



EMPLOYMENT NOTICE

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

Details of Non-teaching Posts:

S. No.	Post Code	Name of post	Scale of Pay	Details of Post and Category	
1.	NT/001	Section Officer, HRDC	PB 02 Rs 9300-34800 GP Rs 4600	01 (UR)	* PWD
2.	NT/002	Senior Assistant, HRDC	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	
3.	NT/003	Steno Typist/Computer Operator, HRDC	PB 01 Rs. 5200-20200 GP Rs. 2400	01 (UR)	
4.	NT/004	Graphic Artist, EMMRC	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	
5.	NT/005	Technical Assistant, EMMRC	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	
6.	NT/006	Professional Assistant (Library), EMMRC	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	* PWD
7.	NT/007	Personal Assistant, EMMRC	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	
8.	NT/008	Senior Technical Assistant	PB 02 Rs 9300-34800 GP Rs 4200	01 (UR)	
9.	NT/009	Technical Assistant	PB 02 Rs 5200-20200 GP Rs 2800	02 (UR)	

* Post is reserved for Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

** Post is reserved for Deaf and hard of hearing

NOTE:

1. The existing temporary EMMRC staff of the Dr. Harisingh Gour Vishwavidyalaya, Sagar, shall be given one time age relaxation in the Upper Age limit proportionate to the length of service rendered by them.
2. For appointments, preference will be given to Person with disabilities, even when the reservation is not marked and if suitable candidates in the category of PWD are available.

For general terms & conditions, procedure for filling application form and other important information etc., please visit University website: www.dhsgsu.ac.in. The last date of submission of application forms is 10/11/2017.

HOW TO APPLY:

1. The eligible and interested candidates may download the application form from the University website www.dhsgsu.ac.in and apply in the same format. Applicants are required to submit the duly prescribed filled in application form along with the application fee, and self attested copies of the mark-sheets and certificates of educational qualifications, date of birth, experience, category, PWD certificate, etc. to the REGISTRAR, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470 003 (M.P.) by Speed Post /Registered Post only.
2. Last date of receipt of applications: 10/11/2017.

APPLICATION FEE:

1. Application Fee is Rs. 500/- for General and OBC candidates. Application Fee can be paid Online. Online fee for recruitment option is available on Vishwavidyalaya website: www.dhsgsu.ac.in. After successful payment, print the copy of the receipt and attach the same with the Application Form.
2. SC/ST and PWD candidates need not pay any fee for application.

REGISTRAR

Non-Teaching Post

HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)		
Sl. No.	Post	Section Officer - 01 (UR) * PWD
NT/001	Pay Scale	PB-2; Rs. 9300-34800 GP Rs. 4600
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>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.</p> <p>Desirable:</p> <p>Master's Degree/PG Diploma in Business Administration/P DCA or LL. B.</p>
	Method of Recruitment	<p>Direct / Deputation:</p> <p>Deputation : Officers holding analogous post on regular basis or three years regular service in the Pay Band-2 (Rs 9300-34800) with GP of Rs. 4200 or equivalent in the Central/State Governments, Universities or autonomous organizations possess the qualifications and experience prescribed as above.</p>
* Post is reserved for Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.		

Sl. No.	Post	Senior Assistant - 01 (UR)
NT/002	Pay Scale	PB-2; Rs 9300-34800 GP Rs 4200
	Age Limit	Up to 30 years (for relaxation please see instructions)
	Qualification and Experience	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>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.</p> <p>Desirable:</p> <p>Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.</p>

Sl. No.	Post	Steno-Typist/Computer Operator - 01 (UR)
NT/003	Pay Scale	PB-1; Rs 5200-20200 GP Rs 2400
	Age Limit	Up to 30 years (for relaxation please see instructions)
	Qualification and Experience	<p>Essential:</p> <p>i) B.Sc. Computer Science/IT with atleast 55% marks from recognized Institute/University.</p> <p style="text-align: center;">OR</p> <p>BCA or Graduation in any discipline with atleast 55% marks from recognized Institute/ University with PGDCA.</p> <p>ii) A speed of 40 w.p.m. in English typing OR 30 w.p.m. in Hindi typing through Computer.</p> <p>iii) Having 02 years experience as Data entry operator/Computer operator in Govt. / Statutory body/ Industry/ PSU.</p> <p>Desirable:</p> <p>i) A speed of 80/40 w.p.m. in English Stenography Or 80/30 w.p.m. in Hindi Stenography.</p> <p>ii) Diploma / Certificate in Stenography.</p>

ELECTRONIC MULTI MEDIA CENTRE (EMMRC)		
Sl. No.	Post	Graphic Artist, EMMRC (01- UR)
NT/004	Pay Scale	PB 02 Rs 9300-34800 GP Rs 4200
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Diploma in Applied Art from a recognized institute (5 structure after 10 th) or degree in Applied Art or equivalent qualification desirably with experience in computer Graphics or Graduate with recognized diploma in computer graphics 3 years experience.
Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).		

Sl. No.	Post	Technical Assistant, EMMRC (01-UR)
NT/005	Pay Scale	PB 02 Rs 9300-34800 GP Rs 4200
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	HSC (12 th) and Diploma 3 years (structure) in electronics from recognized institute OR equivalent qualification and 1 year experience in operation/maintenance of Video equipment or SSC (10 th) plus Diploma (3 year structure) in electronics from recognized institute and 3 years experience in operation/maintenance of Video equipments.
Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).		

Sl. No.	Post	Professional Assistant (Library), EMMRC (01-UR) * PWD
NT/006	Pay Scale	PB 02 Rs 9300-34800 GP Rs 4200
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Graduate in any subject and B. Lib. Sc. with 5 years experience. Preferably in Media Library. Desirable – Experience of working in Media Library.
Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).		
**	Post is reserved for Deaf and hard of hearing.	

Sl. No.	Post	Personal Assistant, EMMRC (01-UR)
NT/007	Pay Scale	PB 02 Rs 9300-34800 GP Rs 4200
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Graduate with English shorthand speed of 100 WPM and t speed of 45 WPM and 5 years experience as a Stenographer. Desirable : Experience in handling modern office equipment and word processing on computer.
Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).		

Code No.	Post	Senior Technical Assistant - 01 (UR)
NT/008	Pay Scale	PB-2 Rs. 9300-34800 GP Rs. 4200
	Age Limit	35 Years (as on last date of advertisement)
	Qualification and Experience	<p>a. B.E./B.Tech. in Instrumentation & Control Engineering/ Instrumentation Engineering / Instrumentation Technology/ Electronics Engineering.</p> <p>b. Two years experience in handling sophisticated/scientific equipment in Central/State Govt, University, Research Institutions, Autonomous Organiza .</p> <p>OR</p> <p>c. M.E./M.Tech. in Instrumentation & Control Engineering/ Instrumentation Engineering / Instrumentation Technology/ Electronics Engineering.</p> <p>OR</p> <p>d. M.Sc. in Instrumentation & Control Engineering/ Instru mentation Engineering / Instrumentation Technology/ Electronics Engineering.</p> <p>Desirable :</p> <p>(i) Candidate having experience with working and sampling n Sophisticated instruments such as NMR, SEM, TEM, XRD etc.,</p> <p>(ii) PGDCA or equivalent from a recognized institution.</p>

Code No.	Post	Technical Assistant - 02 (UR)
NT/009	Pay Scale	PB-2/5200-20200 GP 2800
	Age Limit	30 Years (as on last date of advertisement)
	Qualification and Experience	<p>Diploma in Instrumentation & Control Engineering/Instrumentation Engineering / Instrumentation Technology/Electronics Engineering from a recognized I titution with 05 years relevant experience in University/Research Institute of repute.</p> <p>OR</p> <p>B.Sc. Degree in Science subject with relevant experience of 0 years in University/Research Institute of repute.</p> <p>OR</p> <p>B.E./B.Tech. in Instrumentation & Control Engineering/ Instrumentation Engineering/ Instrumentation Technology/ Electronics Engineering or its equivalent from a recognized Institution.</p> <p>OR</p> <p>M.Sc./M.Tech. in Instrumentation & control Engg./Instrument Engg./ Instrument. Tech./Electronics Engg. or its equivalent from a recog ized Institution.</p> <p>Desirable :</p> <p>(i) Candidate having experience with working and sampling on Sophisticated instruments such as NMR, SEM, TEM, XRD etc.,</p> <p>(ii) PGDCA or equivalent from a recognized institution.</p>

GENERAL CONDITIONS & ESSENTIAL INFORMATION

1. The University reserves the right to :
 - a) withdraw any advertised post(s) at any time without giving any reason. The number of positions is thus open to change.
 - b) draw reserve panel(s) against the possible vacancies in future;
 - c) not to fill up any of the advertised positions.
2. Candidates are advised to satisfy themselves before ap ying that they possess at least the minimum essential qualifications/experience laid down for the post.
3. Qualifications and other conditions shall be applicable as stipulated by the University Recruitment Rules/ EMMRC Guidelines/HRDC Guidelines and as per the extant UGC Regulations.

4. Reservation for Persons with disabilities will be given as per Govt. of India/UGC Rules.
5. Candidates applying for the post reserved for SC/ST and PWDs must enclose with the application the Caste/Tribe/Medical certificate in GOI prescribed form duly issued by the competent authority.
6. Relaxation in age, qualification etc. shall be applicable to the SC/ST, OBC and PWD candidates as per extant guidelines of Govt. of India. The employees of Central Govt. /State Govt./ Universities/ shall be granted 5 years relaxation in upper age limit.
7. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for Written Test. 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 etc. higher than the minimum prescribed in the advertisement. The University may constitute a committee to scrutinize the applications.
8. The process of selection will be through written test as per GOI norms.
9. Incomplete applications or applications without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/ experience certificate, reports of publications, prescribed fee) or applications received after the last date etc. will be out-rightly rejected.
10. Qualifications/Experiences/Age etc. as on closing date of advertisement will only be taken into consideration.
11. Those already in Govt. service should submit their applications through proper channel or produce "No Objection Certificate" at the time of interview.
12. In case of any inadvertent mistake in the process of selection 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.
13. After joining the service of the University, the candidates will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He/she may be assigned any duty within/outside the University depending upon the exigency of the work.
14. The University reserves the right to verify the antecedents or documents submitted by the candidate at any time including 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, his/her services shall be terminated forthwith.
15. Candidate who wishes to apply for more than one post are required to submit separate application and fee for each post.
16. Canvassing in any form may lead to cancellation of candidature.
17. No interim correspondence shall be entertained.
18. In case of any dispute, suit or legal proceedings against the University, the jurisdiction shall be restricted to the Hon'ble High Court of Madhya Pradesh at Jabalpur.
19. The duly filled in application in prescribed format should reach the REGISTRAR, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) 470003 by Speed Post/Registered Post only positively by 10/11/2017 up to 6.00 P.M. The completeness of the submitted application is the sole responsibility of the candidates. The University shall not be responsible for any delay/loss due to postal or any other reason thereof.
20. Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.ac.in

REGISTRAR