



Dr. Harisingh Gour University
(A Central University established by Act No. 25 of 2009)
Sagar – 470 003, M.P., (INDIA)
Ph. : +91-7582-264055, Fax : +91-7582-264236

No.R/N-T/2011/01

Dated : 15.09.2011

Recruitment for Non-Teaching Positions

Applications are invited on prescribed form from eligible candidates for direct recruitment for the post of Hindi Officer, Hindi Translator and Hindi Typist in the Pay Band of PB-3: Rs.15600-39100, PB-2 : Rs. 9300-34800, PB – 1 : Rs. 5200-20200 with grade pay of Rs.5400/-, Rs.4200/- and Rs.1900/-, respectively. The application form, requisite qualifications, experience, other terms & conditions etc. can be downloaded from the University's website www.dhsgsu.ac.in. The filled in application form along with requisite fee should reach "The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P. – 470 003 by **31/10/2011**. Incomplete application or application received after the last date shall liable to be rejected.

REGISTRAR



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No. R/N-T/2011/01

Dated : 15.09.2011

Qualifications, Experience, General Terms and Conditions
for Hindi Officer, Hindi Translator and Hindi Typist.

Applications in the prescribed proforma are invited from eligible candidates for the following posts:

[Details of the post(s), number of post(s), pay bands, age limit and reservations]

S. No.	Post	Pay Band & Grade Pay	Age Limit	No. of post	Category
1.	Hindi Officer	PB-3 : Rs. 15600-39100/- Grade Pay : Rs. 5400/-	Not exceeding 40 years	01	UR
2.	Hindi Translator	PB-2 : Rs. 9300-34800/- Grade Pay : Rs. 4200/-	Not exceeding 30 years	01	UR
3.	Hindi Typist	PB-1 : Rs. 5200-20200 Grade Pay : Rs. 1900/-	Not exceeding 25 years	01	UR

[Details of the educational qualification(s), experience, etc.]

S. No.	Post	Minimum educational qualification, desirable qualification/ experience, etc.
1.	Hindi Officer	Essential : 1. Post Graduate/equivalent Degree in Hindi from any recognized University with at least 55% of marks or equivalent grade and English as a subject at Degree level. 2. Technical Terminological work in Hindi and five (05) years experience in translation from English to Hindi and Hindi to English, where preference shall be given on the works of technical and scientific literature. OR Five (05) years experience in teaching, research, writings or journalism in Hindi. Desirable : Knowledge of Sanskrit or any Indian Language.
2.	Hindi Translator	Essential : 1. Post Graduate Degree in English/Hindi from any recognized University and English/Hindi as a compulsory / optional subject at Degree level or as a medium of examination. 2. Recognized Diploma/Certificate in Translation from Hindi to English and English to Hindi. OR Two (02) years experience in translation works in Hindi to English and English to Hindi in any office of Central/State Government or autonomous organization.
3.	Hindi Typist	1. 12 th Class pass from any recognized School/Board 2. Speed in Hindi Typing, 25 words per minute on computer.

General Terms and Conditions

1. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The University also reserved right either to fill or not to fill any or all the posts and its decision in this regard shall be final.
2. Mere eligibility will not entitle any candidate for being called for interview. The University reserves its right to place reasonable limit on the total number of candidates to be called for interview.
3. The University may conduct competitive written test/trade test/technical test for the selection of such posts and that the candidates may be short-listed for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.
4. Stringent criteria may be applied for short-listing the candidates to be called for interview.
5. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally qualified candidates by the Screening Committee with the approval of the Vice Chancellor.
6. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC & Physically Challenged candidates as per rules of GOI/UGC. The employees of Central Govt./State Govt./Universities and autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for receipt of applications.
7. Outstation candidates belonging to SC/ST/PH categories called for interview for Group A Post will be paid up to 2-AC fare and for Group C posts the candidates shall be paid equivalent to return single second class railway fare towards journey expenses, on production of proof.
8. Reservation Policy will be followed as per Govt. of India Rules. The SC/ST/OBC candidates are required to attach the caste certificate as per prescribed format.
9. The application duly filled in on the prescribed form must reach the office of the **Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar – 470003 (M.P.)** on or before **31/10/2011**.
10. Separate application along with application fee should be submitted for each post applied for. One application will be considered for one post only.
11. Applicant must write the Advertisement No. & name of the post applied for in bold letter on the top of the envelope.
12. The service conditions including pay scales and age of superannuation shall be as per UGC/University rules/norms.
13. The applicants serving in Government/Semi-Government organization/Public Sector Undertaking/Autonomous Organizations must send their applications **"Through Proper Channel."** The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.

14. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
15. Canvassing in any form may lead to cancellation of candidature.
16. Incomplete applications or applications without relevant supporting enclosures (attested copies of degree/certificates/marks sheets/ experience certificate, etc.) or applications received after the last date shall be liable to be rejected.
17. The University shall not be responsible for postal delay, if any.

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Application form for the Non-Teaching Posts	
Post Applied for : Demand Draft : Number : Dated : Amount Name of the Issuing Bank	Fix your latest passport size photograph and sign across

(Applicant should enclose with this 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. Hari Singh Gour Vishwavidyalaya, Sagar 470003 (Madhya Pradesh) payable at **State Bank of India, University Branch, Branch code 1143.**)

1. Personal Details : Use CAPITAL LETTERS and write clearly.

Name						
Date of Birth	Day	Month	Year	Age as on last date for submission of application	Year	Month
Place of Birth	City/Village			State	Country	
Father's Name						
Mother's Name						
Nationality	Gender		Category		Marital Status	
	Male	Female	SC	ST	OBC	PH
			General		Single	Married
If physically challenged, Indicate relevant particulars	Type of Disability				Percentage of disability	

5. Training Programmes, if any :			
Name of the Programme	Year	Duration	Organizing Institution
6. Proficiency in Computer Applications :			
7. Any other Experience/Achievements/Qualifications considered to be relevant to the post applied for			
8. Reference : Please provide names of three persons who are not related to you and are familiar with your work/professional experience/accomplishment			
	1	2	3
Name and Address			
Contact Address			
E-mail :			
Phone (Landline) with STD Code			
Mobile Number			
Fax with STD Code			

9. Contact Details of the Applicant :		
Address for Correspondence		Permanent Address
Name :		Name :
House No.		House No.
Street/Mohallah		Street/Mohallah
City		City
State		State
Pin code		Pin code
E-mail :	Phone No. (With STD Code)	Mobile No.

10. Declaration
<p>I, Son/Daughter of</p> <p>hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/appointment may be cancelled by the University without assigning any reason thereof.</p> <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Name in Capital letters</p> <p>Date : Place</p> <p>Note : Unsigned application is liable to be rejected.</p>

11. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer.

Forwarded to the Registrar, Dr. Hari Singh Gour University, Sagar, M.P., 470003

The applicant Dr./Mr./Mrs./Ms. who has submitted this application for the post of at Dr. Harisingh Gour University, Sagar has been working in the Organization namely in the post of in a temporary/contract/permanent capacity with effect from in the Scale of Pay/Pay Band of Rs. He/She is drawing a basic pay of Rs.

Further, it is certified that no disciplinary/vigilance case is contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Dr. Hari Singh Gour University, Sagar (M.P.)

(Signature of the forwarding Officer)

Name :

Designation :

Place :

Date :

(Seal)

**List of Enclosures
(Check List of Documents Enclosed)**

S.No.	Documents	
1.	Matric/Secondary/High School (10 th Class) Marks sheet	
2.	Matric/Secondary/High School (10 th Class) Certificate	
3.	Sr. Secondary/Intermediate (12 th Class) Marks sheet	
4.	Sr. Secondary/Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks sheet.	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	Experience Certificate(s) from previous employers	
10.	Endorsement from the present employer	
11.	DD for the application fees (in original)	
12.	Others, if any :	