



**Inter University Centre for
Teacher Education (IUCTE),
Banaras Hindu University, Varanasi**

**(Advertisement No. 01/2021-22)
(Non-Teaching Post under Group 'A', 'B' & 'C')**

Tel. : (0542) 2368825, Email : iucte.diroff@gmail.com

Website: <https://www.iucte.ac.in>

Online Application Only

IMPORTANT DATES:

Last Date for Online submission of Application form alongwith Application Fee payment & Application Forms PDF download : 24.09.2021

Last date for submission of hard copy of downloaded application form along with all the enclosures: 30.09.2021 upto 5:00 PM

A non-refundable Application Fee of Rs. 1000/- through online from the candidates of UR and OBC categories under Group 'A' and Rs. 500/- from the candidates of UR and OBC categorie under Group 'B' & 'C' of Non-teaching posts. No application fees shall be charged from the candidates of SC, ST and PwDs categories. The application fee is to be paid through the payment gateway by online Internet Banking/Debit Card/Credit Card/UPI etc.

APPLICATIONS are invited from the *Indian Citizens* on the online form available at the recruitment portal of website <https://www.iucte.ac.in> of Inter University Centre for Teacher Education (IUCTE), BHU for the Non-Teaching posts under Group A, B & C as per the Pay matrix indicated below.

Group	Post Codes	Level	Pay in Pay Matrix	Group	Post Codes	Level	Pay in Pay Matrix
Group-A	1001	12	78,800 (78,800 -2,09,200)	Group-C	3006, 3007	2	19900 (19900-63,200)
	1002, 1003,1005, 1007	10	56,100 (56,100 -1,77,500)		3008,3009,	1	18000 (18000-56,900)
Group-B	2001, 2003, 2006	7	44900 (44900-1,42,400)		3010,3011,		
	2004, 2005, 2007	6	35400 (35400-1,12,400)		3012, 3013		
Group-C	3004	5	29200 (29200-92,300)				
	3001,3002, 3005	4	25500 (25500-81,100)				

Group	Post Code	Name of the Post	No. of Posts	Group	Post Code	Name of the Post	No. of Posts
ADMINISTRATIVE/MINISTERIAL POSTS				TECHNICAL AND ANCILLARY POSTS			
A	1001	Senior Administrative Officer	01 (UR)	A	1005	Web Master	01(UR)
	1002	Administrative Officer	01(UR)		1007	System Analyst	01(UR)
	1003	Administrative Officer (On Deputation)	01(UR)				
B	2001	Section Officer (Administration)	01(UR)	B	2006	Media and Communication Officer	01(UR)
	2003	Private Secretary	01(UR)		2007	Hindi Translator	01(UR)
	2004	Assistant	02(UR)				
	2005	Personal Assistant	01(UR)				
C	3001	Upper Division Clerk (UDC)	01(UR)	C	3004	Technical Assistant (Multi Media Production)	01(UR)
	3002	Upper Division Clerk (UDC) (On Deputation)	01(UR)		3005	Technician (Software Management)	01(UR)
			3006		Driver	01(UR)	
			3007		Cook	01(UR)	
			3008		MTS (Library Attendant for Library)	01(UR)	
			3009		MTS (Laboratory Attendant for Computer Lab.)	01(UR)	
			3010		MTS (Laboratory Attendant for Multi Media Lab.)	01(UR)	
			3011		MTS (Laboratory Attendant for Language lab.)	01(UR)	
			3012		MTS (Laboratory Attendant for Psychology lab.)	01(UR)	
			3013		MTS (Laboratory Attendant for Equipment Handler and Miscellaneous duties)	01(UR)	

Essential & desirable qualifications for Non-teaching posts under Group 'A', 'B' & 'C'

Group 'A' posts:

For Post Code: 1001 (Senior Administrative Officer): E.Q.:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) Five years' of administrative experience as Administrative Officer/Assistant Registrar or an equivalent administrative post at the Pay matrix of Level – 10 or above.

Age Limit: 50 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 1002 (Administrative Officer): E.Q.:

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- (ii) Five years' of experience in supervisory capacity in Administration / Establishment / Finance in the Govt. /University / Autonomous bodies in level 7 and above.
- (iii) Knowledge of Computer Applications.

Age Limit: 40 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 1003 (Administrative Officer) (on deputation): E.Q.:

- (i) Officers holding analogous post on regular basis or with five years regular service in level – 07/Level 8 in the Central / state Government , University and other Autonomous organization.
- (ii) Knowledge of Computer Application
- (iii) The deputation may be made initially for a period of two years which may be extended further at the discretion of the Competent Authority subject to satisfactory performance.

Age Limit: 56 Years ((Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

Note: - Applicants who are in Government employment/PSUs/Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-Objection-Certificate in the prescribed format or produce the same at the time of Interview, failing which they will not be interviewed.

For Post Code: 1005 (Web Master): E.Q.:

First class M.E. / M.Tech. (Computer Science & Technology) / Information Technology / MCA / M.Sc. (Computer Science / Information Technology) or equivalent with two years of relevant experience in software technology

OR

First class B.E./B.Tech. (Computer Science & Technology / Information Technology) or equivalent with five years of relevant experience in software technology.

Desirable Qualification:

Relevant experience in Multi Media / Web Designing in reputed organisation / industry.

Age Limit: 35 (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 1007 (System Analyst): E.Q.:

First class M.E. / M.Tech. (Computer Science & Technology) / Information Technology /MCA/ M.SC. (Computer Science / Information Technology or equivalent

OR

First class B.E./B.Tech. (Computer Science & Technology / Information Technology) or equivalent with two years of relevant experience.

Desirable Qualification:

Cisco Certified Network Associate/Cisco Certified Network Professional or equivalent certification.

Age Limit: 40 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

Group B posts:

For Post Code: 2001 (Section Officer) (Administration): E.Q.:

- (i) A Bachelor's Degree in any discipline from any recognised Institute / University.
- (ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt. / University / PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies / bank with annual turnover of at least Rs. 200/- Crores or more.
- (iii) Proficiency in Computer Operation, noting and drafting.

Age Limit: 35 Years ((Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 2003 (Private Secretary): E.Q.:

- (i) A Bachelor's Degree from any recognised Institute / University.
- (ii) At least 03 Years' Experience as Personal Assistant or 5 Years as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution / reputed private institutions having a turnover Rs.200 Crores.
- (iii) English / Hindi Stenography speed: 120wpm in English or 100 wpm in Hindi.
- (iv) English/Hindi Type: 35 w.p.m. in English or 30 w.p.m. in Hindi.
- (v) Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @120 w.p.m. / 100 w.p.m.

Transcription: 50 Minutes (English) / 60 Minutes (Hindi)

Desirable Qualification:

Proficiency in English & good communication skills.

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 2004 (Assistant): E.Q.:

- (i) A Bachelor Degree from a recognized University / Institution.
- (ii) Three Years of Experience as UDC or equivalent in the Level 4 in Central / State Government / University / PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies / corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.

Proficiency in Typing, Computer applications, noting and drafting.

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 2005 (Personal Assistant): E.Q.:

- (i) A Bachelor Degree in any discipline from any recognised Institute / University.
- (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm.
- (iii) Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.
- (iv) Knowledge of Computer Applications.
- (v) Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institution having a turnover 200 Crores.

Desirable Qualification:

Proficiency in English & good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes 100 w.p.m.

Transcription: 40 Minutes English / 55 Minutes Hindi

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 2006 (Media and Communication Officer): E.Q.:

- (i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale in Journalism / Mass Communication from recognised University/ Institution.

OR

Masters' Degree in any discipline with First Division and P.G. Diploma in journalism / Mass Communication from recognised University / Institute.

- (ii) At least Five years' experience in the editorial department / Centre of any established English / regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional language.

Desirable Qualification:

Good working knowledge of computer application

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 2007 (Hindi Translator): E.Q.:

Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree of a recognised University in any subject other than Hindi or English. With English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English. With Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

Group C posts:**For Post Code: 3001 (Upper Division Clerk (UDC)): E.Q.:**

- (i) A Bachelor's Degree from any recognised Institute / University.
- (ii) Two years' experience as Lower Division Clerk / Equivalent posts in University / Research Establishment / Central State Govt. / PSU/ Autonomous Bodies or equivalent pay package in the reputed private companies / corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.
- (iii) Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm.
- (iv) Proficiency in Computer Operations.

Age Limit: 32 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3002 (Upper Division Clerk (UDC)) (On deputation): E.Q.:**

- (i) Officers holding analogous post on regular basis or with three years regular service in Level 2 or equivalent in the Central/State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits as post code 3001.
- (ii) The deputation may be made initially for a period of two years which may be extended further at the discretion of the Competent Authority subject to satisfactory performance.

Age Limit: 56 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

Note: - Applicants who are in Government employment/PSUs/Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-Objection-Certificate in the prescribed format or produce the same at the time of Interview, failing which they will not be interviewed.

For Post Code: 3004 (Technical Assistant (Multi Media Production)): E.Q.:

- (i) BE / B.Tech. in Electronics / Information and Communication Technology / Computer Science / Computer Application or Bachelors' Degree in Mass Communication.
- (ii) Two years' experience in reputed organisation / industries with active engagement in operation, repair and maintenance of software, Data Processing and MIS reporting.

Age Limit: 32 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3005 (Technician (Software Management)): E.Q.:**

- (i) Three years Diploma in Computer / Electronic / Communication and Relevant Area of ICT.
- (ii) Three years' experience in reputed organisation / Media Industry, active operation in relevant software.

Age Limit: 32 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3006 (Driver): E.Q.:**

- (i) 10th Pass from any recognised Board
- (ii) Possession of a valid commercial driving license for Light/ Medium / Heavy Vehicles issued by the competent authority having no adverse endorsement.
- (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).
- (iv) Experience of driving motor vehicles for at least 3 years.

Age Limit: 35 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3007 (Cook): E.Q.:**

- (i) 10th Pass from a recognised School Board.
- (ii) Two years' experience in cooking / catering services in educational institutions / guest houses, reputed hotels, restaurants or similar organisations.
- (iii) ITI Trade certificate in Bakery and Confectionery (one year duration) or certificated course form the recognised Hotel / Hospitality Institutes.

Age Limit: 32 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3008 (MTS (Library Attendant for Library)): E.Q.:**

- (i) 10+2 or its equivalent examination from a recognised Board.
- (ii) Certificate course in Library Science from a recognized Institution.
- (iii) One year experience in a University / College / Educational Institution Digital Library / Library.
- (iv) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3009 (MTS (Laboratory Attendant for Computer Lab.)): E.Q.:**

- (i) 10+2 or its equivalent examination from a recognised Board.
- (ii) Certificate course in Computer Applications from a recognized Institution.
- (iii) One year experience in a University / College / Educational Institution in computer lab / computer operation.
- (iv) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)**For Post Code: 3010 (MTS (Laboratory Attendant for Multi Media Lab.)): E.Q.:**

- (i) 10+2 or its equivalent examination from a recognised Board.
- (ii) Certificate course in Multi Media / Desktop operation from a recognized Institution.
- (iii) One year experience in a University / College / Educational Institution / Industry Desktop operator or equivalent.
- (iv) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 3011 (MTS (Laboratory Attendant for Language lab.)): E.Q.:

- (i) 10+2 or its equivalent examination from a recognised Board with ITI in relevant trade.
- (ii) One year experience in a University / College / Educational Institution Laboratories.
- (iii) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 3012 (MTS (Laboratory Attendant for Psychology lab.)): E.Q.:

- (i) 10+2 or its equivalent examination from a recognised Board.
- (ii) Certificate course / Diploma in Psychology (Clinical / Psychotherapy) from a recognized Institution.
- (iii) One year experience in a University / College / Educational Institution laboratories.
- (iv) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

For Post Code: 3013 (MTS (Laboratory Attendant for Equipment Handler and Miscellaneous duties)): E.Q.:

- (i) 10+2 or its equivalent examination from a recognised Board with ITI in relevant trade.
- (ii) One year experience in a University / College / Educational Institution / Industry laboratories.
- (iii) Basic knowledge of Computer Applications.

Age Limit: 30 Years (Age Relaxation/Concession as per the Bye-Laws of IUCTE, BHU)

General Instructions to the Candidates

1. Online mode of submission of applications shall be essential.
2. There is a separate online recruitment form for Group 'A', 'B' & 'C'
3. Applicants shall first register on the Recruitment portal on the website of IUCTE (<https://www.iucte.ac.in>), after which, they can fill up the prescribed electronic application form online.
4. Separate applications shall be submitted for different positions.
5. Before starting to fill up the form, please ensure keeping ready a digital copy of passport size photograph in JPEG format not exceeding 150 KB in file size and digital copy of signature not exceed 150 KB, for up-loading.
6. Filling all mandatory fields is required to make your application complete.
7. Incomplete applications will not be considered and will be REJECTED.
8. While filling the online application, if your browser closes unexpectedly or if you are logged out, please use the login information sent to your email to login again.
9. In case of any technical problems, please send an email to iucte.diroff@gmail.com
10. There are several tabs in your application. After completing each tab, you should click on "Save and Proceed" button to saving the information and move to the next tab. Completing all tabs is necessary. After filling all tabs, the candidate can finally submit his/her application. **Please note that you cannot make any changes after submitting your application.**
11. On successful submission, the applicant will come across a link to download a PDF of the application form, which he/she will have to print and send to IUCTE, BHU after signing it and having it forwarded by his employer, if any, with the requisite application fee, so as to reach IUCTE, BHU by the last date.
12. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria including holding written test may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit or higher marks in the written test will be given preference in case of Group A posts.
13. The selection is made as per merit on the basis of written examination for non-gazetted posts of Group 'B', 'C'. In addition, Aptitude/Skill Test may also be conducted wherever applicable, as per GoI O.M. No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015 and subsequent clarification/directives issued by the Government of India from time to time, Short listed candidates will be called for verification of the original documents according to Merit and availability of number of vacancies.
14. The IUCTE, BHU shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
15. **The IUCTE, BHU reserves the right to withdraw any advertised post(s)** at any time without giving any reason. The number of positions is thus open to change. IUCTE, BHU may relax/review the qualification/ experience and age limit at its discretion at any stage and in case of candidates with exceptional merit.
16. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for Unreserved posts and reserved posts.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the IUCTE, BHU reserves right to modify/withdraw/cancel any communication made to the candidate.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the IUCTE, BHU shall be final.
19. Applicants who are in employment should route their application through proper channel or should submit a "No Objection Certificate" from the employer prior to the interview, failing which they may not be considered further.
20. **On successful submission of your application form you can download a PDF**, which he/she will have to print and send to IUCTE, BHU along with all the enclosures, after signing it and having it forwarded by his employer, if any, enclosing therewith the copies of the relevant certificates and documents, so as to reach IUCTE, BHU by the last date.
21. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

22. Canvassing in any form will be a disqualification.

23. No interim correspondence shall be entertained.

24. On the positions reserved for specially abled persons (OH, VI, HH), all the specially abled persons are requested to apply since if the designated category of specially abled person is not available, the post may be filled with other categories of specially abled candidates available to the extent of required number of their reserved posts.

25. The positions reserved for specially abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.

26. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.

27. Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with Byelaws of IUCTE, BHU and reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.

28. The applications shall be invited through online mode. The applicants must submit their downloaded application form (hard copy) after filling it online, along with all the enclosures before the last date for submission of downloaded application form along with the enclosures must reach

**To,
The Director,
Dr. Shanti Swaroop Bhatnagar Guest House,
Inter University Centre for Teacher Education (IUCTE)
Banaras Hindu University, Varanasi-221005, U.P.**

29. The eligibility (Age & Qualifications) of the candidate will be determined on the last date i.e., 30.09.2021 of the submission of hard copy of the application form in the IUCTE, BHU, Varanasi.

30. Please visit our website: <https://www.iucte.ac.in> for application form, details of qualifications and other instructions in this regard.

**The hard copy of downloaded application form along with the enclosures must be submitted to the office of the Director,
Room No. 4, Dr. Shanti Swaroop Bhatnagar Guest House, IUCTE, BHU, Varanasi-221005 (U.P) till 30.09.2021 upto 5:00 PM.**

Dated: 26.08.2021

**Director,
IUCTE, BHU**