



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

(A Central University)

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VACANCIES IN NON-ACADEMIC POSITIONS "SPECIAL RECRUITMENT DRIVE for SCs/STs/PCs and OBCs"

Advt. No./R/NA/01/2012

Dated: 05/04/2012

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

Sl. No	Name of the post(s)	Group	No. of Vacancies			Total	Pay Scale(s)
			SC	ST	OBC		
1.	Tabla Vadak	B	-	1	1 (PC)	02	PB 02 ₹ 9300-34800 GP 4200
2.	Technician (CIL)	B	-	-	2 (1 Minority)	02	PB 02 ₹ 9300-34800 GP 4200
3.	Law Officer	B	-	-	1	01	PB 02 ₹ 9300-34800 GP 4200
4.	Junior Engineer/Sub Engineer	B	1	-	-	01	PB 02 ₹ 9300-34800 GP 4200
5.	Draftsman	B	1	-	2	03	PB 02 ₹ 9300-34800 GP 4200
6.	Technician Language (English)	B	-	-	1	01	PB 02 ₹ 9300-34800 GP 4200
7.	Stenographer	C	-	1 (PC)	-	01	PB 01 ₹ 5200-20200 GP 2400
8.	Lab Technician	C	-	1	-	01	PB 01 ₹ 5200-20200 GP 2400
9.	Wiremen	C	-	1	1	02	PB 01 ₹ 5200-20200 GP 1900
10.	Driver	C	1	2	1	04	PB 01 ₹ 5200-20200 GP 1900
11.	Time Keeper	C	1 (PC)	-	-	01	PB 01 ₹ 5200-20200 GP 1900
12.	Fitter	C	-	-	1	01	PB 01 ₹ 5200-20200 GP 1900
13.	Care Taker	C	-	-	1	01	PB 01 ₹ 5200-20200 GP 1900
14.	Carpenter	C	1	1	1 (PC)	03	PB 01 ₹ 5200-20200 GP 1900
15.	Compounder	C	-	-	1	01	PB 01 ₹ 5200-20200 GP 1900
16.	Staff Nurse	C	-	1	-	01	PB 01 ₹ 5200-20200 GP 1900
17.	Peon (Multi Tasking Staff)	C (Erstwhile D)	5 (1 PC)	13 (2 PC)	11 (2 PC)	29	PB 01 ₹ 5200-20200 GP 1800
18.	Chowkidar (Multi Tasking Staff)	C (Erstwhile D)	-	6 (1 PC)	7 (1PC) (1 Ex serviceman)	13	PB 01 ₹ 5200-20200 GP 1800
19.	Mali	C (Erstwhile D)	-	2 (1PC)	1	03	PB 01 ₹ 5200-20200 GP 1800
20.	Multi Tasking Staff (For Girls Hostel)	C (Erstwhile D)	-	1	1 (PC)	02	PB 01 ₹ 5200-20200 GP 1800
21.	Multi Tasking Staff (For Boys Hostel)	C (Erstwhile D)	-	2	2 (1PC)	04	PB 01 ₹ 5200-20200 GP 1800
22.	Attendant (Multi Tasking Staff)	C (Erstwhile D)	-	2	-	02	PB 01 ₹ 5200-20200 GP 1800
23.	Animal Keeper	C (Erstwhile D)	-	1	-	01	PB 01 ₹ 5200-20200 GP 1800
24.	Marker	C (Erstwhile D)	-	1 (Sports Person)	1	02	PB 01 ₹ 5200-20200 GP 1800
		TOTAL	10 (2PC)	36 (5 PC) (1 Sports Person)	36 (7 PC) (1 Minority) (1 Ex Serviceman)	82	

Detailed information regarding Educational Qualification, Experience, Application Form, Age, etc. can be downloaded from the University website www.dhgsu.ac.in Last date for submission of application is **20th May 2012** upto 5.30 P.M. The application should be sent only through **Registered/Speed** Post to the **Assistant Registrar (Recruitment)**, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470 003 (M.P.).

REGISTRAR

The essential, desirable qualification and experience for the above post(s), as per serial number, are as under :

1.	Tabla Vadak	Traditional or professional artist with highly commendable professional activity in Tabla or Graduate in Tabla or Diploma in Tabla from a recognized Institution and 5 years experience or graduate in Tabla and wide experience as Katthak Dance accompanist as Maridengam player.
2.	Technician (CIL)	ITI certificate with atleast 5 years experience in mechanical/electrical/electronic shops of reputed industry, university department or research laboratory OR 10+2 with Science Stream and 5 years experience in glass blowing.
3.	Law Officer	Bachelors Degree in Law from an institute or university recognized by the Bar-Council of India for the purpose of enrolment as an Advocate with a 50% of marks or equivalent Experience : 3 years experience as an Advocate in any court of law or 3 year experience of legal work in any Govt. organization, University or any institute of repute. Desirable : LL.M. degree.
4.	Jr. Engineer/ Sub. Engineer	Degree in Mechanical Engineering from a recognized University/Institute or equivalent or Diploma in Mechanical Engineering from a recognized University/Institute or equivalent having two years post qualification experience in relevant filed from an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. Desirable : Working knowledge of AUTOCAD, other relevant software.
5.	Draftsman	Diploma in Architecture or Civil Engineering with 3 years experience. Desirable : Working knowledge of AUTOCAD, other relevant software.
6.	Technician Language (English)	Graduate with experience of at least 5 years in handling and maintenance of audio-visual equipments or Diploma in Sound Engineering/Electronics with experience of at least 2 years in handling and maintenance of Audio-Visual equipment.
7.	Stenographer	Essential : i) 10+2 from a recognized Board. ii) A speed of 80/40 w.p.m. in English Stenography Or 80/30 w.p.m. in Hindi Stenography. iii) Knowledge of Computer Applications. Desirable : i) Preference will be given to Graduate. ii) Diploma/Certificate in Stenography. iii) Working experience and bilingual.
8.	Lab. Technician	Bachelor Degree in Science in recognized University with 5 years experience in relevant field.
9.	Wireman	Matriculate OR equivalent with certificate in wiremanship from recognized institution with experience of 3 years in relevant field.
10.	Driver	Matriculate OR equivalent from recognized Board with valid license to heavy/light Motor vehicle and 3 years experience in driving such vehicle.
11.	Time Keeper	Higher Secondary with 2 year experience in relevant field.
12.	Fitter	Certificate from ITI in plumbing with 2 year experience in relevant field.
13.	Caretaker	Essential : 1. 10+2 or equivalent examination from a recognized Board/ Institution. 2. Diploma / Certificate Course in Hospitality / maintenance of guest house or Experience of five years in maintenance of institutional guest house. Desirable : 1. Working experience in government or organization of repute. 2. Multi tasking skills such as knowledge of operating office maintenance including computer.
14.	Carpenter	Certificate in carpentry for recognized Industrial Training Institute. Experience : 2 years experience in relevant field.
15.	Compounder	Diploma in Pharmacy from recognized institute. Experience : 2 years experience in relevant field.
16.	Staff Nurse	10+2 plus 'A' Grade Nursing Diploma OR 3 years Nursing course from recognized institute approved by the Govt.
17.	Peon (Multi tasking staff)	Matriculate OR equivalent from recognized Board. Desirable : Working experience in government or organization of repute.

18.	Chowkidar (Multi tasking staff)	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
19.	Mali	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
20.	Multi Tasking Staff (For Girls Hostel)	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
21.	Multi Tasking Staff (For Boys Hostel)	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
22.	Attendant (Multi Tasking Staff)	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
23.	Animal Keeper	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.
24.	Marker	Matriculate OR equivalent from recognized Board. Desirable : Working experience in respective field in government or organization of repute.

NOTE :

AGE : For posts from Sl. No. 1 to 03 and 05 to 06 up to 40 years & for Sl. No. 04 & 7 upto 30 years and for posts from Sl. No. 08 to 16 upto 35 years and for Sl. No. 17 to 24 between 18 to 27 years. Relaxation in age would be admissible as per Central Govt. Rules. A person working as Casual Labour/Daily wagers and on Muster Roll & Minimum Pay in this University will be given relaxation in upper age limit for the period he/she spent in respective capacity for recruitment in Group D (upgraded as Group C) and Group C posts provided he/she has rendered a minimum of two years' continuous service in this University and fulfils the requisite qualifications of the post applied for.

GENERAL INSTRUCTION FOR CANDIDATES

- For appointments, preference will be given to **Physically Challenged** person(s), even where the reservation is not marked and suitable PC candidates are available.
- The candidates applying for more than one post must use separate Application Form for each post (along with required **demand draft in original**) and send them in separate cover super-scribed with the name of the post applied for.
- Persons serving in Govt./Semi-Govt./PSUs should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with **DEMAND DRAFT in Original**.
- The University reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The University reserves the right not to fill up the posts, or cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
- Qualifications and other conditions are applicable as stipulated by the MHRD/UGC regulations from time to time.
- Reservation Policy will be followed as per the Govt. of India Rules. SC/ST/OBC/PC candidates are required to attach the caste/relevant certificate in the format as prescribed by the Govt. of India.
- Relaxation in age, qualification etc. shall be applicable to the SC/ST, OBC, Physically challenged, Ex- serviceman and Sports person 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.
- The University reserves the right to relax any of the qualifications and or/experience in case of exceptionally qualified candidates on the recommendations of the Screening Committee. However, the candidates shall not claim it as a matter of right.
- The process of selection may be by a written test/interview or a combination thereof.
- Higher initial pay may be given to exceptionally qualified and deserving candidates.
- Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
- The service conditions including pay scale and age of superannuation shall be as per UGC/ Universities rules/ norms.
- Canvassing in any form may lead to cancellation of candidature.
- 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.
- Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.

16. 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 of Law and has suppressed the said information, then his services shall be terminated.
17. 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.
18. Applicant must enclose with application form processing fee of Rs. 500/- for General / OBC 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. **SC/ST and Physically Challenged candidates are not required to submit the demand draft.**
19. The application should be sent only through **Registered/Speed Post** to the **Assistant Registrar (Recruitment)**, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470003 (M.P.) latest by **20th May 2012** upto **5.30 pm**. Application received after this date may not be considered. The University shall not be responsible for postal delay, if any.
20. SC/ST/PC candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.

REGISTRAR