwares

Venue of the Test and Interview- Central University of Jharkhand, CTI Campus, Ratu-Lohardaga Road, Brambe, Mandar, Ranchi- 835205

Registration Time- 9.00 to 10.30 a.m. (for all posts)

Interview Time – 10.30 a.m. onwards. (for all posts)

Interested candidates may come with bio-data including all original documents (also bring a photocopy of the documents self attested) with two color photographs. CUJ reserves the right to cancel all and / or any position Walk-in-Interview without assigning any reason thereof. No TA/DA or accommodation shall be provided for attending the interview. Interview may continue for next day depending upon the circumstances, hence the candidate may come prepared accordingly. Interview date and time are tentative and may subject to change which shall be notified from time to time in CUJ website, In case of such change.

Walk-in-Interview schedule

Sl. No.	Name of the Post	Date of Walk-in-Interview
1	Section Officer	19/01/2015
2	Junior Engineer (Civil)	20/01/2015
3	Junior Engineer (Electrical)	20/01/2015
4	Assistant	21/01/2015
5	Technical Assistant	21/01/2015
6	Upper Division Clerk	22/01/2015
7	Lower Division Clerk	22/01/2015
8	Laboratory Assistant (Mass Communication)	28/01/2015
9	Technical Assistant (Language Lab.)	28/01/2015
10	Laboratory Assistant	29/01/2015
11	Laboratory Attendant (Computer)	29/01/2015

**Sd/-
REGISTRAR**