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

(A Central University)

Website : www.dhsgsu.edu.in

Advt. No. R/NT/2025/01 **14 January 2025**

RECRUITMENT NOTICE

Doctor Harisingh Gour Vishwavidyalaya invites online applications in the prescribed format from eligible Indian nationals for appointment by Direct/Deputation on following Group-A posts.

Details of Non-teaching Positions:

Sl. No	Name of the post(s)	Group	No. of Posts	Category	Pay matrix as per 7th CPC	
					Pay level	Pay Range
1.	Registrar	A	01	UR	14	1,44,200 - 2,18,200
2.	Internal Audit Officer (On Deputation)	A	01	UR	12	78,800 - 2,09,200

Curator (purely on Contract basis for a period 12 months)

3.	Curator (on Contract)	01	UR	Fixed Remuneration - Rs.30000/-

- **Start date of online Application Form : 14.01.2025**
- **Last date of submission of online Application Form : 12.02.2025**
- **Last date of submission of Hard Copy of Application Form: 20.02.2025 on or before 6.00 P.M.**
- **Online link (https://dhsgsunt.samarth.edu.in/) will be available live from 14.01.2025**

FOR ANY QUERY PLEASE SEND E-MAIL :

rcell.su@gmail.com

Sd/-
REGISTRAR (Offg.)

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

Sl.No.	Name of Post	**Registrar - 01 (UR)** **Post Code - NT/01**
01.	Pay Scale	Level 14 – Rs. 144200-218200
02.	Age Limit for direct recruits	Preferably below 57 years
03.	Educational and other Qualifications required for direct recruits.	**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.
04.	Method of recruitment whether by direct recruitment or by deputation.	Direct/Deputation for tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)
05.	In case of recruitment by deputation, grades from which deputation to be made	**Deputation:** Qualifications & Experience: As indicated at col. 03. Grade: Holding analogous post or eight years' experience at Pay Level-12.

Internal Audit Officer (On Deputation)

Post Code	Name of 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/02	Pay Scale	Level 12 - 78800-209200
	Age Limit	Maximum Age Limit shall not exceed 56 Years as on closing date of the receipt of online applications.
	Qualification and Experience	**Deputation:** By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. **OR** With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

Post Code	Name of Post	Curator 01 (UR) – Purely on Contract basis for a period 12 months.
NT/03	Fixed	Rs. 30000/-
	Age Limit	Maximum Age Limit 40 years
	Qualification and Experience	**Essential :** (i) Masters' degree with 55% marks in Museoogy /History of Art from a recognized University or equivalent; Or Masters' degree with 55% marks in Ancient Indian History/ Sanskrit/ Pali /Prakrit /Persian/ Arabic/ Archaeology/ Anthropology/ Fine Arts or equivalent or other allied subjects from a recognized University with diploma/certificate in Museology of a recognized Institution (ii) 3 years' experience in a Museum of National or Regional importance under the control of Central/State Govt. or Union Territory including one year practical experience in collection, conservation/preservation and exhibition of art objects. **Desirable:** (i) Research experience in a Museum of published research work. (ii) Practical training and experience in the relevant field.
	Method of Recruitment	**Contractual**

Note: Candidate working in Institutions/ Universities/ Organizations which are funded by private resources are not eligible to apply for the post advertised on deputation.

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 Assistant Registrar (Recruitment Cell), Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P - 470003"** in closed envelop by **20.02.2025 on or before 6.00 P.M**. by Speed Post / Registered Post only, failing which the application will be rejected.

Speed Post /Registered Post

Advt. No: …….

Post Applied for: …….

To,
The Assistant Registrar (Recruitment Cell)
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 Interview.

5. Mere fulfilling of minimum qualification does not entitle a candidate to be called for 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 27 (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. 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/she may send an advance copy of application and in case 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/she shall not be allowed to appear in the test / interview as the case may be.

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

12. Call letters and other correspondence for attending the Interview will be sent only to the eligible candidates by email only.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

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

21. 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.

22. 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.

23. 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.

24. 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.

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

26. 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.

27. 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.

(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.

28. 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.

29. No interim correspondence shall be entertained.

30. 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.

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

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/PwBD / Ex-servicemen	500

Sd/-

REGISTRAR (Offg.)

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