

IMPORTANT DATES:

Last Date for Online submission of Application form and Application Fee payment: 17.04.2025 upto 5:00 p.m.
Last date for submission of downloaded application form along with the enclosures: 22.04.2025 upto 5.00 p.m.

A non-refundable Application Fee of Rs. 500/- by the candidates of UR, EWS and OBC categories. No application fees shall be charged from the candidates of SC, ST, PwBDs categories and women candidates. The application fee is to be paid through the payment gateway in online application through Internet Banking/Debit Card/Credit Card/UPI.

ONLINE APPLICATIONS are invited from the Indian Citizens to fill vacancies of Junior Clerk as per the Pay level indicated below. The application has to be filled online on the website www.bhu.ac.in/rac. The downloaded hardcopy should be submitted to the Office of the Registrar (Recruitment and Assessment Cell), Banaras Hindu University, Varanasi – 221005.

| Group | Post Codes | Pay Level | Pay in Pay Matrix |
|-------|------------|-----------|-----------------------|
| C | 50003 | 2 | 19900 (19,900-63,200) |

| Sectors/Units | Post Code | Name of the Post | No. of Posts | | | | | |
|-----------------------|-----------|------------------|--------------|------|----|----|-----|-------------------|
| | | | UR | EWSs | SC | ST | OBC | PwBDs categories* |
| Group-C | | | | | | | | |
| Administrative Sector | 50003 | Junior Clerk | 80 | 20 | 28 | 13 | 50 | 8 |

*(A)LV, (B) D, HH, (C) OA, OL, BL, OAL, AAV, Dw, LC (OA, OL, BL, OAL), (D) ASD, SLD, ID, MI, (e) MD from amongst A to D.

ABBREVIATIONS:

VI= Visually Impaired; B=Blind, LV=Low Vision;
HI= Hearing Impaired; HH= Hard of Hearing; D= Deaf
LD= Locomotor Disabilities: OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, OL=One Leg, BL=Both Leg; LC= Leprosy Cured, Dw= Dwarfism, AAV=Acid Attack Victims; Mdy= Muscular Dystrophy
Intellectual Disabilities: ASD= Autism Spectrum Disability, SLD= Specific Learning Disability, MI= Mental Illness;
MD = Multiple Disabilities

| Name of the Post | Pay Level | Essential/Desirable Qualification |
|------------------|-----------|--|
| Junior Clerk | Level-2 | <p>Essential Qualification: Second Class Graduate with at least six months of training on the use of Computer for Office Automation, Book keeping and word processing from a certified Institution or Second Class Graduate with Diploma in Computer recognized by AICTE.</p> <p>Computer Typing Test (Skill Test): Computer Typing Test shall be conducted will only be of qualifying nature. Typing speed of 30 words/minute for English OR 25 words/minute for Hindi is required to qualify the Computer Typing Test.</p> |

Weightage of 4% marks for each year of service (at least 240 days per year for daily wagers) rendered by daily wages/contractual employees in the University up to a maximum ceiling of 20% marks in every criterion of assessment (written test, demonstration/skill test) will be allowed in non-teaching group 'C' positions on regular basis, subject to the condition that such employees meet the eligibility condition (qualification and experience) for the position being so filled.

General Instructions to the Candidates

1. Online mode of submission of application form shall be essential followed by submission of downloaded hard copy with all enclosures.
2. Applicants shall first register on the Recruitment & Assessment Cell portal on the BHU website, after which, they can fill up the prescribed electronic application form online.
3. Digital passport size photograph and signature in JPEG format not exceeding 50 kb each in file size will be required for uploading while filling the online application.

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4. Incomplete applications will not be considered and will be REJECTED.
5. While filling the online application, if the browser closes unexpectedly or if the candidate is logged out, the login information sent to the email to login again may be used.
6. In case of any technical problems faced while filling online application, please send an email to recruitment@bhu.ac.in.
7. There are several tabs in the application. After filling all tabs, the candidate can finally submit his/her application. **Please note that no change can be made after final submission of application form. So before submission please ensure that all the entries made in the online application form are correct.**
8. After successful submission, the candidates will be directed to the payment gateway for online payment of application fee, if applicable.
9. The University shall conduct a written test. Further, a Computer Proficiency Test followed by a skill test to assess the knowledge of usage of Computer, MS Office and similar tools required for day-to-day official uses. i.e. Power Point, Excel, and Word viz. create and format presentations, creation and formatting of Table/Graphs, paragraphs, alignment, font size, font-type, indentation, uppercase to lowercase / lowercase to upper case, sentence case, insert page number, pictures, shapes, hyper-link etc shall also be conducted. Computer Proficiency Test and Skill Tests will be conducted only for candidates who have been shortlisted based on their performance in the Written Test. Additionally, if required university may conduct multiple skill tests and thereby ensuring a comprehensive and multifaceted assessment of candidate's capabilities.
10. Short listed candidates for each post will be called for verification of the original documents.
11. Mere eligibility will not entitle any candidate for being called for the written/ skill test.
12. The University may verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are found fake or the candidate has furnished any false information or has suppressed any information, then his/her service shall be terminated.
13. **The University reserves the right to withdraw any advertised post(s)** at any time without giving any reason. Any consequential vacancy arising at the time of selection may also be filled up from the available candidates. The University may, at its discretion, fill up any future vacancy out of available candidates. The number of posts is thus open to change. The University may also draw a panel out of the available candidates to fill up any future vacancy during the validity of the panel. The University may relax/review the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
14. All the positions advertised may be filled through direct recruitment.
15. 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 University reserves the right to modify/withdraw/cancel any communication made to the candidate.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
17. 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 written/skill test/selection process, failing which they may not be considered further.
18. Canvassing in any form will be a disqualification.
19. No interim correspondence shall be entertained.
20. If a suitable candidate in the advertised category of specially-abled person is not available, then the post may be filled with other identified categories of specially-abled candidates available to the extent of the required number of their reserved posts.
21. **Age limit, relaxation and Concession (For Group 'C' Posts) :** (1) 18-30 years for general category; 18-35 years for SC/ST; and 18-33 for OBC; (2) 18-35 years for widows/divorced and women judicially separated from their husbands and not remarried (40 years for SC/ST); (3) Reservation, relaxations and concessions for SC/ST/OBC/PwBDs candidates will be applicable in accordance with reservation policy of the Govt. of India (4) Age relaxation to Ex-Servicemen shall be applicable as per GoI rules (5) No age bar for permanent employees of BHU (6) Period spent on working against any post in the project/scheme or on contract/daily wage basis in BHU including broken period of service rendered as indicated above may also be taken into account for the purpose of age relaxation for appointment in regular establishment provided that one stretch of such service is for more than six months. For others age relaxation will be admissible as per Government of India rules.
22. The eligibility of the candidate will be determined as on the last date of submission of application in the Recruitment & Assessment Cell, Holkar House, BHU, Varanasi, i.e., **17.04.2025**
23. Please visit our website: www.bhu.ac.in/rac/non-teaching for application form, details of qualifications and other instructions in this regard.
24. The applications are invited through online mode. The downloaded application form along with the enclosures must be sent to the **Office of the Registrar, Recruitment & Assessment Cell, Holkar House, BHU, Varanasi -221005 (U.P.) on or before 22.04.2025**

Dated: 18.03.2025

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