



# JAIN VISHVA BHARATI INSTITUTE

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

LADNUN-341306, Rajasthan

Advt. No. : 01/21

Dated : 12-03-2021

## VACANCY

**Applications are invited for :**

- (A) ASSISTANT PROFESSOR: Jainology-02
- (B) ACCOUNTS OFFICER-01 (C) ACCOUNTS CLERK-01
- (D) COMPUTER PROFESSIONAL-02

**Last Date to receipt of Application Form:** April 07, 2021

**Reservation** as per rules subject to eligible person.

Interested and eligible persons may also send their application through mail at : [jvbiladnun@gmail.com](mailto:jvbiladnun@gmail.com).

**For more details please visit:** [www.jvbi.ac.in](http://www.jvbi.ac.in)

**-Registrar**


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## General Instructions :

1. These posts are on contractual basis.
2. Only eligible candidates may apply.
4. The decision of the Institute shall be final.
5. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason or may increase or decrease the number of posts. If number of applications are more then only short-listed candidates will be called for interview.
6. Separate applications must be submitted for each post.
7. Candidates are required to enclose self-attested documents with the application form.
8. English speaking and experienced persons working with the university system will be given preference.
9. Qualification and reservation as per UGC / government rules.
10. The candidate should bring their original documents for verification at the time of interview.
11. Applicants are required to attend interview at their own expense, no traveling expenses will be paid by the Institute.
12. JVBI will not be responsible for any postal delay.

## Essential :

1. **Assistant Professor in Jainology:** Proficiency in the Jain Canonical Literature and should also possess a sound knowledge of Hindi, Prakrit and English.
2. **Accounts Officer:** M.Com./M.B.A. (Finance)/C.A./S.A.S. with minimum 55% marks. Digital proficiency and sound knowledge of handling accounts with modern software, with a special reference to the working with the Tally.
3. **Accounts Clerk:** B.Com. with minimum 55% marks. Digital proficiency and sound knowledge of handling accounts with modern software, with a special reference to the working with the Tally.
4. **Computer Professionals:** B.Tech., M.C.A., M.Sc.(IT) with minimum 55% marks. Proficiency in managing institutional website and web-based applications, handling of social media platforms, sound knowledge of working on digital platforms and graphic designing software.

## How to Apply?

The prescribed Application Form can be downloaded from [www.jvbi.ac.in](http://www.jvbi.ac.in) or can be obtained from the Institute from office located at **Ladnun-341306, District Nagaur, Rajasthan**. The last date for receipt of application along with documents, complete in all respect, is April 07, 2021.



Sr. No.

# JAIN VISHVA BHARATI INSTITUTE

(DEEMED UNIVERSITY)

LADNUN - 341 306 (Rajasthan)

Advt. No. & Date :  
\_\_\_\_\_**APPLICATION FORM**

POST APPLIED FOR \_\_\_\_\_ IN PAY SCALE OF RS. \_\_\_\_\_

1. NAME : \_\_\_\_\_
2. FATHER'S NAME : \_\_\_\_\_
3. MOTHER'S NAME : \_\_\_\_\_
4. PRESENT ADDRESS : \_\_\_\_\_

PHONE NO. : \_\_\_\_\_ FAX NO. : \_\_\_\_\_ E-MAIL NO. : \_\_\_\_\_

5. DATE OF BIRTH : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_ MARTIAL STATUS : \_\_\_\_\_
6. CATEGORY : SC/ST/OBC/GEN. : \_\_\_\_\_ SEX (MALE/FEMALE) : \_\_\_\_\_
7. LANGUAGE KNOWN : \_\_\_\_\_

## 8. EDUCATIONAL QUALIFICATION (Starting with Hight School):

S. N.	NAME OF EXAMINATION/ DEGREE	BOARD/UNIVERSITY	SUBJECT	YEAR OF PASS	%	DIV.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

9. TECHNICAL/PROFESSIONAL QUALIFICATION IF ANY : \_\_\_\_\_
- \_\_\_\_\_

## 10. DETAILS OF THE POST NOW BEING HELD:

DESIGNATION	NAME OF THE INSTITUTE	SINCE HOW LONG	NATURE OF POST (TEMP/PER.)	SALARY DRAWN

11. FIELD OF SPECIALIZATION : \_\_\_\_\_

12. RESEARCH EXPERIENCE (Use Separate Sheet if Necessary) : \_\_\_\_\_

## 13. PUBLICATION WITH TITLES OF ARTICLES, NAMES OF JOURNALS AND DATES

(Use Separate Sheet if Necessary)

(A) RESEARCH : \_\_\_\_\_

(B) OTHERS : \_\_\_\_\_

#### 14. COMPLETE RECORD OF EXPERIENCE :

S. N.	DESIGNATION	DURATION		NAME OF INSTITUTE	NATURE OF WORK TEMP/PERMANENT	TOTAL YEARS OF EXPERIENCE
		FROM	TO			
						<b>a) Teaching :</b>  U.G.  P.G.  <b>b) Research :</b>  Self Research  Guidance of PG Students  <b>c) Editing :</b>  <b>d) Administrative :</b>  <b>e) Training :</b>  <b>f) Any other :</b>

15. NATURE OF WORK DONE SO FAR (use separate sheet if necessary) : \_\_\_\_\_

16. Any other relevant information which the candidate wishes to supply and which has not already been covered in the above items : \_\_\_\_\_

17. Names and addresses of at least three references well acquainted with the professional work of the candidate with at least one reference from the institution served in the past five years :

(1)

(2)

(3)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### DECLARATION BY APPLICANT

I hereby declare that the above information is true to the best of my knowledge and belief and in case any information is found to be false or incorrect at any stage, appropriate action may be taken against me.

Date :

Place :

(Signature of Applicant)

#### NO OBJECTION CERTIFICATE (IF EMPLOYED)

Sh./Mrs/Miss. \_\_\_\_\_ who holds the post of \_\_\_\_\_ in permanent/temporary capacity, if the scale of Rs. \_\_\_\_\_ drawing a pay of Rs. \_\_\_\_\_ p.m. will be relived if selected.

Date :

Signature and designation of the forwarding Authority (with seal)

#### ENCLOSURES TO BE ATTACHED :

1. Copy of Marks Sheets from Matric to the highest degree
2. Experience Certificate
3. Copy of letter of appointment if previously employed.
4. Copy of any other certificate of academic and non-academic activities
5. Certificate of SC/ST/OBC (if applicable)