

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR
(A Central University)



Website : www.dhsgsu.ac.in

Advt. No. R/A-NT/2017/01

Dated: 27/01/2017

EMPLOYMENT NOTICE

Applications in the prescribed form are invited from the eligible candidates for the following Non-teaching and other Academic staff positions to be filled up on regular basis:

Details of other Academic Staff and Non-teaching Positions:

S. No.	Post Code	Name of post	Scale of Pay	Details of Post and Category					
				SC	ST	OBC	UR	Total	PWD
1.	Acad/01	Director – Human Resource Development Centre (Previously Academic Staff College)	PB-4; Rs. 37400-67000 AGP Rs. 10000	-	-	-	01	01	
2.	Acad/02	Director - Physical Education	PB-4; Rs. 37400-67000 AGP Rs. 10000	-	-	01	-	01	
3.	Acad/03	Deputy Director - Human Resource Development Centre (Previously Academic Staff College)	PB-3; Rs. 15600-39100 AGP Rs. 8000	-	-	-	01	01	
4.	Acad/04	Assistant Director - Physical Education	PB-3;Rs.15600-39100 AGP Rs. 6000	-	-	01 Female	01	02	
5.	NT/001	Medical Officer	PB-3; Rs. 15600-39100 GP Rs. 5400/-	-	-	01	01 Female	02	
6.	NT/002	Assistant Engineer (Civil)	PB-2; Rs. 9300-34800 GP Rs. 4600	-	-	01	-	01	
7.	NT/003	Junior Engineer (Electrical)	PB-2; Rs. 9300-34800 GP Rs. 4200	-	-	01	-	01	
8.	NT/004	Section Officer	PB-2; Rs. 9300-34800 GP Rs. 4600	-	-	01	04	05	01 (OH**)
Total				-	-	06	08	14	01

** OH – Orthopedically Handicapped.

For general terms & conditions, procedure for filling application form and other important information etc., please visit University website: www.dhsgsu.ac.in.

HOW TO APPLY:

- The eligible and interested candidates may download the application form from the University website www.dhsgsu.ac and apply in the same format. Applicants are required to submit the duly prescribed filled in application form along with the application fee, and self attested copies of the mark-sheets and certificates of educational qualifications, date of birth, experience, category, PWD certificate, etc. to the **REGISTRAR, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470 003 (M.P.) by Speed Post /Registered Post only.**
- Last date of receipt of applications 15/03/2017.

APPLICATION FEE:

- Application Fee is Rs. 500/- for General & OBC candidates. Fee should be paid through Bank Challan (SBI Power Jyoti Challan) which is available at the university website: www.dhsgsu.ac.in. Applicants have to download three copies of the challan, fill the same and deposit the fees to any branch of State Bank of India then send the University Copy of the Challan along with the Application Form.
- SC/ST and PWD candidates need not pay any fee for application.

REGISTRAR

OTHER ACADEMIC POSTS

Post Code	Post	Director – Human Resource Development Centre (Previously Academic Staff College) - 01 (UR)
Acad/01	Pay Scale	PB-4; 37400-67000 (PB-4) AGP 10000
	Age Limit	As per UGC norms.
	Qualification and Experience	<p>A. i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.</p> <p>ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p>iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation, 2010 and as amended by UGC Regulations (3rd amendment) 2016 and UGC Regulations (4th amendment) 2016 in Appendix III).</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p> <p>Desirable :</p> <p>Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.</p>

Post Code	Post	Director – Physical Education - 01 (OBC)
Acad/02	Pay Scale	PB-4; 37400-67000 (PB-4) AGP 10000
	Age Limit	Not exceeding 55 years
	Qualification and Experience	<p>Essential:</p> <p>(i) A Ph.D. in Physical Education.</p> <p>(ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).</p> <p>(iii) Participation in at least two national/international seminars/conferences.</p> <p>(iv) Consistently good appraisal reports.</p> <p>(v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.</p> <p>(vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,</p> <p>(vii) A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS), set out in the UGC Regulation, 2010 and as amended by UGC Regulations (3rd amendment) 2016 and UGC Regulations (4th amendment) 2016 in Appendix III).</p>
	Method of Recruitment	Direct recruitment and/or on Contract or deputation for a period of 5 years or till the age of 62 years, whichever is earlier.

Post Code Acad/03	Post	Deputy Director – Human Resource Development Centre (Previously Academic Staff College) - 01 (UR)
	Pay Scale Age Limit	PB-3; 15600-39100 (PB-3) AGP 8000 As per UGC norms
	Qualification and Experience	<p>i) A Ph.D. Degree in the concerned/allied/relevant disciplines. Candidates from outside the University system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the University concerned.</p> <p>ii) Eight years experience as Asstt. Director-HRDC (erstwhile ASC)/Asstt. Professor in University or College, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.</p> <p>iii) Evidence of having contributed to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process</p> <p>iv). Evidence of organizing training, coaching programme, workshops etc.</p> <p>v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC Regulation, 2010 and as amended by UGC Regulations (3rd amendment) 2016 and UGC Regulations (4th amendment) 2016 in Appendix III).</p> <p>Desirable - Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.</p>

Post Code Acad/04	Post	Assistant Director – Physical Education - 02 (01-UR and 01 OBC-Female)
	Pay Scale Age Limit	PB-3; 15600-39100 (PB-3) AGP 6000 As per UGC norms
	Qualification and Experience	<p>i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii) Record of having represented the university / college at the inter-university /intercollegiate competitions or the State and/ or national championships.</p> <p>iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv) Passed the physical fitness test conducted in accordance with UGC Regulations.</p> <p>v) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009" or subsequent regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports.</p> <p>Further, the award of degrees to candidates registered for the M. Phil/ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ by laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:</p> <p>(a) Ph.D. degree of the candidates awarded in regular mode only;</p> <p>(b) Evaluation of the Ph.D. thesis by the at least two external examiners;</p> <p>(c) Candidate had published two research papers out of which at least one in a referred journal from out of his/her Ph.D. work;</p> <p>(d) The candidate had presented two papers in seminars/conference from out of his/her Ph.D. work;</p> <p>(e) Open Ph.D. viva-voce of the candidate had been conducted.</p>

		(a) to (e) as above are to be certified by the Vice-Chancellor/Pro Vice-Chancellor/Dean (Academic Affairs/ Dean (University Instructions))"			
		Physical Fitness Norms:			
		(a) Subject to the provisions of the UGC Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.			
		(b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness in accordance with the following norms:			
		NORMS FOR MEN			
		12 MINUTES RUN/WALK TEST			
		Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
		1800 meters	1500 meters	1200 meters	800 meters
		NORMS FOR WOMEN			
		8 MINUTES RUN / WALK TEST			
		Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
		1000 meters	800 meters	600 meters	400 meters

Note: Applicants for Academic positions with Academic Grade Pay **such as Director (HRDC), Director, Physical Education & Deputy Director (HRDC)** is required to fill up API proforma and send along with their application forms. **They are advised to download API proforma available on the University website at dhgsu.ac.in** Eligibility for these posts 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 and UGC (4th Amendment) Regulations, 2016" as issued and amended from time to time and available at UGC website. Candidates may also visit the www.ugc.ac.in for more details, if they wish so.

Non-Teaching Posts

Post Code	Post	Medical Officer - 02 { 01-(OBC) & 01 (UR Female)}
NT/001	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.

Post Code	Post	Assistant Engineer (CIVIL) - 01 (OBC)
NT/002	Pay Scale	PB-2; 9300-34800 GP 4600
	Age Limit	Up to 35 years (for relaxation please see instructions)
	Qualification and Experience	Essential: A Degree in Civil Engineering from a recognized University / Institute with two years post qualification experience in relevant field or Diploma in Civil Engineering from a recognized University/Institute with five years post qualification experience in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. Desirable: Working knowledge of AUTOCAD, other relevant software.

Post Code		Post	Junior Engineer (Electrical) - 01-OBC
NT/003		Pay Scale	PB-2; 9300-34800 GP 4200
		Age Limit	Up to 30 years (for relaxation please see instructions)
		Qualification and Experience	<p>Essential: Degree in Electrical Engineering from a recognized University /Institute or equivalent</p> <p style="text-align: center;">Or</p> <p>Diploma in Engineering (Electrical) from a recognized University / Institute or equivalent having two (2) years post qualification experience in relevant field from an organization of repute, Centre/State Government, Universities, and Autonomous Organizations.</p> <p>Desirable: Working knowledge of AUTOCAD, other relevant software.</p>

Post Code	Post	Section Officer - 05 {01 OBC & 04 UR} 01(OH)
NT/004		Pay Scale
		Age Limit
		Qualification and Experience
	Method of Recruitment	

		<p>PB-2; 9300-34800 GP 4600</p> <p>Up to 40 years (for relaxation please see instructions)</p> <p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>ii) Eight years' experience in relevant field (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.</p> <p>Desirable: Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.</p> <p>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.</p>
--	--	--

GENERAL CONDITIONS & ESSENTIAL INFORMATIONS

1. The University reserves the right to :
 - (i). 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.
 - (ii) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidates and availability of vacant advertised lower posts.
 - (iii) Draw reserve panel(s) against the possible vacancies in future.
 - (iv) Not to fill up any of the advertised positions.
2. Under the term "Good Academic Record", the candidate must have obtained an average of 50% marks and above in graduation.
3. Applications incomplete in any respect and not accompanied with relevant certificates/documents/photographs and requisite fee will be summarily rejected.
4. Candidates are advised to satisfy themselves before applying that they possess essential qualifications laid down in the advertisement.
5. Candidates already in employment would be required to submit their application through proper channel, failing which they may not be considered. However, they may send an advance copy of application and produce 'No Objection Certificate' at the time of interview.

6. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
7. 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 a committee to scrutinize the applications.
8. Experience, qualification, age etc. will be reckoned as on the closing date of advertisement.
9. The service conditions and age of superannuation shall be as per UGC/University Rules/Norms.
10. SC/ST and PWDs Candidates must enclose with application the copy of the Caste Certificate/Medical Certificate in GOI prescribed format duly issued by the competent authority.
11. OBC (Non-creamy layer) candidates are required to submit a certificate in a prescribed format duly issued on or after **01-11-2016** by the competent authority. To avoid delay in submission of applications, OBC candidates are allowed to apply with their OBC certificate issued before **01-11-2016**. Such candidates shall be required to produce the updated OBC Certificate at the time of interview.
12. The rules and procedures prescribed by the Govt. of India in respect of the reserved categories shall be followed as provided in Section 7 of the Central Universities Act, 2009.
13. The posts excepting the Director, Physical Education and Assistant Director, Physical Education are suitable for Physically Challenged Persons with disability viz. Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with Both Legs Affected but not Arms (BL) or One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) OR Blindness or Low Vision {Blind (B) or Partially Blind (PB)} only.
14. The University shall verify the antecedents or documents submitted by the candidate at any time including during tenure of service. In case, it is detected at any time that the documents submitted by the candidates are fake or the candidate has clandestine antecedents / background and has suppressed or altered the said information, then his/her services shall be terminated immediately and appropriate action shall be initiated as deemed fit.
15. 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.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
17. Candidates must enclose self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their qualifications and reprints of publications and certificates in support of their claim for the post along with the application form.
18. Canvassing in any form will be a disqualification.
19. No interim correspondence shall be entertained.
20. 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.
21. After joining the positions in university, the candidates will have to abide by the Rules, Regulations and Ordinances of the University/Rules of UGC/Rules of Govt of India applicable from time to time. He/she may be assigned any duty within/outside the University depending upon the exigencies of the work.
22. A Relaxation of 5% may be provided for teaching positions at the Graduate and Master's level for the SC/ST/Differently-abled (Physically and Visually differently-abled)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark.

23. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have obtained their Master's Degree prior to 19th September, 1991.
24. Candidates awarded degree by Foreign Universities are required to submit Equivalence Certificate issued by Association of Indian University, New Delhi.
25. The process of selection may be by a presentation/seminar/written test/interview or a combination thereof.
26. Incomplete applications or applications without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/ experience certificate, reprints of publications, prescribed fee) or applications received after the last date etc. will be out-rightly rejected.
27. The duly filled in **application in prescribed format should reach the REGISTRAR, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) 470003 by Speed Post/Registered Post only positively by 15/03/2017 up to 6.00 P.M.** The completeness of the submitted application is the sole responsibility of the candidates. The University shall not be responsible for any delay/loss due to postal or any other reason thereof.
28. **Candidates applying for the post of Director (HRDC), Deputy Director (HRDC), and Director (Physical Education) are required to send their application in the prescribed form, including the Academic Performance Indicator (API) based on Performance Based Appraisal System along with supporting documents duly signed and filled in all respect, failing which their candidature shall be out rightly rejected as the same is mandatory as per UGC Regulations, 2010 and UGC (4th Amendment) Regulations, 2016" as issued and amended from time to time and available at UGC website. Candidates may also visit the www.ugc.ac.in for more details, if they wish so.**
29. SC/ST candidates called for interview for the other Academic posts will be paid to and fro AC-II class railway fare and for the post of non-teaching posts to and fro railway fare towards journey performed on production of tickets/proof through shortest routes as per entitlement.
30. Those candidates who have already applied against Employment Notice No. R/A-NT/2015/01 dt. 10/09/2015 for the posts of Director (HRDC), Deputy Director (HRDC), Assistant Director-Physical Education, Medical Officer, Assistant Engineer (Civil), Junior Engineer (Electrical) and Section Officer are advised to **apply afresh in prescribed format. They are not required to pay any fees.** However, they must provide details of **fees paid earlier to claim waiver.**
31. **Previous teaching/research experience shall be counted as per guidelines mentioned in UGC Regulations, 2010 and UGC (4th Amendment) Regulations, 2016" as issued and amended from time to time**
32. **Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.ac.in**

REGISTRAR