



Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) INDIA

(A Central University)

Website : www.dhgsu.ac.in

Advt. No. R/A-NT/2019/005

Dated: 26 December 2019

VACANCY CIRCULAR

The applications in the prescribed form are invited from the eligible candidates who are working as Daily wages/Muster/Temporary in the Vishwavidyalaya, for the following Non-Teaching Positions to be filled up on regular basis:

Details of Non-teaching Positions:

Sl. No	Name of the post(s)	Group	No. of Vacancies							Pay Scale(s)
			SC	ST	OBC	EWS	UR	Total	PWD	
1.	Semi Professional Assistant	C	-	-	01	-	01	02	-	Level 5 – 29200-92300
2.	Security Inspector	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
3.	Technical Assistant	C	-	-	-	-	02	02	-	Level 5 – 29200-92300
4.	Electrician	C	-	-	-	-	02	02	-	Level 4 – 25500-81100
5.	Laboratory Assistant	C	-	-	01	01	04	06	-	Level 4 – 25500-81100
6.	Library Assistant	C	-	-	01	-	03	04	-	Level 3 – 19900-63200
7.	Lower Division Clerk (LDC)	C	05	01	07	02	11	26	01*	Level 2 – 19900-63200
8.	Plumber	C	-	-	-	-	01	01	-	Level 2 – 19900-63200
9.	Library Attendant	C	-	-	02	-	02	04	-	Level 1 – 18000-56900
10.	Laboratory Attendant	C	02	01	06	01	08	18	01**	Level 1 – 18000-56900
		TOTAL	07	02	18	04	35	66	02	

NOTE:

- Relaxation in age would be admissible as per Recruitment Rules of the Vishwavidyalaya 2018 and as per extant Govt. of India instructions. Further, as per decision taken by the Executive Council in its 23rd meeting dated 24/01/2019, the persons working as Daily wages /Muster Roll/Temporary Employees in this Vishwavidyalaya will be given relaxation in upper age limit to the extent of period of service rendered by them in the Vishwavidyalaya to enable them to appear along with other candidates in the regular examinations conducted by the Vishwavidyalaya for recruitment to Group C posts. Furthermore, as per decision taken by the Executive Council in its 24th meeting dated 29/08/2019, to grant age relaxation without any restriction, as one time measure, enabling them to participate in the recruitment process for the post(s) they fulfill all other conditions mentioned in the Cadre Recruitment Rules, 2018.
- As per decision taken by the Executive Council in its 24th meeting dated 29/08/2019, Minimum requirement of 55% should not be insisted upon, as only one time measure, for the posts of Technical Assistant, Laboratory Assistant and other similar Group-C posts in case of Daily Wage, Muster Roll, Temporary Employees who are working in this University since long, enabling them to participate in the recruitment process initiated for internal candidates.

Posts Reserved for PWD:

- * Loco Motor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims and Muscular Dystrophy.
** Blindness & Low Vision

HOW TO APPLY:

- The eligible and interested candidates may download the Application Form from the University website www.dhgsu.ac.in and apply in the same format. Applicants are required to submit the duly prescribed filled in Application Form in prescribed format along the requisite Fee, Self Attested copies of the Mark-Sheets and Certificates of Educational Qualifications, Date of Birth, Experience, Category (SC/ST/OBC Non Creamy Layer), EWS, PWD Certificate etc. to Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar, 470 003 (M P), positively by 06th January 2020 by Speed Post / Registered Post only.
- Application Fee is Rs 1000/- for General Category Candidates including EWS and OBC candidates and Rs 500/- for SC/ST/PwD Candidates.
- The candidates applying under the EWS category must submit Income and Assets Certificate in the prescribed format available on the Vishwavidyalaya Website www.dhgsu.ac.in. The crucial Date for submitting Income and Asset Certificate by the candidate may be treated as the closing date for filling up of the application form for the post.
- Last date of submission of Applications: 06th January 2020

REGISTRAR

Non-Teaching Post		
Post Code	Post	Semi Professional Assistant – 02 (01OBC & 01UR)
NT/001	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Essential : Master's Degree in Library Science and Information Science from any recognized University/Institution</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA.</p>

Post Code	Post	Technical Assistant – 02 (UR)
NT/001	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Essential:</p> <ol style="list-style-type: none"> i. <u>Technical Assistant (Physical/ Chemical Science):</u> Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. ii. <u>Technical Assistant (Biological Science):</u> Bachelor's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. iii. <u>Technical Assistant (Pharmaceutical Science):</u> Bachelor's degree in Pharmacy with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. iv. <u>Technical Assistant (Applied Sciences):</u> Bachelor's degree in Forensic Science/ Geology/ Anthropology with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. v. <u>Technical Assistant (Humanities/Social Sciences):</u> Bachelor's degree in Psychology/ Education with at least 55% of marks from a recognized University with three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. vi. <u>Technical Assistant (Criminology & Forensic Science) :</u> Bachelor's degree in Criminology/Forensic Science with at least 55% of marks from a recognized University/Institutewith three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. i. <u>Technical Assistant (Sophisticated Instrumentation Centre) :</u> Bachelor's degree in Instrumentation and Control Engineering/ Instrumentation Engineering / Instrumentation Technology/ Electronics Engineering or M.Sc. in Instrumentation and Control Engineering / Instrumentation Technology/ Electronics Engineering with atleast 55% of marks from a recognized University/Institutewith three years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory.

Post Code	Post	Electrician – 02 (UR)
NT/002	Pay Scale	Level 4 – 25500-81100
	Age Limit	32 Years
	Qualification and Experience	(i) Matriculate or equivalent pass from a recognized Board (ii) Certificate in Electrician Trade from a recognized Industrial Training Institute or equivalent or National Trade Certificate or National Apprenticeship Certificate in Electrician Trade (issued by NCVT) (iii) Three years' experience as Electrician in Industry / Educational Institutions /Reputed Organization

Post Code	Post	Laboratory Assistant – 06 (01 OBC, 01 EWS & 04 UR)
NT/003	Pay Scale	Level 3 – 19900-63200
	Age Limit	30 Years
	Qualification and Experience	Essential: i. Laboratory Asstt (Physical/ Chemical Science): Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. ii. Laboratory Asstt (Biological Science): Bachelor's degree in Botany/Zoology/ Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. iii. Laboratory Asstt (Pharmaceutical Science): Bachelor's degree in Pharmacy with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. iv. Laboratory Asstt. (Applied Sciences): Bachelor's degree in Forensic Science/ Geology/ Anthropology with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. v. Laboratory Asstt. (Humanities/Social Sciences): Bachelor's degree in Psychology/ Education with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory. vi Laboratory Asstt. (Criminology & Forensic Science): Bachelor's degree in Criminology/Forensic Science with at least 55% of marks from a recognized University with two years of working experience in a Research Laboratory in a University/ National Level R&D Laboratory.

Post Code	Post	Library Assistant – 04 (01 OBC & 03 UR)
NT/004	Pay Scale	Level 4 – 25500-81100
	Age Limit	30 Years
	Qualification and Experience	Essential: i) Bachelor's Degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.

Post Code	Post	Lower Division Clerk (LDC) – 26 (05 SC, 01 ST, 07 OBC, 02 EWS 11 UR, & 01 for PWD - for Loco Motor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack victims and Muscular Dystrophy)
NT/005	Pay Scale	Level 2 – 19900-63200
	Age Limit	30 Years
	Qualification and Experience	Essential : (i) 10+2 from a recognized Board. (ii) English Typing @ 35 wpm or Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.

Post Code	Post	Plumber – 01 (UR)
NT/006	Pay Scale	Level 2 – 19900-63200
	Age Limit	32 Years
	Qualification and Experience	ITI Certificate or equivalent qualification in the Trade with two years relevant experience; subject to qualifying the Trade Test.

Post Code	Post	Library Attendant – 02 (01 OBC & 01 UR)
NT/007	Pay Scale	Level 1 – 18000-56900
	Age Limit	30 Years
	Qualification and Experience	Essential: i) 10+2 or its equivalent Examination from a recognized Board. ii) Certificate Course in Library Science from a recognized Institution. Desirable: i) Two years of experience in a University/ College/ Educational Institution Library. ii) Basic knowledge of computer applications.

Post Code	Post	Laboratory Attendant – 18 (02 SC, 01 ST, 06 OBC, 01 EWS, 08 UR & 01 PWD- for Blindness & Low Vision)
NT/008	Pay Scale	Level 1 – 18000-56900
	Age Limit	30 Years
	Qualification and Experience	Essential: 10+2 or its equivalent examination with Science subjects from a recognized Board. One year relevant experience in Laboratories of Academic/ Research institutions.

General Conditions & Essential Information

1. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed Qualifications, Experience, etc., and submit his Application duly filled-in, along with the desired information and documents as per the Advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the Candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause. This must be mentioned in the letter of offer and Appointment clearly. In case of any ambiguity in the Recruitment Rules (RRs) in general and Eligibility in particular for any post, the decision of the Executive Council (EC) shall be final.

2. Acceptance of documents submitted by an Applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after the appointment, the document shall be summarily rejected or action may be initiated against the Candidate which shall lead to cancellation of his Appointment, as the case may be.

3. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule,1965 or any other Rules of the Government of India, as amended from time to time and any other Rule/ Resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
 4. The Appointment of a candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedents reports are received, the Appointment shall be treated as Provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the Appointment shall be Cancelled / Terminated forthwith.
 5. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
 6. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the MHRD, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' posts.
 7. The selected candidate shall produce a Medical Fitness Certificate issued by a Govt Hospital / or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board disused by a Govt Hospital / or Govt/CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the Medical Certificate duly countersigned by the designated officer of the University.
 8. The Terms and Conditions of Appointment shall be communicated to the Candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the Terms and Conditions mentioned in the Offer of Appointment within the stipulated time, the offer shall be treated as cancelled.
 9. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays, which the employee shall have to perform without fail to avoid any disciplinary action.
 10. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
 11. The minimum Educational Qualification and Experience, Constitution of Selection Committee, Prescribed Quota, Method of Recruitment or any other Eligibility Criteria, etc. for Direct Recruitment or Promotion/under Career Progression Scheme, wherever applicable on the posts of Registrar, Finance Officer, Librarian, Assistant Registrar etc and equivalent posts shall be governed strictly as per the UGC's Guidelines/Regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Govt of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing Provisions already adopted and incorporated in these Rules.
 12. At the time of Recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such Service Agreement shall be duly stamped as per the rates applicable.
 13. The candidate shall bring all Original Certificates relating to his Age, Qualifications, Experience, etc at the time of tests, wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he will not be allowed to appear at the tests and his candidature may be treated as cancelled without any further communication in this regard.
 14. (a)The details of the vacancies shall be mentioned in the Advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year, which shall be filled through the instant Advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons, whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(b)The University may draw a panel in the form of a Waiting List to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
- (Reference :DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)
- (c)The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(d) If any advertisement for any post is withdrawn by the University, the Application Fee collected from the candidates shall be refunded.

(e) Qualifications/Experiences/Age etc as on closing date of advertisement will only be taken into consideration.

15. 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.

16. No interim correspondence shall be entertained.

17. 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.

18. **Amendments/changes, if any, in the Advertisement shall be published only on the University website www.dhsgsu.ac.in**

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