

**Inter University Accelerator Centre  
Advertisement No. 06/2024**

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 following positions on Direct Recruitment basis:

Sl. No.	Post Name	Group	Number of Vacancies	Age Limit	Pay Level (As 7 <sup>th</sup> CPC)
1	Administrative Officer	A	01 (UR)*	40 Years	Level – 10 (Rs. 56,100-1,77,500)
2	Assistant	C	02 (UR)#	18-27 years	Level – 04 (Rs. 25,500-81,100)
3	Lower Division Clerk (LDC)	C	02 (UR)#	18-27 years	Level – 02 (Rs. 19,900-63,200)

\*Against the lien vacancy, likely to be made permanent.

# Out of the two (02) vacancies, one (01) each is lien vacancy, likely to be made permanent.

**The essential, desirable qualifications and experience required for the above post(s), as per Serial Number, are as under:**

**1. Administrative Officer**

**1.1 Essential:**

(a) Master's degree with at least 55% of marks or its equivalent grade B in the UGC 7-point scale from a recognized University/Institute with good academic record.

(b) Five years' experience in Personnel/Purchase & Stores/Finance & Accounts in Govt./Univ./Autonomous body in supervisory capacity.

**1.2 Desirable:**

Candidates having experience in financial matters in a University/ Research Institutions/other institution of higher education/ Govt /Autonomous body AND conversant with university financial system would be preferred.

**Mode of Selection:** Written test and interview.

**2. Assistant**

**1.1 Essential:**

(a) Bachelor's degree of a recognized university with at least 50% marks.

(b) Three-year experience in the field of Purchase & Stores/Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm

**1.2 Desirable:** Knowledge of working in a computerized environment.

**Mode of Selection:** Written test and skill test. Skill Test will comprise of MS-Office.

**3. Lower Division Clerk (LDC)**

**1.1 Essential:**

(a) Senior Secondary (10+2) degree of a recognized Board/University with at least second class.

(b) Three years' work experience in relevant field.

(c) Minimum typing speed of 35 w.p.m. In English or 30 w.p.m. in Hindi on Computer.

**1.2 Desirable:** Graduation in any subject and knowledge of Computer operation.

**Mode of Selection:** Written test and Typing test.

**Upper Age Limit:** is relaxable up to 05 years for employees of Central & State Govt/Autonomous Bodies/ University/Research institutes. Upper age limit for IUAC departmental candidates is 56 years for Group C posts. Relaxation to reserved category and PwBD candidates as per Government of India rules.

**Application fee: Rs. 1000/- for Group-A post and Rs 500/- for Group-B and Group-C posts. Application fee is non-refundable. SC/ST, PwBD & female are required to pay Rs. 500/- for Group-A post and Rs. 250/- for Group-B/C posts.**

**General conditions**

1. All posts carry the allowances such as DA, HRA, Transport Allowance etc., besides benefits like LTC, medical reimbursement as per IUAC Rules.
2. 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 Indian Penal Code, 1860 for production of false information/suppression of facts.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement. The candidate should ensure that they have requisite qualification from recognized Board /University /Institute. **Mere fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be considered or called for written test/interview.**
4. 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 test/interview on the recommendations of the committee. Only shortlisted candidates will be called for selection process.
5. Degree should have been awarded by UGC/AICTE recognized University /Institute.
6. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application.
7. **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.**

8. 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.
9. 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.
10. 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.
11. Any addendum/dedendum/corrigendum/updation 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
12. Canvassing in any form will be treated as a disqualification.
13. Online application without photograph, signature and necessary certificates in support of age/ educational qualifications/experience etc. shall be summarily rejected.
14. No TA will be paid to the applicants for appearing in the selection process.
15. 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.
16. Selection will be on the basis of performance in the written test and interview/skill test. Normal relaxation to the eligibility criteria will be applicable as per GoI guidelines. Qualifying the skill test is essential for selection to the post of Assistant & LDC.
17. **The Centre strives to have a workforce which reflects gender balance and women candidates are encouraged to apply**
18. For any query related to submission of online application, you may send email on: **recruitment.iuac@gmail.com**

### **How to Apply**

Candidate fulfilling the eligibility criteria may fill the online application available at <https://www.iuac.res.in/vacancies> **The Online Application Interface shall be opened**

**from 09.00 AM on 15<sup>th</sup> December, 2024 to 11:59 PM on 7<sup>th</sup> January, 2024.**

The candidates shall upload all the relevant documents in the application portal as detailed below.

- a. Educational Certificates in chronological order i.e. SSC/10th, Intermediate/12th, UG Degree, PG Degree, all the years Marks lists of the minimum educational qualification prescribed for the post applied.
- b. Photograph and Signature (JPEG format only)
- c. Self-attested copy of Category certificate (SC/ST/OBC/PwD/EWS) issued by Competent Authority on the proforma prescribed by the Government of India. The OBC (Non-Creamy layer) certificates must be issued on or after 01/04/2024 as per Govt. of India norms.
- d. No Objection Certificate from current employer. Those who are unable to submit 'No Objection Certificate' (NOC) should submit an undertaking with their application that the NOC would be submitted at the time of written test.
- e. 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.

**There is no need to send**