



Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.), INDIA

(A Central University Established by an Act No.25 of 2009 of Parliament)

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Advt. No./R/A-NT/02/2011

Dated : 25/11/2011

Employment Notice

Applications in the prescribed format are invited from the eligible candidates for the filling up the following Academic and Non-Teaching posts:-

Academic Posts:

Sl. No.	Name of Post	Department	Scale of Pay	Details of Post and Category
1	Professor – Director	Academic Staff College	PB-4; ₹37400-67000 (PB-4)AGP ₹10000	01 (UR)
2	Librarian	Jawahar Lal Nehru Library	PB-4; ₹37400-67000 (PB-4)AGP ₹10000	01 (UR)
3	Reader (Associate Professor)	Academic Staff College	PB-4; ₹37400-67000 (PB-4) AGP ₹9000	01 (UR)
4	Lecturer (Assistant Professor)	Academic Staff College	PB-3; ₹15600-39100 (PB-3) AGP ₹6000	01 (UR)
5	Assistant Director	Physical Education	PB-3; ₹15600-39100 (PB-3) AGP ₹6000	02 (01-UR and 01 OBC Female)
6	Assistant Librarian	Jawahar Lal Nehru Library	PB-3; ₹15600-39100 (PB-3) AGP ₹6000	01 (UR)

Non-Teaching Posts:

Sl. No.	Name of post	Scale of Pay	Details of Post and Category
7	Registrar	PB-4; ₹37400-67000 GP ₹10000	01 (UR)
8	Finance Officer	PB-4; ₹37400-67000 GP ₹10000	01(UR)
9	Controller of Examinations	PB-4; ₹37400-67000 GP ₹10000	01(UR)
10	Deputy Registrar	PB-3; ₹15600-39100 GP ₹7600	03 (01-UR, 01- OBC, 01-SC)
11	Internal Audit Officer	PB-3; ₹15600-39100 GP ₹7600	01(UR) (On Deputation)
12	Executive Engineer	PB-3; ₹15600-39100 GP ₹6600	01(UR)
13	Medical Officer	PB-3; ₹15600-39100 GP ₹5400	02 (UR) (Male and Female)
14	Assistant Engineer	PB-2; ₹9300-34800 GP ₹4600	01(UR)
15	Junior Engineer	PB-2; ₹9300-34800 GP ₹4200	02 (01-UR and 01-OBC)
16	Professional Assistant	PB-2; ₹9300-34800 GP ₹4200	01 (UR)
17	Section Officer*	PB-2; ₹9300-34800 GP ₹4600	01 (UR)
18	Senior Assistant*	PB-2; ₹9300-34800 GP ₹4200	01 (UR)
19	Junior Assistant*	PB-1; ₹5200-20200 GP ₹1900	01 (UR)
20	Steno-Typist/ Computer Operator*	PB-1; ₹5200-20200 GP ₹2400	01 (UR)
21	Librarian/Technician*	PB-1; ₹5200-20200 GP ₹2000	01 (UR)
22	Peon* (Multi Tasking Staff)	PB-1; ₹5200-20200 GP ₹1800	01 (SC)
23	Hostel Attendant *	PB-1; ₹5200-20200 GP ₹1900	01 (UR)

* For Academic Staff College.

Detailed information regarding Educational Qualification, Experience, Application Form, Age, etc. can be downloaded from the University website www.dhsgsu.ac.in. Last date for submission of application is **10.01.2012** upto 5.30 (P.M.). The application should be sent through Registered/Speed Post to the **Assistant Registrar (Recruitment)**, Dr. Hari Singh Gour Vishwavidyalaya, Sagar-470 003 (M.P.).

REGISTRAR

Sl.No. 1	Post	Professor – Director (Academic Staff College) - 01 (UR)
	Pay Scale	PB-4; ₹37400-67000 (PB-4) AGP ₹10000
	Age Limit	As per UGC norms.
	Qualification and Experience	A. i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers. ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level. iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process. iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Appendix III of the UGC Regulation. OR B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials. Desirable - Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.
	Method of Recruitment	Direct Recruitment

Sl.No. 2	Post	Librarian - 01 (UR)
	Pay Scale	PB-4; ₹37400-67000 (PB-4) AGP ₹10000
	Age Limit	Not exceeding 55 years
	Qualification and Experience	Essential: i) A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. ii) At least thirteen years as a Deputy Librarian (AGP `8000/-) in a university library or eighteen years' experience as a College Librarian (AGP of `6000/). iii) Evidence of innovative library service and organization of published work. Desirable: M.Phil/ Ph.D. Degree in library science/ information science / Documentation / archives and manuscript-keeping. Note: <ul style="list-style-type: none"> The minimum requirement of 55% shall not be insisted upon for Librarian and Deputy Librarian, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Librarian. A relaxation of 5% shall be provided at the Master's level to the SC/ST category.
	Method of Recruitment	Direct recruitment or on Contract for a period of 5 years or till the age of 62 years, whichever is earlier.

Sl. No. 3	Post	Reader (Associate Professor) (Academic Staff College) - 01 (UR)
	Pay Scale	PB-4; ₹37400-67000 (PB-4) AGP ₹9000
	Age Limit	As per UGC norms
	Qualification and Experience	i) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed). iii) A minimum of eight years of experience of teaching and/or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers. iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

	Method of Recruitment	v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in Appendix III of the UGC Regulation. Desirable - Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences. Direct Recruitment
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Sl. No.	Post	Lecturer (Assistant Professor) (Academic Staff College) - 01 (UR)
4	Pay Scale	PB-3; ₹15600-39100 (PB-3) AGP ₹6000
	Age Limit	As per UGC norms
	Qualification and Experience	i) Good academic record as defined by the university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause, the candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent position in Universities/Colleges/Institutions. iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted. Desirable - Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Assistant Director (Physical Education) - 02 (01-UR and 01 OBC-Female)																
5	Pay Scale	PB-3; ₹15600-39100 (PB-3) AGP ₹6000																
	Age Limit	As per UGC norms																
	Qualification and Experience	i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. ii) Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/ or national championships. iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iv) Passed the physical fitness test conducted in accordance with these Regulations. v) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports. NORMS FOR MEN 12 MINUTES RUN/WALK TEST <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Up to 30 years</td> <td style="width: 25%;">Up to 40 years</td> <td style="width: 25%;">Up to 45 years</td> <td style="width: 25%;">Up to 50 years</td> </tr> <tr> <td>1800 meters</td> <td>1500 meters</td> <td>1200 meters</td> <td>800 meters</td> </tr> </table> NORMS FOR WOMEN 8 MINUTES RUN / WALK TEST <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Up to 30 years</td> <td style="width: 25%;">Up to 40 years</td> <td style="width: 25%;">Up to 45 years</td> <td style="width: 25%;">Up to 50 years</td> </tr> <tr> <td>1000 meters</td> <td>800 meters</td> <td>600 meters</td> <td>400 meters</td> </tr> </table>	Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years	1800 meters	1500 meters	1200 meters	800 meters	Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years	1000 meters	800 meters	600 meters	400 meters
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	Method of Recruitment	Direct Recruitment																

Sl. No.	Post	Assistant Librarian - 01 (UR)
6	Pay Scale	PB-3; ₹15600-39100 (PB-3) AGP ₹6000
	Age Limit Qualification and Experience	Up to 40 years (for relaxation please see instructions) Essential: i.) Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of the marks or an equivalent grade point scale wherever grading system is followed and consistently good academic record with knowledge of computerization of library. ii) Qualifying in the national-level test in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. iii) Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree though a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall be exempted from NET. Desirable: i) Three years supervisory experience in Library of Govt. Dept./ University / Autonomous Bodies. ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Registrar - 01 (UR)
7	Pay Scale	PB-4; ₹37400-67000 (PB-4) GP ₹10000
	Age Limit Qualification and Experience	Up to 55 years Essential: i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale in any discipline from a recognized university/institute. ii) At least 15 years of experience as Assistant Professor in the AGP of `7000 and above or with 8 years' of service in the AGP of `8000 and above including as Associate Professor along with experience in educational administration; or Comparable experience in research establishment and/or other institutions of higher education; or 15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post. iii) Good working knowledge on Computer. Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. Note: <ul style="list-style-type: none"> • The minimum requirement of 55% of the marks shall not be insisted upon for Registrars and Deputy Registrars, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar. • A relaxation of 5% shall be provided at the Master's level to the SC/ST category.
	Method of Recruitment	Deputation or on Contract for a term of 3 years or till attaining the age of 62 years, whichever is earlier.

Sl. No.	Post	Finance Officer - 01 (UR)
8	Pay Scale	PB-4; ₹37400-67000 (PB-4) GP ₹10000
	Age Limit Qualification and Experience	Up to 55 years Essential: i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in any discipline from a recognized university/institute . ii) At least 15 years of experience as Assistant Professor in the AGP of `7000 and above or with 8 years' of service in the AGP of `8000 and above including as Associate Professor along with experience in educational administration, or Comparable experience in research establishment and /or other institutions of higher education, or 15 years of administrative experience of which 8 years as Deputy Registrar or in an equivalent post in Finance and Accounts.

		<p>iii) Good working knowledge on Computer.</p> <p>Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D.</p> <p>Note:</p> <ul style="list-style-type: none"> The minimum requirement of 55% of the marks shall not be insisted upon for Finance Officer and Deputy Finance Officer, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Registrar/Asstt. Finance Officer. A relaxation of 5% shall be provided at the Master's level to the SC/ST category.
	Method of Recruitment	Deputation or on Contract for a term of 3 years or till attaining the age of 62 years, whichever is earlier.
	Others	Deputation: Officers holding analogous posts on regular basis or with three (3) years regular service in PB-IV plus GP of `8700 or with five (5) years regular service in PB-3 plus GP of `7600; in Audit and Accounts departments in the Central / State Government, Universities and other autonomous organizations.

Sl. No.	Post	Controller of Examinations - 01 (UR)
9	Pay Scale Age Limit	PB-4; ₹37400-67000 (PB-4) GP ₹10000 Up to 55 years
	Qualification and Experience	<p>Essential:</p> <p>i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of `7000 and above or with 8 years' of service in the AGP of `8000 and above including as Associate Professor along with experience in educational administration; or</p> <p>Comparable experience in research establishment and/or other institutions of higher education; or</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post.</p> <p>iii) Good working knowledge on Computer.</p> <p>Desirable:</p> <ul style="list-style-type: none"> MBA / LL.B. / MCA / Ph.D. Adequate experience in the conduct of University examinations or other comparable examinations.
	Method of Recruitment	Deputation or on contract for a term of 5 years or till attaining the age of 62 years, whichever is earlier.

Sl. No.	Post	Deputy Registrar - 03 (01-UR, 01-OBC and 01-SC)
10	Pay Scale Age Limit	PB-3; ₹15600-39100 (PB-3) GP ₹7600 Up to 50 years (for relaxation please see instructions)
	Qualification and Experience	<p>Essential:</p> <p>i) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>ii) Nine years' of experience as Assistant Professor in the AGP of `6000 and above with experience in educational administration ; or</p> <p>Comparable experience in research establishment and/or other institutions of higher education; or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>iii) Good working knowledge on Computer.</p> <p>Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D.</p>
	Method of Recruitment	Direct Recruitment/Deputation Deputation: Officers holding analogous posts on regular basis or with 3 years regular service in PB-3; GP of `6600 or 5 years regular service on the post equivalent to Assistant Registrar (PB-3; GP of `5400) in the Central/State Government, Universities and other autonomous organizations.

Sl. No. 11	Post	Internal Audit Officer (On Deputation) - 01 (UR)
	Pay Scale	PB-3; ₹15600-39100 (PB-3) GP ₹7600
	Age Limit	Not exceeding 55 years
	Qualification and Experience	Officers holding analogous posts or with three (3) years of regular service in the scale of pay of `10000–15200 (pre-revised)/PB-3; GP of `6600 or five (5) years in the scale of pay of `8000-13500 (pre-revised)/PB-3; GP of `5400 in the Central / State Governments, Universities and other Autonomous Organizations.
	Method of Recruitment	Deputation for a maximum period of 5 years.

Sl. No. 12	Post	Executive Engineer - 01 (UR)
	Pay Scale	PB-3; ₹15600-39100 (PB-3) GP ₹6600
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Essential : i) A Degree in Engineering from a recognized university/Institution or equivalent in relevant area. ii) Eight years regular services as Assistant Engineer in the pay scale of `6500-10500 (pre-revised) / PB-2; GP of `4600 in CPWD / State PWD/ Central/State Govt. Dept./ Semi Govt./ PSU/ Statutory or Autonomous Organizations/University. Desirable: Working knowledge of AUTOCAD, other relevant software.
	Method of Recruitment	Direct Recruitment

Sl. No. 13	Post	Medical Officer (Male-1 and Female-1) (UR)
	Pay Scale	PB-3; ₹15600-39100 Grade Pay ₹5400/-
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Essential: i) M.B.B.S. Degree from a recognized University. ii) At least two years post qualification experience. Desirable: MD/MS. Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynecology ward.
	Method of Recruitment	Direct Recruitment

Sl. No. 14	Post	Assistant Engineer - 01 (UR)
	Pay Scale	PB-2; ₹9300-34800 GP ₹4600
	Age Limit	Up to 35 years (for relaxation please see instructions)
	Qualification and Experience	Essential: A Degree in Engineering in the relevant area from a recognized University / Institute with two years post qualification experience in relevant filed or Diploma in relevant area from a recognized University/Institute with five years post qualification experience, in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. Desirable: Working knowledge of AUTOCAD, other relevant software.
	Method of Recruitment	Direct Recruitment

Sl. No. 15	Post	Junior Engineer (Civil/Electrical) - 02(01-UR and 01-OBC)
	Pay Scale	PB-2; ₹9300-34800 GP ₹4200
	Age Limit	Up to 30 years (for relaxation please see instructions)
	Qualification and Experience	Essential: Degree in Engineering in the relevant area from a recognized University /Institute or equivalent Or Diploma in Engineering in the relevant area from a recognized University / Institute or equivalent having two (2) years post qualification experience in relevant field from an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. Desirable: Working knowledge of AUTOCAD, other relevant software.
	Method of Recruitment	Direct Recruitment

Sl. No. 16	Post	Professional Assistant - 01 (UR)
	Pay Scale	PB-2; ₹9300-34800 GP ₹4200
	Age Limit	Up to 35 years (for relaxation please see instructions)
	Qualification and Experience	Essential: Master's Degree in Library & Information Science or equivalent with five years relevant experience in Govt. dept./ University / Autonomous Bodies or organization of repute. Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.
	Method of Recruitment	Direct Recruitment

Sl. No. 17	Post	Section Officer* - 01 (UR)
	Pay Scale	PB-2; ₹9300-34800 GP ₹4600
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Essential: i) Degree of a recognized university with working knowledge of computer applications. ii) Eight years' experience in relevant field (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central / State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (` 9300-34800) with GP of ` 4200. Desirable: Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.
	Method of Recruitment	Direct Recruitment / Deputation: Deputation: Officers holding analogous post on regular basis or with three years regular service in the Pay Band-2 (` 9300-43800) with GP of ` 4200 or equivalent in the Central/State Governments, Universities or autonomous organizations and possess the qualifications and experience prescribed as above.

Sl. No. 18	Post	Senior Assistant* (Re-designated as Assistant) - 01 (UR)
	Pay Scale	PB-2; ₹9300-34800 GP ₹4200
	Age Limit	Up to 30 years (for relaxation please see instructions)
	Qualification and Experience	Essential: i) Degree of a recognized university with working knowledge of computer applications. ii) 5 years' experience in relevant field (i.e. Administration/Finance & Accounts/ Purchase/ Personnel/ Legal etc.) in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or Organizations of repute. Desirable: Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Junior Assistant* (Re-designated as Lower Division Clerk) - 01 (UR)
19	Pay Scale	PB-1; ₹5200-20200 GP ₹1900
	Age Limit Qualification and Experience	(Between 18-27 years for relaxation please see instructions) Essential : (i) 10+2 or equivalent from a recognized Board. (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (10500KDPH/9000KDPH on an average of 5 key depression for each word). (iii) Excellent knowledge of computer applications like MS-Office, Internet etc. Desirable: Graduate from a recognized University and working experience in government or organization of repute.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Steno-Typist/Computer Operator* (Re-designated as Stenographer) - 01 (UR)
20	Pay Scale	PB-1; ₹5200-20200 GP ₹2400
	Age Limit Qualification and Experience	Up to 30 years (for relaxation please see instructions) Essential: i) 10+2 from a recognized Board. ii) A speed of 80/40 w.p.m. in English Stenography Or 80/30 w.p.m. in Hindi Stenography. iii) Knowledge of Computer Applications. Desirable: i) Preference will be given to Graduates. ii) Diploma / Certificate in Stenography. iii) Working experience in Hindi & English both.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Librarian/Technician* (Re-designated as Library Assistant) - 01 (UR)
21	Pay Scale	PB-1; ₹5200-20200 GP ₹2000
	Age Limit Qualification and Experience	Up to 30 years (for relaxation please see instructions) Essential: i) Graduate from a recognized University with working knowledge of computer applications. ii) Diploma or Certificate in Library Science. Desirable: Working experience in a computerized Library of Govt. dept. / University or Autonomous Organization or Organization of repute.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Peon* (Re-designated as Multi Tasking Staff) - 01 (SC)
22	Pay Scale	PB-1; ₹5200-20200 GP ₹1800
	Age Limit Qualification and Experience	Between 18 to 27 years (for relaxation please see instructions) Essential: Matriculation or equivalent. Desirable: Working experience in government or organization of repute.
	Method of Recruitment	Direct Recruitment

Sl. No.	Post	Hostel Attendant* - 01 (UR)
23	Pay Scale	PB-1; ₹5200-20200 GP ₹1900
	Age Limit Qualification and Experience	Not more than 35 years (for relaxation please see instructions) Essential: 1. 10+2 or equivalent examination from a recognized Board/ Institution. 2. Diploma / Certificate Course in Hospitality / maintenance of guest house or Experience of five years in maintenance of institutional guest house. Desirable: 1. Working experience in government or organization of repute. 2. Multi tasking skills such as knowledge of operating office maintenance including computer.
	Method of Recruitment	Direct Recruitment

Note:

1. Applicants for teaching positions and other positions with Academic Grade Pay (such as Librarian/Assistant Librarian / Assistant Director (Physical Education) are required to fill up API score card and send along with the application form. **They are advised to download the API Proforma from UGC website www.ugc.ac.in.** Eligibility for these posts shall be considered as per UGC regulations on Minimum Qualification for appointment of Teaching and other Academic Staff in Universities and Colleges and measure for the maintenance of standards in higher education 2010 (F-3-1/2009 dated 20th June 2010). Candidates may visit the UGC website www.ugc.ac.in for more details. Applicants for Assistant Professors are to provide documentary evidence to the effect that the Ph.D was awarded as per the UGC Regulations, 2009.
2. Those who applied earlier for the post of Librarian and Controller of Examinations in response to Advt. No. Estt. 1/2009 and Advt. No. Estt. 1/2010 of this university are advised to submit fresh filled in application updating the data by the downloading the format. They are not required to pay any fees. However, they must provide details of fees paid earlier to claim waiver. They need not provide copies of any document submitted earlier.

General Instruction for Candidates

1. The University reserves the right to :
 - a) Define the Good Academic Record and subjects covered under relevant/allied/concerned disciplines.
 - b) offer the post at a level lower than that the post applied for, depending upon the qualifications, experience and performance of the candidates;
 - c) not to fill up any of the advertised post.
2. Qualifications and other conditions are applicable as stipulated by the MHRD/UGC regulations from time to time.
3. Reservation Policy will be followed as per the Govt. of India Rules. SC/ST/OBC/PH candidates are required to attach the caste/relevant certificate.
4. A relaxation of 5% marks at the Master's level may be provided to the SC/ST/PH category candidates.
5. Relaxation in age, qualification etc. shall be applicable to the SC/ST, OBC and Physically challenged candidates as per rules of the Govt. of India, UGC. The employees of Central Govt. /State Govt./ Universities/ shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to all as on the last date for reaching the application.
6. Candidates with higher qualification may be given preference.
7. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit, which may vary from post to post, on the basis of qualifications, experience, publications etc. higher than the minimum prescribed in the advertisement. The University may constitute an expert committee to scrutinize the applications or process administratively depending upon the number of applications.
8. The process of selection may be by a presentation/seminar/written test/interview or a combination thereof.
9. Higher initial pay may be given to exceptionally qualified and deserving candidates.
10. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
11. The service conditions including pay scale and age of superannuation shall be as per UGC/ Universities rules/ norms.
12. Canvassing in any form may lead to cancellation of candidature.
13. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be out-rightly rejected.
14. Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.
15. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
16. The University shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background for which he has been convicted by any court and has suppressed the said information, then his services shall be terminated.
17. 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.

18. Applicant must enclose with application form processing fee of Rs. 500/- for General / OBC category and Rs. 125/- for SC/ST and Handicapped category in the form of Demand Draft drawn in favour of "**Registrar**" Dr. Harisingh Gour Vishwavidyalaya, Sagar (Madhya Pradesh) payable at State Bank of India, University Branch, Branch Code 1143.
19. The application should be sent through **Registered/Speed Post** to the **Assistant Registrar (Recruitment)**, Dr. Hari Singh Gour Vishwavidyalaya, Sagar-470 003 (M.P.) latest by **10.01.2012**, upto **5.30 pm**. Application received after this date may not be considered. The University shall not be responsible for postal delay, if any. Envelope containing application should be superscribed the post applied for.
20. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
21. Separate Application Form and fee is required to be filled up for each post in case candidates intend to apply for more than one post.
22. Those already in Govt. service should forward their applications through proper channel or produce "**No Objection Certificate**" at the time of interview.

REGISTRAR