

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

Advertisement No.09/2019

Inter University Accelerator Centre (IUAC), an Autonomous Centre of University Grants Commission under Ministry of HRD, Govt. of India, invites online applications from qualified Indian Nationals for the following 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.	Multi Tasking Staff (MTS) Group-C Level-1 (Rs.18000-56900)	03 (OBC-1, UR-2)	Essential Qualification: Matriculation or equivalent Desirable : (i) 10+2 or equivalent and knowledge of computer operations (ii) Ability to read and write in English	18-25 years	Written test and skill test
2.	Lower Division Clerk (LDC) Group-C Level-2 (Rs.19900-63200)	02 (OBC-1, UR-1)	Essential : (i) 12 th or equivalent qualification from a recognized Board or University (ii) Three year's work experience in relevant field (iii) Minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer Desirable : Graduation in any subject and knowledge of computer operation.	18-27 years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 40 years)	Written test and skill test
3.	Assistant (likely to be vacant) Group-C Level-4 (Rs.25500-81100)	01 (ST)	Essential:- (i) Bachelor's degree of a recognized university with at least 50% marks (ii) Three year's experience in the field of Purchase & Stores/Accounts/Establishment in a Univ. / Govt. / Autonomous Body/reputed Pvt. Firm	18-27 Years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 40 years)	Written test and skill test

			Desirable:- Knowledge of working in a computerized environment		
4.	Senior Assistant Group-B Level-6(Rs.35400-112400)	01 (OBC)	Essential: (i) Bachelor's degree of a recognized university with at least 50% marks (ii) Five year's experience in the field of Purchase & Stores/Accounts/Establishment in a Univ./Govt./Autonomous Body/reputed Pvt. Firm Desirable: (i) Graduation in Commerce/ Economics with 50% marks with SAS or Intermediate in CA and five year's experience of financial matters/ Establishment matters in a Univ./ Govt./Autonomous Body/ reputed Pvt. Firm	30 Years (relaxable for Central & State Govt. Autonomous Bodies Univ. Employees up to 35 years)	Written test and skill test

Note:-

1. *The above vacancies are provisional and subject to variation. The Director, IUAC, New Delhi reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements.
2. Reservation will be as per Government of India Policy.
3. Age and all other qualifications will be counted as on the last date of submission of application.
4. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualification.

General Conditions:

1. The posts carry the allowances such as DA, HRA, Transport Allowances etc., besides benefits like New Pension Scheme, LTC, Medical Reimbursement as per IUAC Rules.
2. Persons employed with Government and Ex-servicemen candidates, SC/ST/OBC will be eligible for age relaxation as per rules. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted by IUAC, New Delhi for determining the age , and no subsequent request for change will be considered or granted.

3. No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies. Upper age limit shall be determined as on last date of receipt of applications.
4. Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/PwD/EXS/EWS status will not be entertained and their candidature/ applications will be considered under General (UR) category.
5. A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date i.e. as on last date of submission of online application. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.
6. Persons employed in Central/State Governments, PSUs, Autonomous Bodies etc. are required to bring **“No Objection Certificate”**(NOC) from the office at the time of written /skill test and **“Relieving Certificate”** at the time of joining the Centre.
7. Selection will be on the basis of performance in both written test and skill test and there shall be no interview as per directives of Govt. of India.
8. Mere satisfying the essentially required minimum qualification and experience does not entitle an applicant to be called for test/appointment to the post. **In case the response is high, Centre reserves the right to restrict the number of candidates to be called for the Written/Skill test having higher percentage of marks in essential qualification.**
9. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through ON-LINE mode. **The On-line registration of application is made available on IUAC, New Delhi official website i.e. <http://www.iuac.res.in>. The link for submission of online applications in respect of above said posts along-with other relevant information is available on the website.** The applicants are advised to keep hard copy of online application form with them for their record. The candidature of such applicants who fails to complete the online application submission within the stipulated date and time will not be considered and no correspondence in this regard will be entertained. **The On-line applications link will be closed on October 28, 2019 at 5.30 P.M**
10. In case a candidate wishes to apply for more than one posts, he/she is required to fill the form separately through On-line mode only.
11. The Candidate must ensure that their recent Photo with Name, selected Government approved Photo ID which he/she will bring to enter Examination Venue and Signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, that means photo/signature is not as per IUAC, New Delhi prescribed and in that case, the application will be rejected. The candidates are requested to be careful while uploading photo and signature. Both must be visible clearly on Online Application form.

12. Candidates shall bring hard copy of their online application form and all originals along with one set of certified xerox certificates relating to his/her age, qualification, experience and caste etc. at the time of written/skill test. In case he/she fails to bring these documents, he or she may not be allowed to appear in the written test/skill test.
13. (i) The appointment of a fresh candidate shall be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional. In case the report of police with regard to his/her conduct, character, antecedents etc. is not found to satisfying, the provisional appointment shall be withdrawn /canceled/terminated forthwith without notice.
- (ii) SC/ST/OBC Candidates claiming age relaxation may also note that their candidature will remain provisional till the veracity of the concerned document is verified by IUAC, New Delhi. Candidates are warned that they will be permanently debarred from the examinations conducted by IUAC, New Delhi in case they fraudulently claim SC/ST/OBC/ExS/PwD/EWS status apart from initiating criminal action against them.
14. The selected candidate shall also have to undergo a 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.
15. The terms and conditions of appointment/engagement shall be communicated in the “Offer of Appointment” to the selected candidates. If candidate does not accept the terms and conditions mentioned in the offer of the appointment/engagement within the stipulated time, the offer shall be treated as withdrawn and no further communication shall be entertained in this regard.
16. The Competent Authority reserves the right to enhance the scope of the nature of duties and to assign any duty to any employee at any time in the interest of the IUAC. The IUAC administration, notwithstanding the schedule of five-day week in its working, may also direct any employee to work for six days in the week at its discretion depending upon the exigency of service and in the interest of the IUAC.
17. The MTS posts may be utilized as staff car driving, house-keeping, photocopier, security, attendant, office works, dispatch rider, library attendant etc.
18. The selected person shall be required to arrange his/her own accommodation in Delhi.
19. **No travelling expense would be payable to candidates called for the written/skill test.**
20. **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 and LDC Positions (Level -1 and 2)

Part -I	Subject	Max. Marks	Time Duration
A	General Intelligence	20	2 hours

B	General Awareness	20	Passing marks – 40%
C	Quantitative Aptitude	20	
D.	English Language	40	
Part-II			
Skill Test for LDC	A typing test speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on computers		10 minutes and max. marks 50 (qualifying marks 40%)
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 Assistant and Senior Assistant Positions (Level-4 & 6)

Part -I	Subject	Max. Marks	Time Duration
A	General Intelligence	20	3 hours Passing marks – 40%
B	General Awareness	20	
C	Quantitative Aptitude	20	
D.	English Language	40	
E.	Noting, drafting, applications of office procedures, service rules and regulations etc.	50	
Part-II			
Skill test	Knowledge of computer operations (MS office (Excel, Word, etc.) will be assessed through skill test on computers.		20 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.

Arithmetic Ability: 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, Multiple choice and descriptive.

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 35 w.p.m. in English or 30 w.p.m. in Hindi 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.

21. DOCUMENT VERIFICATION:

The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written and skill test, the provisionally qualified candidates will be required to produce following original certificates/documents along with one set of photocopy, duly self-attested viz.:

- (i) Copy of Online Application Form.
- (ii) Copy of Admit Card issued for Written Examination, if any.
- (iii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
- (iv) Class 10th & 12th Mark sheets and Certificates.
- (v) Mark sheet of Diploma/ Degree.
- (vi) Two passport size photograph
- (vii) Caste certificate issued by the Competent authority, if applied under SC/ST/OBC category or EWS
- (viii) The Disability Certificate, if applied under Person with Benchmark Disability (PwD) category.
- (ix) 'No Objection Certificate ' if in regular employment in Government/Semi Government/PSU Institution.
- (x) Experience Certificate, if any.
- (xi) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)
- (xii) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof.
- (xiii) Any other relevant documents.

22. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document.

Without prejudice to criminal action/debarment from IUAC, New Delhi examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centre, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or IUAC, New Delhi representatives.
- (x) Passing on of question details to any unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff engaged for the conduct/supervision/as observer of examination.
- (xii) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the IUAC, New Delhi considers to be sufficient cause for cancellation of candidature.

23. OTHER INFORMATION FOR THE CANDIDATES:

- (i) It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she has applied in accordance with the prescribed qualification, experience etc. and submit the application duly filled-in, along with the desired information documents and other supporting materials.
- (ii) If at any stage of the recruitment process (screening/written/skill test) or during the employment, it is detected that there has been a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement/information in the application or tempering of documents or providing such information relating to the caste, age, educational qualification, experience or domicile etc. the candidates shall be called and the services shall be terminated forthwith, if already appointed.

- (iii) Candidates, in their own interest, are advised to go through the detailed instructions carefully available on the website of the www.iuac.res.in carefully before applying.
- (iv) Candidates seeking reservation benefits for SC/ST/OBC/PwD/EXS/EWS must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the required certificates in the prescribed format of Govt. of India in support of their claim.

OBC candidates should ensure that they are in possession of valid OBC certificate issued within the due date, issued by the Competent Authority. EWS candidate should ensure that they are in possession of valid Income and Asset Certificate issued by Competent Authority.
- (v) The candidate should not have been convicted by any Court of Law.
- (vi) IUAC reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- (vii) IUAC reserves the right to fill or not to fill the posts advertised for any reason whatsoever.
- (viii) IUAC reserves the right to reject any application without any reason thereof. No interim enquiries shall be entertained.
- (ix) **CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE.**
- (x) The decision of the Competent Authority of IUAC regarding conduct of examination, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.

Clarification and Enquiries (only for Advertisement related query): Mail to personnel@iuac.res.in

Sd/-
Administrative Officer (Personnel)
IUAC, Delhi