



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

(A Central University)

Website : www.dhgsu.ac.in

Advt. No. R/A-NT/2019/004

13 September 2019

EMPLOYMENT NOTICE

The applications in the prescribed form are invited **Online** from the eligible candidates for the following Non-Teaching Posts to be filled up on regular basis:-

Details of Non-teaching Posts:

Sl. No	Name of the post(s)	Group	No. of Vacancies							Pay Scale(s)
			SC	ST	OBC	EWS	UR	Total	PWD	
1.	Librarian	A	-	-	-	-	01	01	-	Acad Level 14 – 144200-218200
2.	Director Physical Education	A	-	-	-	-	01	01	-	Acad Level 14 – 144200-218200
3.	Deputy Librarian	A	-	-	-	-	01	01	-	Acad Level 13 – 131100-216600
4.	Senior System Analyst	A	-	-	-	-	01	01	-	Level 12 – 78800-209200
5.	Assistant Registrar *(Lien Vacancy)	A	-	-	-	-	02	02	-	Level 10 – 56100-177500
6.	Networking Administrator	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
7.	Public Relation Officer (PRO)	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
8.	Section Officer (SO)	B	01	-	02	-	05	08	01**	Level 7 – 44900-142400
9.	Nursing Officer	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
10.	Security Officer	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
11.	Horticulturist	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
12.	Private Secretary (PS)	B	-	-	-	-	02	02	-	Level 7 – 44900-142400
13.	Assistant Statistical Officer	B	-	-	-	-	01	01	-	Level 6 – 35400-112400
14.	Personal Assistant (PA)	B	-	-	01	-	02	03	-	Level 6 – 35400-112400
15.	Physiotherapist	B	-	-	-	-	01	01	-	Level 6 – 35400-112400
16.	Accompanist (Tabla)	B	-	-	01	-	01	02	-	Level 6 – 35400-112400
17.	Semi Professional Assistant	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
18.	Pharmacist	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
19.	Technician Pathology	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
20.	Sanitary Inspector	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
21.	Security Inspector	C	-	-	-	-	02	02	-	Level 5 – 29200-92300
22.	Section Cutter	C	-	-	-	-	01	01	-	Level 4 – 25500-81100
23.	Sanitary Supervisor	C	-	-	-	-	03	03	-	Level 4 – 25500-81100
24.	Lower Division Clerk (LDC)	C	06	02	11	04	16	39	02***	Level 2 – 19900-63200
25.	Laboratory Attendant	C	01	02	10	03	11	27	02****	Level 1 – 18000-56900
		TOTAL	08	04	25	07	60	104	05	

NOTE:

1. The candidates applying for the post of Director HRDC must fill up the Academic/Research Score Proforma as per the criteria given in Appendix II, Table 2 of the UGC Regulations, 2018. The evidences in support of his/her claim for Academic/Research Score must be enclosed with the hard copy of the online filled in Application Form.
2. The candidates applying for the post of Librarian and Deputy Librarian must enclose Evidence of Innovative Library Services, including the integration of ICT in a library along with the hard copy of the online filled in Application Form.
3. The candidates applying for the post of Director Physical Education and Sports, must enclose Evidence of (a) Organizing competitions and coaching camps of at least two weeks' duration (b) having produced good performance of teams/athletes for competitions like State/National/Inter-University/Combined University etc along with the hard copy of the online filled in Application Form.
4. Relaxation in age would be admissible as per Recruitment Rules (RRs) : 2018 of the Vishwavidyalaya 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 Wagers /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 only.

Posts Reserved for PWD:

- * **Asstt. Registrar 02 posts against Lien vacancy. The appointment may be initially for one year, which may be extended further.**
- ** **Blindness & Low Vision**
- *** **01 for Blindness & Low Vision and 01 for Deaf and Hard of Hearing**
- **** **01 for Loco Motor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy and 01 for Autism, Intellectual Disability, Specific Learning Disability and Mental Illness and Multiple Disabilities from amongst persons under clauses (a) to (d) including Deaf-Blindness.**

For General Terms & Conditions, Procedure for Filling Application Form and other important information etc., please visit University website: www.dhsgsu.ac.in. The last date of submission of online application forms is **15 October 2019**.

HOW TO APPLY:

1. **The eligible candidates are required to apply online in the format available on the University website www.dhsgsu.ac.in from 16 September 2019** online application, duly signed, along with the prescribed application 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, reprint of publication including cover page of book etc. to **Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar 470 003 (M.P.), positively by 22 October 2019 by Speed Post / Registered Post only.**
2. **Online Application Fee is Rs. 1000/- for General including EWS and OBC candidates, and Rs. 500/- for SC/ST/PWD candidates.**
3. **The candidates applying under the EWS category must submit Income and Assets Certificate in the prescribed format available on the Vishwavidyalaya website www.dhsgsu.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 online application form for the post.**
4. **Last date of filling of online applications: 15 October 2019.**
5. **The candidates applied earlier and screened for Written Test earlier, needn't apply afresh also will not pay Application Fee. They will be treated as eligible and will be called for Written Test based on previously selected list of Eligible Candidates. However, those candidates found to be not eligible in previous Screening will have to apply Online afresh, also will have to pay Application Fee, as applicable.**

I/C REGISTRAR

Post Code	Post	Librarian - 01 (UR)
ANT/001	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed. ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. iii. Evidence of innovative library services, including the integration of ICT in a library. iv. A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

Post Code	Post	Director, Physical Education – 01 (UR)
ANT/002	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential:</p> <ul style="list-style-type: none"> i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. ii) Experience of at least 10 years in Physical Education and Sports as University Assistant/ Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/ Associate Professor. iii) Evidence of organizing competition and coaching camps of at least two weeks duration. iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university etc.

Post Code	Post	Deputy Librarian - 01 (UR)
ANT/003	Pay Scale	Academic Level 13 – 131100-216600
	Age Limit	Preferably below 50 Years
	Qualification and Experience	<ul style="list-style-type: none"> i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed. ii. Eight years experience as an Assistant University Librarian/College Librarian. iii. Evidence of innovative library services, including the integration of ICT in a library. iv. A Ph.D. Degree in library Science/Information Science/Documentation/Archives and Manuscript-keeping/Computerization of library.

Post Code	Post	Senior System Analyst - 01 (UR)
NT/004	Pay Scale	Level 12 – 78800-209200
	Age Limit	50 Years
	Qualification and Experience	<p>Essential: M.E./M.Tech. (Computer Science/ Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with five years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>Master in Computer Applications (MCA) or equivalent with five years of relevant experience</p> <p style="text-align: center;">OR</p> <p>M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with six years of relevant experience</p> <p>Desirable: Relevant experience in software development/automation/networking.</p> <p>Note: All qualifying degrees with at least 60% marks.</p> <p>Relevant experience should be in Central / State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.</p>

Post Code	Post	Assistant Registrar - 02 (UR) (Asstt. Registrar 02 posts against Lien vacancy. The appointment may be initially for one year which may be extended further.
NT/005	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 years
	Qualification and Experience	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

Post Code	Post	Networking Administrator - 01 (UR)
NT/006	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	Essential: M.E./M.Tech. (Computer Science/ Information Technology/ Electronics and Communication Engg.) or equivalent. OR B.E./ B. Tech. (Computer Science/ Information Technology/ Electronics and Communication Engg.) or equivalent with two years of relevant experience. OR Master in Computer Applications (MCA) or equivalent with two years of relevant experience. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three years of relevant experience Note: Relevant experience in design, installation and maintenance of LAN / WAN /Wi-fi and network management applications in Central / State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. All qualifying degrees with at least 60% marks.

Post Code	Post	Public Relation Officer - 01 (UR)
NT/007	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	Essential: (i) Masters' Degree in Journalism and Mass Communication from recognized University / Institute with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. OR Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute (ii) At least Five years' experience in the editorial department/ Centre of any 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.

Post Code	Post	Section Officer - 08 (01-SC, 02 OBC, 05-UR, & 01 for PWD Blindness & Low Vision)
NT/008	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	Essential: i. Bachelor's degree from a recognized University/ Institute ii. At least three years' experience as Assistant or equivalent posts in Level 6 or Eight years' experience as UDC or equivalent post in Level 4 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions iii. Working knowledge of computer applications, noting and drafting.

Post Code	Post	Nursing Officer - 01 (UR)
NT/009	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential</p> <p>I</p> <p>(i) B.Sc. (Hons.) in Nursing from a recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Regular course in B.Sc. Nursing from a recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Post Basic B.Sc. Nursing from a recognized University or Institute.</p> <p>(ii) Registered as a Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council;</p> <p>(iii) Six months experience in minimum fifty bedded hospital after acquiring the educational qualification above.</p> <p style="text-align: center;">or</p> <p>II</p> <p>(i) Diploma in General Nursing Mid-wifery from a recognized Board or Council;</p> <p>(ii) Registered as a Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council;</p> <p>(iii) Two and half years experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned at II (i) above.</p>

Post Code	Post	Security Officer - 01 (UR)
NT/010	Pay Scale	Level 7 – 44900-142400
	Age Limit	40 Years
	Qualification and Experience	<p>Essential :</p> <p>Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of Rs.200/- Crores.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p> <p>Desirable:</p> <p>Completion of a course in fire fighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications.</p> <p>Ability to speak English and Hindi</p>

Post Code	Post	Horticulturist - 01 (UR)
NT/011	Pay Scale	Level 7 – 44900-142400
	Age Limit	40 Years
	Qualification and Experience	<p>M.Sc. in Agriculture with specialization in Horticulture/ M.Sc. in Horticulture with Floriculture as a subject with 3 years' experience in Oriental Gardening/ Floriculture/ Land Scape Gardening in a University/Govt./Semi Govt. Organization.</p> <p style="text-align: center;">OR</p> <p>M.Sc.(Botany) with specialization in Horticulture with 3 years' experience in Oriental Gardening/ Floriculture/ Land Scape Gardening in a University/Govt./Semi Govt. Organization.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Ag.) with elective in Horticulture with 5 years' experience in a University/Govt. / Semi Govt. organization.</p>

Post Code	Post	Private Secretary – 02 (UR)
NT/012	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi)</p>

Post Code	Post	Assistant Statistical Officer – 01 (UR)
NT/013	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<ol style="list-style-type: none"> (i) Master's degree in Statistics/Mathematical Statistics/ Applied Statistics. OR Master's degree in Mathematics/Economics with Statistics as one of the subjects at Bachelor's degree level as well as one or two papers at Master's degree level. (ii) Two years' experience in collection, compilation, tabulation, analysis & interpretation of statistical data in a Central/State Govt., PSUs/Statutory Bodies/ Autonomous Organizations

Post Code	Post	Personal Assistant – 03 – (01 OBC & 02 UR)
NT/014	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential :</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription : 40 minutes English / 55 minutes Hindi</p>

Post Code	Post	Physiotherapist – 01 (UR)
NT/015	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<ol style="list-style-type: none"> 1. Bachelor's Degree in Physiotherapy from a recognized University/Institute 2. Registered with the Physiotherapy Council of India. <p>Duty: His/her role is responsible for providing physical therapy treatment to patients based on physician's advice; perform tests; assist patients in use of supportive devices; administer massage; work towards patient rehabilitation. His role also undertakes training of physiotherapy students, manages equipment etc.</p>

Post Code	Post	Accompanist (Tabla) – 02 (01 OBC & 01 UR)
NT/016	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential :</p> <p>(i) Proficiency in the art of Tabla/ Pakhawaj playing with particular reference to the accompanist aspects for Vocal (both classical and semi classical) as well as Instrumental music.</p> <p>(ii) Degree in Tabla/Pakhawaj</p> <p>(iii) Undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 3 years.</p> <p style="text-align: center;">OR</p> <p>Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years</p> <p>Desirable :</p> <p>(i) Knowledge of other percussion instruments like Dholak, Naal etc.</p> <p>(ii) Knowledge of Hindustani Music, both Vocal and Instrumental.</p> <p>(iii) At least two years of work experience in a University/ College/recognized institution/A.I.R./ Doordarshan</p> <p>(iv) A.I.R. grade will be given preference.</p>

Post Code	Post	Semi Professional Assistant – 01 (UR)
NT/017	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Essential :</p> <p>Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.</p> <p>Desirable:</p> <p>PG Diploma in Library Automation and Networking or PGDCA.</p>

Post Code	Post	Pharmacist – 01 (UR)
NT/018	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>(i) 10+2 with science subjects;</p> <p>(ii) Two years Diploma in Pharmacy; and</p> <p>(iii) Registration with State Pharmacy Council.</p>

Post Code	Post	Technician Pathology – 01 (UR)
NT/019	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Bachelor's Degree in Medical Laboratory Technology (BMLT) from a recognized University with one year working experience in a reputed Medical Institution.</p> <p style="text-align: center;">OR</p> <p>10+2 with Science and DMLT from recognized institution or any Statutory Board with five years' experience in relevant field in medical institution.</p>

Post Code	Post	Sanitary Inspector – 01 (UR)
NT/020	Pay Scale	Level 5 – 29200-92300
	Age Limit	35 Years
	Qualification and Experience	(i) 12 th Pass from a recognized Board (ii) Diploma/ Certificate Course in Sanitary Inspector or Health Inspector or Sanitary Health Inspector or Health Sanitary Inspector from a recognized institute. (iii) Five years' experience in case of Diploma holders and 7 years in case of Certificate Holder in a Public Health in a Municipal Organization

Post Code	Post	Security Inspector – 02 (UR)
NT/021	Pay Scale	Level 5 – 29200-92300
	Age Limit	35 Years
	Qualification and Experience	Essential : Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of Rs.200/- Crores. OR Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination. AND Holding a valid Driving License (LMV / Motor cycle). Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.

Post Code	Post	Section Cutter – 01 (UR)
NT/022	Pay Scale	Level 4 – 25500-81100
	Age Limit	32 Years
	Qualification and Experience	B.Sc. with two years' experience in the section cuttings of rocks and minerals from a recognized university/institute/state/central govt. organization.

Post Code	Post	Sanitary Supervisor – 03 (UR)
NT/023	Pay Scale	Level 4 – 25500-81100
	Age Limit	32 Years
	Qualification and Experience	(i) 12 th Pass from a recognized Board (ii) Diploma/ Certificate Course in Sanitary Inspector or Health Inspector or Sanitary Health Inspector or Health Sanitary Inspector from a recognized institute. (iii) Three years' experience in case of Diploma holders and 5 years in case of Certificate Holder in a Public Health in a Municipal Organisation

Post Code	Post	Lower Division Clerk (LDC) – 39 (06 SC, 02 ST, 11 OBC, 16 UR, 04 EWS & 02 for PWD - 01 for Blindness & Low Vision and 01 for Deaf and hard of Hearing)
NT/024	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	Laboratory Attendant – 27 {01 SC, 02 ST, 10 OBC, 03 EWS, 11 UR & 02 PWD – (01 for Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy and 01 for Autism, intellectual disability, specific learning disability and mental illness and multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness)}
NT/025	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. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason(s). 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.
2. Candidate, who is already in service shall submit his/her application through proper channel along with Vigilance Clearance Certificate from the Competent Authority. However, he/she 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
8. 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' and Group 'B' posts.
9. 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.
10. 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.
11. 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.
12. 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.
13. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. Canvassing in any form will be a disqualification
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. 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/Government 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.

19. 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.
20. 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.
21. (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.

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

(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. as on closing date of advertisement will only be taken into consideration.
22. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
23. 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.
24. No interim correspondence shall be entertained.
25. 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.

26. Those candidates who have already applied against Employment Notice No. R/A-NT/2019/001 dated 01.03.2019 and found eligible, but the recruitment process could not be concluded they are **NEED NOT TO APPLY AGAIN**. However, they may update their Biodata, if they desire to do so.
27. **Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhgsu.ac.in**

I/C REGISTRAR