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

(A Central University)

Website : www.dhsgsu.edu.in

Advt. No. R/NT/2024/01 **Dated: 07.03.2024**

RECRUITMENT NOTICE

Applications in the prescribed form are invited **ONLINE** from the eligible candidates for the following Non-teaching positions to be filled up on Direct /Deputation basis.

Details of Non-teaching Positions:

Recruitment by Direct/Deputation basis

Sl. No	Name of the post(s)	Group	No. of Vacancies							Pay Scale(s)
			SC	ST	OBC	EWS	UR	Total	PwBD	
1.	Controller of Examinations	A	-	-	-	-	01	01	-	Level 14 – 144200-218200
2.	Technical Officer	A	-	-	-	-	01*	01	1*	Level 10 – 56100-177500
3.	Public Relation Officer	A	-	-	-	-	01	01	-	Level 10 – 56100-177500

(Recruitment by Deputation only)

4.	Executive Engineer (Civil)	A	-	-	-	-	01	01	-	Level 11 – 67700-208700
5.	Executive Engineer (Electrical)	A	-	-	-	-	01	01	-	Level 11 – 67700-208700
6.	Internal Audit Officer	A	-	-	-	-	01	01	-	Level 12 - 78800-209200
7.	Assistant Registrar	A	-	-	-	-	03	03	-	Level 10 – 56100-177500
8.	Hindi Officer	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
		Total					**10**	**10**		

Posts Reserved for PwBD:

* **Technical Officer– 01 Locomotors disability including cerebral palsy, leprosy cured dwarfism, acid attack victims and muscular dystrophy.**

Note:

- **Technical Officer**– "The vacancy is reserved for the ASD (M), SLD, MI (Category-c). If a suitable ASD (M), SLD, MI candidate does not become available, it shall be treated as reserved for Category(a), Category(b) and Multiple Disabilities (MDy) involving (a) to (C) (Category-d). If a suitable candidate does not become available from these categories the vacancy shall be treated as unreserved and filled as such."
- **General Candidate may also apply for the said post.**
- *Appointment will be subject to outcome of WP No.21768/2023.
- **Start date online Application Form : 07.03.2024**
- **Last date of submission of online Application Form : 06.04.2024**
- **Last date of submission of Hard Copy of Application Form: 15.04.2024 on or before 6.00 P.M.**
- **Online link (https://dhsgsunt.samarth.edu.in/) will be available live from 07.03.2024**

Those candidates who have already applied earlier against the Advt. No. R/A-NT/2023/01 dated 04.02.2023 for Group A posts viz. Controller of Examinations & Internal Audit Officer are need to APPLY AFRESH online, their fresh application will be considered for the purpose of eligibility. They are not required to pay any fee. However, they must provide details of fees paid earlier to claim waiver and upload copy of the fee receipt to get the fee waiver.

FOR ANY QUERY PLEASE SEND E-MAIL : ssa@dhsgsu.edu.in/rcell.su@gmail.com

Sd/-
REGISTRAR (Offg.)

X X X

Details of Post(s), Qualifications and Experience etc.

Post Code	Post	Controller of Examinations - 01 (UR)
NT/01	Pay Scale	Level 14 : 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	**Essential:** i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. At least Fifteen years' of experience as Assistant Professor in the Academic Level 11 and above or with Eight years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, **OR** Comparable experience in a research establishment and/ or other institutions of higher education, **OR** Fifteen years of administrative experience, of which Eight years shall be as Deputy Registrar or an equivalent post.

Post Code	Post	Technical Officer – 01* (UR) *PwBD
NT/02	Pay Scale	Level 10 – 56100-177500
	Age limit	40 Years
	Qualification and Experience	**Qualifications**: (i) Master's Degree with 55% marks in the relevant subject. (Physics, Chemistry, Electronics & Instrumentation) (ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. **OR** Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more. *Appointment will be subject to outcome of WP No.21768/2023.

Post Code	Post	Public Relation Officer – 01 (UR)
NT/03	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	**Essential Qualifications:** i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University / Institute. ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. **Desirable:** Good working knowledge of computer applications.

(Recruitment by Deputation only)

Post Code	Post	**Executive Engineer (Civil) – 01 (UR)** – on Deputation for a period of three years.
NT/04	Pay Scale	Level 11 – 67700-208700
	Age Limit	Maximum Age Limit shall not exceed 56 Years as on closing date of the receipt of online applications.
	Qualification and Experience	**Essential Qualifications:** a) First Class Bachelor's Degree in the Civil Engineering from a recognized Institute/ University or equivalent. b) Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organization/ University System. **Desirable Qualifications:** 1. Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. 2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.

Post Code	Post	**Executive Engineer (Electrical) – 01 (UR)** – on Deputation for a period of three years.
NT/05	Pay Scale	Level 11 – 67700-208700
	Age Limit	Maximum Age Limit shall not exceed 56 Years as on closing date of the receipt of online applications.
	Qualification and Experience	**Essential Qualifications:** a) First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent b) Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System. **Desirable Qualifications:** Experience in construction / maintenance of sub-stations/ multi-storey buildings, distribution system and have experience in planning / estimation / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, bill of quantities, substitute/deviation items statements and other associated issues related with electrical installations.

Post Code	Post	**Internal Audit Officer (On Deputation) 01 (UR) –** initially for a period of three years which may be extended further as per rules, subject to satisfactory performance.
NT/06	Pay Scale	Level 12 - 78800-209200
	Age Limit	Maximum Age Limit shall not exceed 56 Years as on closing date the receipt of online applications.
		Essential : Three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** Five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Post Code	Name of Post	**Assistant Registrar – 03 Deputation –** on Deputation for a period of three years.
NT/07	Pay Scale	Level 10 – 56100-177500
	Age Limit	Not exceeding 56 years as on the closing date of the online application.
	Qualification and Experience	**Essential Qualifications:** a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. b) Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications.

Post Code	Post	**Hindi Officer – 01 (UR) (Lien vacancy to be filled on Deputation/Contract initially for a period of one year and may be extendable for further one years.**
NT/08	Pay Scale	Level 10– 56100-177500
	Age Limit	56 Years
	Qualification and Experience	**Essential Qualifications**: Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level **AND** Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice- versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organization / PSU / Universities or recognized research or educational institutes **OR** Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions. **Desirable Qualifications:** Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.

Note : Candidate working in Institutions/ Universities/ Organizations which are funded by private resources are not eligible to apply for the post advertised on deputation. Tenure of candidates served in Private Institutions/ Universities/ Organizations will not be counted as part of experience as prescribed in the "Educational Qualifications and experience prescribed for the post" mentioned above.

Period of Deputation:

The period of deputation is initially for three years which may be extended or curtailed on performance basis, functional requirement and as per CRR-2022 (Revised Ordinance – 17).

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications will be accepted. The hard copy of online application form alonwith all self- attested testimonials, certificates/ educational qualifications and all supporting documents should reach to **"The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P - 470003"** in closed envelop within a week from the last date of submission of Online Application Form, positively by 15/04/2024 by Speed Post / Registered Post only, failing which the application will be rejected.

Speed Post /Registered Post

Advt. No: …….

Post Applied for: …….

To,
The Registrar
Dr. Harisingh Gour Vishwavidyalaya
Sagar (M.P.) - 470003, India.

From,
Name of Applicant:
Full Address:
Mobile No.:

2. Candidates who wish to apply for more than one post will be required to submit separate online applications alongwith separate application processing fees. Candidates need to send hard copy (printout) of Online Application Form along with all self-attested copies of certificates/ educational qualification/ experience/testimonials application fee and other requisite documents in support of eligibility in the manner described in above Sl. No. 1.

3. The Candidate are required to upload all the necessary documents, certificates in the online application, incomplete application from in any respect shall not be considered.

4. No TA/DA shall be paid to the Candidate for attending the Written Test/ Interview.

5. Mere fulfilling of minimum qualification does not entitle a candidate to be called for or written test/ Interview.

6. Screening Committee shall device its own criteria to scrutinize the applications to restrict the number of candidate to be called for Interview.

7. Fee once paid is not refundable under any circumstances except in case of clause 29 (iv) of the advertisement.

8. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.

9. The reservations / relaxations policy for SC / ST / OBC / PwBD / EWS Candidates will be provided as per the existing Govt. of India / UGC policy. The employees of Central Govt. /State Govt./ Universities/ shall be granted as per the rule of Govt. of India. Candidate applying against the unreserved vacancy cannot be considered for any relaxation.

10. Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong.

11. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sr. No.	Category	Description	%of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing;	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability and mental illness;	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (which ever applicable) without which the application will be treated as 'General (unreserved)'.

12. Person who is serving in Govt./ Semi Govt./ PSUs/Autonomous bodies should apply through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer failing which he shall not be allowed to appear in the test / interview as the case may be.

13. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.

14. Hall Tickets / Call letters and other correspondence for attending the Examination / Interview, etc., will be sent only to the eligible candidates by email only.

15. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

16. Terms and conditions of deputation will be regulated in accordance with the department of Personnel & Training O.M. No.6/8/2009-Estt(Pay) dated 17th June 2010 and O.M. No.2/6/2016-Estt (Pay-II) dated 17.02.2016, as amended from time to time. A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.

17. The scale/pay grade/level of regular post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis. Pay Scale and Grade Pay received on Financial up-gradation under MACP will not be considered for deputation.

18. 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 disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his 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 in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

19. 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 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.

20. 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.

21. 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.

22. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

23. The selected candidate shall produce a certificate from the Medical Board issued 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.

24. 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 withdrawn.

25. 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.

26. The selected candidate shall be governed by the Pension Scheme/ New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.

27. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.

28. 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.

29. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview 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 may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

(i) 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.

(ii) 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.

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(Reference : DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.

(v) Qualifications/Experiences/Age etc. in respect of the posts shall be counted as on last date of submission of application.

30. 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.

31. No interim correspondence shall be entertained.

32. 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.

33. Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.edu.in

34. Those candidates who have already applied earlier against the Advt. No. R/A-NT/2023/01 dated 04.02.2023 for Group A posts viz. Controller of Examinations & Internal Audit Officer are need to apply afresh online, their fresh application will be considered for the purpose of eligibility. They are not required to pay any fee. However, they must provide details of fees paid earlier to claim waiver and upload copy of the fee receipt to get the fee waiver.

HOW TO APPLY: To be executed through Samarth Portal of Govt. of India

The details of Application Fee is mentioned below:

Category	Fee (In Rs.)
General, OBC & EWS	1000
SC / ST / Women	500
PwBD	NIL

Sd/-

REGISTRAR (Offg.)

XXX