BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

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/01/2025 Date: 14/11/2025

EMPLOYMENT NOTICE FOR NON-TEACHING POSITIONS

Babasaheb Bhimrao Ambedkar University, Lucknow invites **Online applications** from the interested and eligible candidates for filling up the following vacant **Non-Teaching positions** of the University at its main campus at Lucknow and its Satellite Centre at Amethi:

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

NON-TEACHING POSITIONS UNDER MAIN CAMPUS AT LUCKNOW				
S. No.	**Name of the Post**	**No. of Post & Category**	**Level in Pay Matrix (7th CPC)**	**Age Limit ***
NT25-01	**Internal Audit Officer** *(Deputation only)*	01-UR	Level – 12	56 years
NT25-02	**Assistant Librarian**	01-UR	Academic Level – 10	40 years
NT25-03	**Assistant Registrar**	01-UR	Level – 10	40 years
NT25-04	**Security Officer**	01-UR	Level – 7	40 years
NT25-05	**Private Secretary**	02-UR	Level – 7	35 years
NT25-06	**Assistant Engineer (Civil)**	01-UR	Level – 7	40 years
NT25-07	**Estate Officer**	01-UR	Level – 7	35 years
NT25-08	**Junior Engineer (Electrical)**	01-UR	Level – 6	35 years
NT25-09	**Nurse**	01-UR	Level – 6	35 years
NT25-10	**Professional Assistant**	02 (01-UR, 01-OBC**)	Level – 6	35 years
NT25-11	**Technical Assistant**	01-UR	Level – 5	32 years
NT25-12	**Technical Assistant (Computer)**	01-UR	Level – 5	35 years
NT25-13	**Lower Division Clerk**	08 (03-UR, 01-UR**, 02-OBC, 01-ST, 01-EWS)	Level – 2	30 years
NT25-14	**Hindi Typist**	01-UR	Level – 2	30 years
NT25-15	**Driver**	01-OBC	Level – 2	35 years
NT25-16	**Library Attendant**	01-OBC	Level – 1	30 years
NT25-17	**Laboratory Attendant**	03 (02-UR, 01-EWS)	Level – 1	30 years
NON-TEACHING POSITIONS UNDER SATELLITE CENTRE OF BBAU AT AMETHI				
S. No.	**Name of the Post**	**No. of Post & Category**	**Level in Pay Matrix (7th CPC)**	**Age Limit ***
NT25-18	**Assistant Registrar**	01-UR	Level – 10	40 years
NT25-19	**Assistant**	01-SC	Level – 6	35 years

NON-TEACHING POSITIONS UNDER CENTRE FOR THE STUDY OF SOCIAL INCLUSION (CSSI) *(Appointments on temporary basis and co-terminus with the project)*				
S. No.	**Name of the Post**	**No. of Post & Category**	**Level in Pay Matrix (7th CPC)**	**Age Limit ***
NT25-20	**Professional Assistant**	01-UR	Level – 6	35 years
NT25-21	**Data Entry Operator**	02-UR	Level – 4	25 years
NT25-22	**Library Attendant**	01-UR	Level – 1	30 years

** Age Limit - The Board of Management of the University in its 70th meeting held on 18.11.2020 resolved to provide the benefit of age relaxation (no age limit) for internal candidates in direct recruitment.*

****** - One post of Professional Assistant under OBC category and one post of Lower Division Clerk under UR category are **Leave Vacancy – likely to be permanent** if the lien is vacated by the lien holder or terminated by the University. In the event of repatriation of the incumbent maintaining the lien, the appointment made against the leave vacancy shall stand terminated forthwith.

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

II. IMPORTANT DATES

No.	Particulars	Date
1.	**Date of commencement of Online Application**	**14/11/2025**
2.	**Last date for submission of Online Application Form along with fees submission**	**14/12/2025 (23:59:59 hrs)**

III. ONLINE APPLICATION FEES (NON-REFUNDABLE)

(i) General/OBC (Non Creamy Layer) candidates: Rs. 1,000/-
(ii) SC/ST/ EWS/PwBD/Women candidates: Rs. 500/-

IV. QUALIFICATIONS

QUALIFICATIONS FOR POSITIONS UNDER MAIN CAMPUS AT LUCKNOW

S. No.	Name of Post	Educational and other qualifications required
NT25-01	**Internal Audit Officer** *(Deputation only)*	**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. **OR** With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
NT25-02	**Assistant Librarian**	**Essential:** i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii. A consistently good academic record with knowledge of computerization of library. iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be : *Provided* that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers

		based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
NT25-03	**Assistant Registrar**	**Essential**: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. **Desirable**: 1. Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in Level 7 or holding analogous post. 2. Knowledge of Computer Applications.
NT25-04	**Security Officer**	**Essential**: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor/ Supervisory Position in Security in a Govt. Office, Educational Institute/ Private Organization of repute with an annual turnover of at least Rs. 200/- Crores or more or Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. AND Holding a valid Driving License (LMV/Motor cycle).
NT25-05	**Private Secretary**	**Essential:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. 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:** Proficiency in English & good communication skills.

NT25-06	**Assistant Engineer (Civil)**	**Essential:** i) First Class Bachelor's Degree in relevant field (Civil) from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
NT25-07	**Estate Officer**	**Essential**: A second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Buildings, Transport and Estate Management.
NT25-08	**Junior Engineer (Electrical)**	**Essential:** Bachelor's Degree of Engineering/Technology in Electrical or relevant field from recognised Institute/ University with one year relevant experience. ***OR*** Diploma in Engineering/Technology in Electrical or in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
NT25-09	**Nurse**	**Essential:** i. B.Sc.(Nursing) from a recognized University /institute. ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council iii. Two years' experience in Nursing in a reputed hospital.
NT25-10	**Professional Assistant**	**Essential:** 1. Master's Degree in Library & Information Science from any recognised University/ Institution with one year experience in the relevant field in a University/ Research establishment/ Central/ State Govt./ PSU and Library of other autonomous Institutions **Or** Bachelor's Degree in Library/ Library and Information Science from any recognised Institute/ University with three years experience in the relevant field in a University/ Research Establishment/ Central/ State Govt./ PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
NT25-11	**Technical Assistant**	**Essential:** Bachelor's degree in Chemical Sciences/ Life Sciences/ Environmental Science/ Physical Sciences from a recognized university/Institute with three years' experience in the field of related laboratory from any university/ Institute/ college/ accredited laboratory.

NT25-12	**Technical Assistant (Computer)**	**Essential**: Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. ***OR*** Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. At least two years' experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
NT25-13	**Lower Division Clerk**	**Essential:** i) A Bachelor's Degree from any recognized Institute/ University. ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) iii) Proficiency in Computer Operations.
NT25-14	**Hindi Typist**	**Essential:** i) Bachelor's Degree from a recognized University/ Institute. ii) 30 words per minute in Hindi Typing Speed. iii) Knowledge of Computer Applications
NT25-15	**Driver**	**Essential:** 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.
NT25-16	**Library Attendant**	**Essential:** i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One-year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
NT25-17	**Laboratory Attendant**	**Essential:** 10+2 with Science stream from any recognized Central/ State Board *OR* 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years' experience in Laboratory of recognised University / Institution / College.

QUALIFICATIONS FOR POSITIONS UNDER SATELLITE CENTRE OF BBAU AT AMETHI

S. No.	Name of Post	Educational and other qualifications required
NT25-18	**Assistant Registrar**	**Essential**: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. **Desirable**: 1. Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in Level 7 or holding analogous post. 2. Knowledge of Computer Applications.
NT25-19	**Assistant**	**Essential:** Bachelor Degree from a recognized University / Institution. 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.

QUALIFICATIONS FOR POSITIONS UNDER CENTRE FOR THE STUDY OF SOCIAL INCLUSION (CSSI)

(Appointments on temporary basis and co-terminus with the project)

S. No.	Name of Post	Educational and other qualifications required
NT25-20	**Professional Assistant**	**Essential:** 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. *OR* Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
NT25-21	**Data Entry Operator**	**Essential:** a) i) 12th Standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent. b) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.

NT25-22	**Library Attendant**	**Essential:** i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.

V. HOW TO APPLY

a. The eligible and interested candidates are required to fill online application form available on University website www.bbau.ac.in.
b. All supporting documents are required to be uploaded ONLINE after self-attestation and hence, candidates are advised to prepare the PDF files of each of the required documents before starting the online application process.
c. The candidates are requested to carefully read the General Instructions and Essential Information Section before filling up the Online Application Form. Candidates are also advised to visit the website (www.bbau.ac.in) periodically for further information related to the recruitment process.
d. Candidates already working in Central University / State University / Deemed University / Government Department / PSU / Autonomous bodies, etc. should apply through proper channel and upload the scanned copy of the endorsement along with other documents. An advance copy may be sent directly, if necessary. However, in such cases, the candidates called for written test/ skill test/ interview, as the case may be, shall submit original endorsement failing which he/she shall not be eligible for the benefits that may be admissible for such in-service candidates.

e. For Internal Audit Officer (Deputation only):

Candidates applying for the post of Internal Audit Officer (Deputation only), upon submission of the online application form, should route their application through proper channel accompanying the following documents:

a. Hard copy of the online application form alongwith self-attested relevant documents.
b. Certified copies of APARs for the last five years duly attested on each page by the Competent Authority.
c. Vigilance clearance certificate and No Objection Certificate

The hard copy should reach to Registrar, BBAU on the below mentioned address, within 15 days after the last date of submission of Online Application Form, failing which their candidature will not be considered:

Registrar
Babasaheb Bhimrao Ambedkar University
Vidya Vihar, RaeBareli Road, Lucknow – 226025 (U.P.)

f. 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 or any other information related to date, time and venue of written test/ skill test/ interview shall be published on the University website www.bbau.ac.in only. The admit card/ notice for written test/ skill test/ interview to the short-listed candidates will be sent on their registered email id only. Candidates are, therefore, requested to mention their working email id and keep checking their email id and University website (www.bbau.ac.in) for regular updates.

VI. GENERAL TERMS AND CONDITIONS:

1. **The University reserves the right to:**
   a. fill or not to fill up the post (s) advertised for any reasons whatsoever.
   b. draw reserve panel (s) against the possible vacancies in future.
   c. withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

2. The date for determining the eligibility of all candidates in every respect will be the last date of submission of online application form.

3. 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.

4. 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.

5. 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. **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. 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.

7. **Holding of Written/ Skill Tests:**
   - The University shall hold the written and skill tests for all Group “B” and “C” Non-Teaching posts (i.e. Level 1 to Level 7 in pay matrix) under Direct Recruitment.
   - The written tests may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and

drafting etc. and/ or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/ Laboratory services, Engineering, Information and Communication Technology, Library services, etc.).

- The University may conduct written tests in two stages (i) a qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/ interview, wherever applicable.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/ Laboratory services, Engineering, Information and Communication Technology, Library services, etc.)

8. The marks allocated for the interview, wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper II/ single written test (Descriptive test) as the case may be for the preparation of the merit list.

9. 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.

10. 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.

11. 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.

12. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of written 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.

19. **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.

20. **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 un-reserved 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.*

21. **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.

The upper age limit for appointment of Group 'C' posts is relax able for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging to SC/ST who has rendered three years continuous regular service in the University in accordance with the instructions or orders issued by the Government of India.

22. **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.

23. **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 test/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.

24. **LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA**
    Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

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

26. 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.

27. Incomplete applications and without applicable fee, and applications received after the last date, shall be summarily rejected.

28. Interim / anonymous enquiries / complaints shall not be entertained.

29. For any queries, candidates can write to recruitment@bbau.ac.in

Registrar