

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Website: www.bbau.ac.in

Advertisement No. BBAU/NT/01/2021

Date: 27/10/2021

EMPLOYMENT NOTICE FOR NON-TEACHING POSITIONS

Online applications are invited from eligible candidates for filling up the following vacant **Non-Teaching positions** of the University:

I. NAME OF THE POST, CATEGORY, PAY LEVEL & UPPER AGE LIMIT

Code	Name of the Post	No. of Post & Category	Level in Pay Matrix (7 th CPC)	Upper Age Limit
NT-01	Registrar (Direct / Deputation for a tenure of five years)	01 (UR)	Pay Level – 14	57 years
NT-02	Finance Officer (Direct / Deputation for a tenure of five years)	01 (UR)	Pay Level – 14	57 years
NT-03	Controller of Examination (Direct / Deputation for a tenure of five years)	01 (UR)	Pay Level – 14	57 years
NT-04	Internal Audit Officer (Deputation only)	01 (UR)	Pay Level – 12	56 years
NT-05	Executive Engineer (Civil)	01 (UR)	Pay Level – 11	45 years *
NT-06	Medical Officer (Female)	01 (UR)	Pay Level – 10	45 years *

* - As per resolution of 70th Board of Management in its meeting held on 18.11.2020 provided the benefit of age relaxation (no age limit) for internal candidates in direct recruitment.

UR: Un-Reserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, EWS: Economically Weaker Section, PwBD: Persons with Benchmark Disabilities.

II. ESSENTIAL AND/OR DESIRABLE QUALIFICATIONS

Name of Post	Essential and/or Desirable Qualifications
<p>Registrar</p> <p><i>(Direct / Deputation for a tenure of five years)</i></p>	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
<p>Finance Officer</p> <p><i>(Direct / Deputation for a tenure of five years)</i></p>	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Deputation:</u> Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central State Govt.</p> <p style="text-align: center;">or</p> <p>University System/ Other organization subject to fulfilment of qualification as mentioned above on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p>
<p>Controller of Examination</p> <p><i>(Direct / Deputation for a tenure of five years)</i></p>	<p>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>

<p>Internal Audit Officer (Deputation only)</p>	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
<p>Executive Engineer (Civil)</p>	<p>i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>ii) Eight years of experience (out of which five years as Assistant Engineer) in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.</p> <p>Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/ Structural Engineering or equivalent fields.</p> <p><u>Desirable:</u></p> <p>i) Experience in construction of projects of multi-storey buildings and have experience in planning/ estimation/ measurement/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
<p>Medical Officer (Female)</p>	<p>Post Graduate in Medicine from a recognized Medical Institution/College by Gol.</p> <p style="text-align: center;">or</p> <p>MBBS from recognized by Medical Institution/College by Gol, with relevant working experience of two years in Government Hospital or Hospital recognized by the Government or corporate hospital.</p> <p><u>Desirable:</u> For the post of Medical Officer (Female) - Two years hospital experience in Obstetrics and Gynaecology.</p>

III. IMPORTANT DATES

No.	Particulars	Date
1.	Date of commencement of Online Application Form	28/10/2021
2.	Last date for submission of Online Application Form along with fees submission	27/11/2021 (23:59:59 hrs)
3.	Last date for receipt of hard copy along with all enclosures.	06/12/2021

IV. ONLINE APPLICATION FEES (NON-REFUNDABLE)

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|------|-----------------------------|-------------|
| (i) | General/OBC/EWS candidates | Rs. 1,000/- |
| (ii) | SC/ST/PwBD/Women candidates | Rs. 5,00/- |

V. HOW TO APPLY

- The eligible and interested candidates are required to fill online application form available on University website www.bbau.ac.in.
- Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the previous employer.
- The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- Applicants are required to send Hard copy of the duly filled online application form along with proof of payment of fees and other relevant documents in support of qualification, experience, etc. to Registrar, BBAU on the below mentioned address, failing which their candidature will not be considered.

Registrar

Babasaheb Bhimrao Ambedkar University
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- Candidates are also advised to regularly visit the website (www.bbau.ac.in) for any corrigendum/ changes/ updates related to the recruitment process. The list of short-listed candidates, based on the report of the screening committee, for interview and/or written test, as the case may be, or any other information related to date, time and venue of interview shall be published on the University website www.bbau.ac.in
- Candidates are required to mention their valid and functional Email Id at the time of filling up online application form and regularly check their Email Id. The call letters for interview and/ or written test, as the case may be, to the short-listed candidates will be sent to candidates on their registered email id only.

NOTE:

- All the advertisements issued earlier, if any, for any of the above-mentioned vacancies, stands cancelled. Accordingly, candidates who have applied earlier may apply afresh by paying requisite fees.
- Candidates are advised to read the 'General Terms and Conditions' section carefully before filling up the Online Application Form.

GENERAL TERMS AND CONDITIONS:

1. **The University reserves the right to:**
 - a. fill or not to fill up the posts advertised for any reasons whatsoever.
 - b. draw a reserved panel to fill up a post.
 - c. withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
2. **SCREENING OF APPLICATION FORMS**
 - a. The duly constituted Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer and Controller of Examination, the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview will be maximum up to 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates.
 - b. If three eligible applicants are not available per post while appearing for the written test/skill test/interview, the post will be re-advertised at-least twice after which the University will take appropriate action with regard to the selection.
 - c. This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
 - d. The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.
3. The crucial date for determining the age shall be the closing date of the online application form.
4. Only matriculation/SSC certificate/pass certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
5. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in particular for any post, the decision of the Board of Management shall be final.
6. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

7. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Board of Management of the University.
8. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
9. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
10. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
11. The terms and conditions of appointment will be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
12. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
13. The selected candidate shall be governed by the GPF-Cum-Pension Scheme/New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
14. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
15. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of test or interview wherever applicable. In case the

candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he/she may not be allowed to appear at the test/interview and his candidature may be treated as cancelled without any further communication in this regard.

16. **DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION**

In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Government of India from time to time or till he/she attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his/her performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority. Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his/her period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his/her parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he/she is absorbed in the University, he/she shall be assigned the bottom seniority of that particular cadre as per the Government of India rules.

17. **RESERVATION**

- a. The University will strictly follow the norms of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment pertaining to age, qualifying marks, experience, fees, etc. as amended from time to time.
- b. The candidates belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the Competent Authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- c. A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- d. When a relaxed standard is applied in selecting an SC/ST/OBC candidates, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for general category candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against unreserved vacancies. However, age relaxation given to PwBD candidates will not be counted against reserved posts.

Note: *Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

18. **RELAXATIONS**

- a. Relaxation in age, experience, qualifying marks, etc. may be granted to the candidates belonging to the Schedule Caste/ Schedule Tribes/ OBC/ PwBD or any

other reserved category for reserved posts as per the UGC/ Government of India guidelines. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/ Government of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

- b. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/ State autonomous bodies/ organisations/ Institutions.	As provided for Government employees in the Government of India rules.
2.	Ex-Servicemen	As per Government of India rules.

19. **DISQUALIFICATION**

The following categories of persons shall not be eligible to apply for any position in the University:

- a. who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- b. who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- c. who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- d. who is not a citizen of India; and
- e. any other category of person disqualified for appointment by the Government of India/ UGC from time to time.

20. **VIGILANCE CLEARANCE**

- a. Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
- b. Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

21. **LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA**

Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

22. **TERRITORIAL JURISDICTION**

In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Allahabad, Bench Lucknow.

23. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
24. Incomplete applications and without applicable fee shall be summarily rejected.
25. Interim / anonymous enquiries / complaints shall not be entertained.
26. Candidates intending to apply for different posts are required to apply separately.

Registrar