



डॉ. हरीसिंह गौर विश्वविद्यालय
DR. HARISINGH GOUR VISHWA VIDYALAYA
(A Central University established by an Act of Parliament)
SAGAR, (M.P.) - 470 003
Website: www.dhgsu.ac.in

Advt. No. : 2013-14/A-NT/06

Dated: 31/10/2013

Employment Notice

Applications in the prescribed format are invited from the eligible candidates for the filling up the following Academic and Non-Teaching posts:-

S. No.	Name of post	Scale of Pay	Details of Post and Category						
			SC	ST	OBC	UR	Total	PWD	
1.	Director, EMMRC	PB 04 37400-67000 GP 10000	-	-	-	01	01	-	
2.	Reader (Associate Professor) Academic Staff College (ASC)	PB-4; 37400-67000 AGP 9000	-	-	-	01	01	-	
3.	Medical Officer	PB-3;15600-39100 GP 5400	-	-	01	-	01	-	
4.	Section Officer	PB-2; 9300-34800 GP 4600	01	01	02	04	08	01	
5.	Assistant	PB-2; 9300-34800 GP 4200	01	-	01	03	05	01	
6.	LDC	PB-2; 5200-20200 GP 1900	01	01	02	04	08	01	
Total			03	02	06	13	24	03	

Detailed information regarding Educational Qualification, Experience, Application Form {Separately for Director (EMMRC), Reader (ASC) and Non-Teaching posts}, Age, etc. can be downloaded from the University website www.dhgsu.ac.in. Last date for submission of application is **05/12/2013** upto **5.30 (P.M.)**. The application should be sent through Registered/Speed Post to the **Assistant Registrar (Recruitment)**, Dr. Hari Singh Gour Vishwavidyalaya, Sagar – 470 003 (M.P.).

REGISTRAR

Post	Director (EMMRC)
Pay Scale	PB4; 37400-67000 GP 10000
Age Limit	Below 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.
Method of Recruitment	Direct Recruitment

Note:

- **EMMRC:** Educational Multimedia Research Centre, an Inter University Centre of University Grants Commission on Electronic Media. **The post of Director, EMMRC is the post sanctioned by the UGC and is governed by UGC rules/regulations/ guidelines/policies/directives applicable from time to time for media centers.**
- **The term of Director shall be for a period of 05 years.**

Post	Reader (Associate Professor) (Academic Staff College) - 01 (UR)
Pay Scale	PB-4; 37400-67000 AGP 9000
Age Limit	As per UGC norms
Qualification and Experience	<p>i) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>iii) A minimum of eight years of experience of teaching and/or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</p> <p>iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p> <p>v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in Appendix III of the UGC Regulation.</p> <p>Desirable – Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.</p>
Method of Recruitment	Direct Recruitment

Note: Applicants for Reader (Associate Professor) are required to fill up API score card and send along with the application form. **They are advised to download API proforma from UGC website www.ugc.ac.in** Eligibility for this post shall be considered as per UGC regulations on Minimum Qualification for appointment of Teaching and other Academic Staff in Universities and Colleges and measure for the maintenance of standards in higher education 2010 (F-3-1/2009 dated 20th June 2010). Candidates may visit the UGC website www.ugc.ac.in for more details.

Post	Medical Officer 01 (OBC)
Pay Scale	PB-3; 15600-39100 Grade Pay 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.
Method of Recruitment	Direct Recruitment

Post	Section Officer
Pay Scale	PB-2; 9300-34800 GP 4600
Age Limit	Up to 40 years (for relaxation please see instructions)
Qualification and Experience	Essential: i) Degree of a recognized university with working knowledge of computer applications. ii) Eight years' experience in relevant filed (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central/ State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (Rs. 9300-34800) with GP of Rs.4200. Desirable: Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.
Method of Recruitment	Direct / Deputation: Deputation : Officers holding analogous post on regular basis or with three years regular service in the Pay Band-2 (Rs. 9300-34800) with GP of 4200 or equivalent in the Central/State Governments, Universities or autonomous organizations and possess the qualifications and experience prescribed as above.

POST	ASSISTANT
Pay Scale	PB-2; 9300-34800 GP 4200
Age Limit	Up to 30 years (for relaxation please see instructions)
Qualification and Experience	Essential: i) Degree of a recognized university with working knowledge of computer applications. ii) Five years' experience in relevant filed (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central/ State Governments, University, Research Institution or Autonomous Organization of repute. Desirable: Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.
Method of Recruitment	Direct

Post	LDC
Pay Scale	PB-1; 5200-20200 GP 1900
Age Limit	Up to 18-27 years (for relaxation please see instructions)
Qualification and Experience	Essential: (i) 10+2 or equivalent from a recognized Board. (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (10500KDPH/9000KDPH on an average of 5 key depression for each word). (iii) Excellent knowledge of computer applications like MS-Office, Internet etc. Desirable: Graduate from a recognized University and working experience in government or organization of repute.
Method of Recruitment	Direct

GENERAL INSTRUCTION FOR CANDIDATES:

1. The University reserves the right to :
 - a) offer the post at a level lower than that the post applied for, depending upon the qualifications, experience and performance of the candidates;
 - b) not to fill up any of the advertised post.
2. Qualifications and other conditions are applicable as stipulated by the MHRD/UGC regulations from time to time.
3. The Rules and procedure & prescribed by the Govt. of India in respect of the Reserved Categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI.
4. The University will have the right to relax any of the qualifications, experience, age etc. in exceptionally deserving cases of all posts on the recommendations of the screening and selection committee.
5. Number of posts advertised may be treated as tentative. The university shall have the right to **increases/decrease the number of posts at the time of selection** and make appointment accordingly.
6. Reservation Policy will be followed as per the Govt. of India Rules. SC/ST/OBC/PWD candidates are required to attach the caste/relevant certificate.
7. A relaxation of 5% marks at the Master's level may be provided to the SC/ST/PWD category candidates.
8. Relaxation in age, qualification etc. shall be applicable to the SC/ST, OBC and PWD candidates as per rules of the Govt. of India/ UGC. The employees of Central Govt./ State Govt./ Universities/ shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to all as on the last date for reaching the application.
9. 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 an expert committee to scrutinize the applications.
10. Candidates with higher qualification may be given preference.
11. The process of selection may be by a written test/interview or a combination thereof.
12. Higher initial pay may be given to exceptionally qualified and deserving candidates.

13. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
14. The service conditions including pay scale and age of superannuation shall be as per UGC/ Universities rules/ norms.
15. Canvassing in any form may lead to cancellation of candidature.
16. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be out-rightly rejected.
17. Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.
18. The University reserves the right to 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.
19. The University shall verify the antecedents or documents submitted by the candidate at any time 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, then his services shall be terminated.
20. In case of any inadvertent mistake in the process of selection, which may be 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.
21. Applicant must enclose with application form processing fee of **Rs. 500/- for General / OBC** category and **Rs. 125/- for SC/ST and PWD category** in the form of Demand Draft drawn in favour of "**Registrar**", Dr. Harisingh Gour University, Sagar (Madhya Pradesh) payable at State Bank of India, University Branch, Branch Code 1143.
22. **The application should be sent through Registered/Speed Post to the Assistant Registrar (Recruitment), Dr. Hari Singh Gour Vishwavidyalaya, Sagar-470 003 (M.P.) latest by 05/12/2013 upto 5.30 pm). Application received after this date may not be considered. The University shall not be responsible for postal delay, if any. Envelope containing application should be superscribed the post applied for.**
23. SC/ST/PWD candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
24. Separate Application Form and fee is required to be filled up for each post in case candidates intend to apply for more than one post. **Separate Application form is prescribed for Director (EMMRC), Reader (Associate Professor) and Non-Teaching Posts. Candidates are advertised to fill up the application form accordingly.**
25. The in-service candidates should apply through proper channel or produce NOC at the time of interview.
26. In case of any dispute, suit or legal proceedings against the University, the territorial jurisdiction shall be restricted to the High Court of MP at Jabalpur.

REGISTRAR