



EMPLOYMENT NOTICE

The applications in the prescribed form are invited from the eligible candidates for the following Non-teaching positions to be filled up on regular basis:

Details of Non-teaching Positions:

S. No.	Post Code	Name of post	Scale of Pay	Details of Post and Category	
				OBC	UR
1.	NT/01	Registrar	PB-4; Rs. 37400-67000 GP Rs. 10000	-	01
2.	NT/02	Finance Officer	PB-4; Rs. 37400-67000 GP Rs. 10000	-	01
3.	NT/03	Controller of Examinations	PB-4; Rs. 37400-67000 GP Rs. 10000	-	01
4.	NT/04	Director, EMMRC	PB-4; Rs. 37400-67000 GP Rs. 10000	-	01
5.	NT/05	Deputy Registrar*	PB-3; Rs. 15600-39100 GP Rs. 7600	-	01
6.	NT/06	Assistant Registrar**	PB-3; Rs. 15600-39100 GP Rs. 5400	-	02
7.	NT/07	Medical Officer	PB-3; Rs. 15600-39100 GP Rs. 5400	01	01 Female
8.	NT/08	Producer, EMMRC	PB-3; Rs. 15600-39100 GP Rs. 5400	-	01

* Deputy Registrar 01 post against Lien vacancy. Initially for one year which may be extended further.

** Asstt. Registrar 01 post on Deputation/Direct and 01 post against Lien vacancy. In case of deputation /lien vacancy appointment will be initially for one year which may be extended further.

NOTE: 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 08/09/2017.

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: 08/09/2017.

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		
Post Code	Post	Registrar - 01 (UR)
NT/01	Pay Scale	PB-4; Rs. 37400-67000 GP Rs.10000
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential: 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.</p> <p>i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in education / administration; OR</p> <p>ii) Comparable experience in research establishment and/or other institutions of higher education; OR</p> <p>iii) 15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post.</p> <p>Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. Good working knowledge on Computer.</p>
	Method of Recruitment	Deputation or on Contract for a period of 05 years or till attaining the age of 62 years, whichever is earlier.

Post Code	Post	Finance Officer - 01 (UR)
NT/02	Pay Scale	PB-4; Rs. 37400-67000 GP Rs. 10000
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential: 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.</p> <p>i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in education / administration; OR</p> <p>ii) Comparable experience in research establishment and/or other institutions of higher education; OR</p> <p>iii) 15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post.</p> <p>Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / MCA / Ph.D. Good working knowledge on Computer.</p>
	Others	Deputation: Officers holding analogous posts on regular basis or with three (3) years regular service in PB-IV plus GP of Rs. 8700 or with five (5) years regular service in PB-3 plus GP of Rs. 7600; in Audit and Accounts departments in the Central / State Government Universities and other autonomous organizations.
	Method of Recruitment	Deputation or on Contract for a period of 03 years or till attaining the age of 62 years, whichever is earlier.

Post Code	Post	Controller of Examinations - 01 (UR)
NT/03	Pay Scale	PB-4; Rs. 37400-67000 GP Rs. 10000
	Age Limit	Preferably below 57 years
	Qualification and Experience	Essential: 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. i) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration; OR ii) Comparable experience in research establishment and/or other institutions of higher education; OR iii) 15 years of administrative experience, of which 8 years as Deputy Registrar or in an equivalent post. Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / M A / Ph.D. Good working knowledge on Computer.
	Method of Recruitment	Deputation or on contract for a term of 5 years or till attaining the age of 62 years, whichever is earlier.

Post Code	Post	Director - EMMRC 01 (UR)
NT/04	Pay Scale	PB-4; 37400-67000 GP 10000
	Age Limit	Not exceeding 55 years
	Qualification and Experience	A Master's Degree in any subject. Eminent Teachers/Person having experience of Print/Electronic Media or Journalism/theatre, Art and culture with a total of 10 years of regular service including administrative experience. Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).
	Method of Recruitment	The term of the Director shall be for a period of 5 years, extendable to another term(s) up to the age of 60 years.

Post Code	Post	Deputy Registrar- 01 (UR) (01 post against lien vacancy. Initially for one year which may be extended further)
NT/05	Pay Scale	PB-3; Rs. 15600-39100 GP Rs, 7600/-
	Age Limit	Up to 50 years (for relaxation please see instructions)
	Qualification and Experience	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. (ii) Nine years' of experience as Assistant Professor in the AGP of `6000 and above with experience in educational administration ; or Comparable experience in research establishment and/or other institutions of higher education ; or Five years' of administrative experience as Assistant Registrar or in an equivalent post. (iii) Good working knowledge on Computer. Desirable: MBA / PG Diploma in Management / LL.B. / CA / ICWA / M A / Ph.D.

Post Code	Post	Assistant Registrar- 02 (UR) (01 on Deputation/Direct & 01 against lien vacancy. In case of deputation /lien vacancy appointment will be initially for one year which may be extended further.
NT/05	Pay Scale	PB-3; Rs. 15600-39100 GP Rs, 5400/-
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Essential: Good academic record plus Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. Desirable: i) Three years experience in supervisory capacity in Government dep./ University / Autonomous Bodies. ii) MBA / PG Diploma in Management / LL.B. / CA / ICWA / M A / Ph.D.
	Deputation	Officers holding analogous posts on regular basis or with three years regular service in the Pay Band-2 (Rs. 9300-34800 with GP of Rs. 4600) in the Central / State Government, Universities and Autonomous Bodies.

Post Code	Post	Medical Officer - 02 { 01-(OBC) & 01 (UR Female)}
NT/006	Pay Scale	PB-3; Rs. 15600-39100 GP Rs. 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.

Post Code	Post	Producer – 01 (UR)
NT/006	Pay Scale	PB-3; Rs. 15600-39100 GP Rs. 5400/-
	Age Limit	Up to 40 years (for relaxation please see instructions)
	Qualification and Experience	Master's degree in any subject or Bachelor's degree in engineering with 3 years experience in Video Production or direction preferably in Educational TV or PG Diploma in direction from FTII or equivalent qualification or Master in Communication and 2 years experience in Video Production preferably in Educational TV. Note: The candidates should have secured at least 55% of the aggregate marks in the concerned examination(s).

GENERAL CONDITIONS & ESSENTIAL INFORMATION

1. The University reserves the right to :
 - a) 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.
 - b) offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidates and availability of vacant advertised lower posts.
 - c) draw reserve panel(s) against the possible vacancies in future;
 - d) not to fill up any of the advertised positions.
2. Candidates are advised to satisfy themselves before applying 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 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 format duly issued by the competent authority. Candidates for the post reserved for OBC are required to submit a certificate regarding his/her OBC status and non-creamy layer status in a prescribed format duly issued on or after 01/04/2017 by the competent authority. To avoid delay in submission of applications, OBC candidates are allowed to apply with their OBC certificate issued before 01/04/2017; such candidates shall be required to produce the updated OBC certificate at the time of interview.
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 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 a committee to scrutinize the applications.
8. The process of selection may be by a presentation/semi ar/written test/interview or a combination thereof.
9. Incomplete applications or applications without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/ experience certificate, reprints 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. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
12. Those already in Govt. service should submit their applications through proper channel or produce "No Objection Certificate" at the time of interview.
13. 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.
14. 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.
15. 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.
16. Those candidates who have already applied against Employment Notice No. R/A-NT/2015/01 dt. 10/09/2015 for the post of Director (EMMRC) is advised to apply afresh in prescribed format. They are not required to pay any fees. However, they must provide details of fees paid earlier to claim waiver.
17. Candidate who wishes to apply for more than one post are required to submit separate application and fee for each post.
18. Canvassing in any form may lead to cancellation of candidature.
19. No interim correspondence shall be entertained.
20. 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.
21. 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 postively by 08/09/2017 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.
22. Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.ac.in