

Inter University Accelerator Centre
(An Autonomous Research Centre of UGC)
Aruna Asaf Ali Marg, New Delhi 110067

Advertisement No. 06/2025

Inter University Accelerator Centre (IUAC), an Autonomous Centre of University Grants Commission under Ministry of Education, Govt. of India, invites applications from qualified Indian Nationals for the below mentioned positions: -

Sr. No.	Post, Group and Level in Pay Matrix	No. of Posts and reservation status	Eligibility Criteria	Maximum Age Limit	Process of Selection
1.	Stenographer Group-C Level-4 (Rs.25500-81100)	01(UR)	Essential Qualification: - A Bachelor's degree of a recognized university with a minimum speed of 80 wpm in shorthand and 40 wpm in typing. Desirable: - Three years experience as Stenographer in Univ./Govt./Autonomous Body/reputed Pvt. Firm. Experience in computer operation/Data logging	27 years	Written test and skill test
2.	Multi-Tasking Staff (MTS) Group-C Level-1 (Rs.18000-56900)	02(UR-01, SC-01)	Essential Qualification:- Matriculation or equivalent Desirable :- (i) 10+2 or equivalent and knowledge of computer operations. (ii) Ability to read and write in English .	25 years	Written test and computer based skill test

Upper Age Limit: is relaxable up to 05 years for employees of Central & State Govt./Autonomous Bodies/ University/Research institutes who have completed three (03) years of regular service. No age relaxation is available to the persons working on Contract/Ad-hoc/Daily wage/Work Charged basis etc. Relaxation to reserved category and PWD. candidates as per Government of India rules: -

SC/ST – 5 years against reserved posts only.

OBC – 3 years against reserved posts only. PWD (with minimum 40% benchmark disability) – 10 years.

Ex-servicemen – Length of Military Service *plus* 3 years.

Age relaxation for IUAC employees is as per DoPT rule i.e.

- (i) 05 years age relaxation for Group-A posts and
- (ii) For Group-B posts, employees up to 40 years can apply. (45 years for SC/ST candidates)

Application fee (Non-refundable) : (To be paid through online mode)

Stenographer, Multi-Tasking Staff (MTS) : Rs. 500/-

Application Fee for SC/ST, PWD and Women candidates Rs. 250/- only. (*Application Fee is non-refundable. Candidates are advised to check their eligibility prior submitting the application form or fee payment*)

General Conditions:

1. Candidate must be a citizen of India.
2. All posts carry the allowances such as DA, HRA, Transport Allowance etc., besides benefits like LTC, medical reimbursement as per IUAC Rules.
3. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application.
4. **All the stages of recruitment for all posts will be held in Delhi/New Delhi only.** Candidates are advised to check the website of IUAC regularly for updates about the dates of Recruitment examination.
5. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be summarily rejected. **Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be considered or called for written test/interview.**
6. The prescribed qualifications are minimum, and unless specified, they are required for consideration for the post, even if the higher qualification has been acquired, and the mere fact that a candidate possesses the same will not entitle him/her to be called in the selection process.
7. The following documents should be uploaded as proof of educational qualification, date of birth, category (if applicable), experience certificate, etc.: -
 - a. Certificates of educational qualifications in chronological order, i.e., SSC, HSC, Diploma, UG Degree, PG Degree etc. The mark sheet for all the years/semesters in respect of the minimum educational qualification prescribed for the post applied.
 - b. Certificate of Date of Birth (issued by Municipality, etc., or Matriculation/High School certificate)
 - c. Valid Category certificate (SC/ST/OBC/EWS/PwBD/Ex-servicemen etc.), if applicable.
 - d. Certificates of experience in chronological order i.e. to begin with the latest to first employment and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
 - e. The experience certificate(s) should clearly mention the nature of duties performed/ experience obtained in the post(s) with duration(s).
 - f. Applications of the candidates who have not uploaded an experience certificate (wherever mandatory) as per the aforementioned format with all details as mentioned above shall be rejected and not considered for further process.
 - g. Salary certificates towards their experiences should clearly indicate the breakup of gross salary viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with a consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable comparison with the scales and pay of the Government indicated against each post, wherever required.
 - h. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualification.
 - i. Photograph and Signature (JPEG/JPG/PNG format only). Photograph should not be more than one month old.
 - j. One of the following valid photo identities (ID): Aadhar-UID (preferable)/Passport/PAN

Card/Voter ID/Driving License. Candidate MUST produce the same original valid photo ID proof during the examination for verification purpose. In absence of the SAME original valid photo ID proof, Candidate will NOT be allowed to appear for the recruitment examination.

k. Any other relevant document(s).

8. It is the sole responsibility of the applicant to ensure that all the documents uploaded are clear and legible. The Institute will not be responsible for illegible or unclear scans uploaded by the applicant. Illegible applications with improper (or) unreadable/unclear scans will be summarily rejected.
9. Candidates claiming reservation should attach caste certificate issued by the Competent Authority in the prescribed format of Government of India. Candidates applying for the posts reserved for OBC (NCL) must enclose, along with their application, a certificate of OBC (NCL) in the GoI prescribed format issued by the Competent Authority. The validity of the certificate must be clearly mentioned in the certificate itself, and the certificate should be valid as of the closing date for submission of the application.
10. The candidates applying against the vacancies reserved for EWS must possess an Income and Asset Certificate issued by the Competent Authority on the closing date of submission of the application, and it should be valid as of the last date for submission of the application.
11. Reservation policy as per Government of India (GoI) norms is followed. Relaxation for SC/ST, OBC-NCL is candidates only in respect of vacancies reserved for them.
12. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules. PwD candidates shall be required to upload UDID / proof of disability mentioning the percentage of disability issued by the Competent Authority.
13. Relaxation in age to internal candidates (IUAC employees) as per the Recruitment norms of IUAC.
14. Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to "Persons with Disabilities", even where reservation is not in the advertisement, if suitable PwDs are available.
15. The online applications received in response to this advertisement shall be scrutinized by the shortlisting/screening committee constituted by the Competent Authority and Centre may restrict the number of applicants to be called for written test/interview/skill test on the recommendations of the committee. The Centre reserves the right to restrict the number of candidates for the written / Skill/ Trade Test / Interview to a reasonable limit on the basis of qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Centre also reserves the right to reject any or all the applications without assigning any reasons therefore. Only shortlisted candidates will be called for selection process.
16. Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
17. Incomplete applications or applications without relevant enclosures will be rejected. The candidates are required to upload the necessary documents in support of their candidature along with the submission of the online application. The candidates may note that, in this regard, no Interim correspondence will be entertained or replied to.
18. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. Hard copy of the application is NOT to be sent to the Institute.
19. **Candidates are advised to fill in their correct and active e-mail addresses in the online application**, as the Institute will make all correspondence through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose.
20. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings should send their application through proper channel and will be required to produce a No-Objection-Certificate along with vigilance clearance and the last five years'

ACR/APAR at the time of document verification/Test/Interview. Candidates without an NOC will not be permitted to appear for a Test/Interview.

21. Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate / PPO shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which does not contain complete information with respect to their experience will be summarily rejected.
22. It shall be the responsibility of the candidates to submit documents establishing proof for the equivalence of CDA vis-à-vis IDA pay scales in proof of their eligibility, in case the applicant is employed in an organization where pay is not on CDA pay scales.
23. **Any addendum/corrigendum etc. shall be posted on IUAC website www.iuac.res.in only.** Further, the Centre will not send any information/call letters by post. IUAC will not be responsible for invalid/wrong e-mail ID and/or mobile numbers mentioned by the candidates in their application form. It is the responsibility of the candidate to mention correct contact details and regularly check their e-mails and IUAC website for updates.
24. The syllabus will be at par with the essential qualification required for the post. Indicative syllabus for each post shall be available on the website of IUAC. Selection will be on the basis of performance in the Written test and Interview/Skill Test/Trade Test. Normal relaxation to the eligibility criteria will be applicable to weaker sections as per GoI guidelines.
25. Selection will be on the basis of performance in the written test and interview/ Skill Test/Trade Test. Normal relaxation to the eligibility criteria will be applicable to weaker sections as per GoI guidelines.
26. No TA/DA will be paid for attending the written Test.
27. IUAC has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
28. No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of Interview, selection process etc.
29. Canvassing in any form or influencing any official related to the recruitment/selection process will lead to disqualification of candidature.
30. **In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Centre reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Centre shall be final.**
31. Candidates will be short-listed for a Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of the Test/Interview, any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
32. All appointments shall be made provisionally subject to verification of certificates. Centre shall verify the antecedents and/or documents submitted by the candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Centre shall be terminated. IUAC may also initiate appropriate action under the provisions of Bharatiya Nyaya Sanhita (BNS), 2023 for production of false information/suppression of facts.
33. The selected candidates will also undergo medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case he/she is not found to be fit by the authorized medical authorities; the offer of appointment shall be treated as withdrawn.
34. The appointment of a candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated without notice.
35. The MTS posts may be utilized as staff car driving, house-keeping, photocopier, security, attendant, office works, dispatch rider, library attendant etc.
36. Non-compliance with instructions mentioned in the advertisement may result in the rejection of the application.

37. Further, for any updates, please visit the website of IUAC regularly, as any subsequent amendments will be announced on the website only.
38. Candidates are advised to submit their application form well in advance. They should not wait till last date of submission to avoid any technical glitch.
39. **IUAC reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the Centre shall be final and no appeal/correspondence or personal inquiries in this regard shall be entertained.**
40. **The Centre strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**
41. **For any query or clarification, please write to recruitment.iuac@gmail.com Queries sent on other emails will not be entertained/replied to.**

How to Apply:

Candidate fulfilling the eligibility criteria may fill the online application available at <https://www.iuac.res.in/vacancies> **The last date and time for submission of online application is 04 November, 2025, till 11:59 P.M. No correspondence for relaxation in this regard shall be entertained by the Centre, and delay, if any, due to any reason will not be entertained.**

Hard copy of the application shall not be considered.

SCHEME OF EXAMINATION:

IUAC may conduct written test in two parts. A test consisting of multiple choice questions and descriptive test in a consolidated Question paper. The examination will consist subjects mentioned below:

A. For MTS (Level -1)

Part -I	Subject	Max. Marks	Time Duration
A	General Intelligence	25	2 hours
B	General Awareness	25	Passing marks – 40%
C	Quantitative Aptitude	25	
D.	English Language	25	
Part-II			
Skill test for MTS posts	Knowledge of computer operations (MS office - Word) will be assessed through skill test on computers.		15 minutes and max. marks 50 (qualifying marks 40%)

B. For Stenographer (Level -4)

24 For Stenographer (Level - I)			
Part -I	Subject	Max. Marks	Time Duration
A	General Intelligence	50	2 hours
B	General Awareness	50	Passing marks – 40%
C	Quantitative Aptitude	50	
D.	English Language	50	
Part-II			

Skill Test for Stenographer	A minimum speed of 80 wpm in shorthand and 40 wpm in typing.	10 minutes and max. marks 50 (qualifying marks 40%)
-----------------------------	--	---

The indicative syllabus for examination are mentioned below:

Part -I

General Intelligence: It would include questions of both verbal and non-verbal types. The test will include questions on symbolic operations, critical thinking, problem solving, emotional intelligence, symbolic/number classification, drawing inferences, figural classification, word building, number series, coding and decoding, etc.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its applications to society. Questions are also designed to test knowledge of current events. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy etc.

Quantitative Aptitude: Number systems, fundamental arithmetical operations, algebra, geometry, trigonometry, statistical charts, mensuration etc.

English language: Spot the error, fill in the blanks, synonyms/homonyms, antonyms, spelling detecting mis-spelt words, idioms and phrases, One word substitution, improvement of sentences, active/passive voice of verbs, conversation into direct/indirect narration, shuffling of sentence parts, comprehensive passage, short essay etc.

Questions will be Objective Types and Multiple choice.

PART-II

The skill test will be of qualifying in nature. Wherever the knowledge of typing is essential, the skill test shall be conducted only on the computers and the typing speed of 40 w.p.m. in English shall be essential and qualifying requirement.

Note-I: The Centre reserves the right to conduct the examination through computer based online/offline mode. The Centre also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

Note-II: Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the IUAC, New Delhi in this regard will be final and no further representation will be entertained.