



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

(A Central University)

Website : www.dhgsu.ac.in

Advt. No. R/A-NT/2019/001

Dated: 01/03/2019

EMPLOYMENT NOTICE

The applications in the prescribed form are invited **ONLINE** from the eligible candidates for the following Non-teaching & other Academic position to be filled up on regular basis:

Details of Non-teaching Positions & Other Academic positions:

Sl. No	Name of the post(s)	Group	No. of Vacancies							Pay Scale(s)
			SC	ST	OBC	EWS	UR	Total	PWD	
1.	Registrar	A	-	-	-	-	01	01	-	Level 14 – 144200-218200
2.	Finance Officer	A	-	-	-	-	01	01	-	Level 14 – 144200-218200
3.	Director, College Development Council (DCDC)	A				-	01	01	-	Level 14 – 144200-218200
4.	Librarian	A	-	-	-	-	01	01	-	Acad Level 14 – 144200-218200
5.	Director, HRDC	A	-	-	-	-	01	01	-	Acad Level 14 – 144200-218200
6.	Director, Physical Education	A	-	-	-	-	01	01	-	Acad Level 14 – 144200-218200
7.	Deputy Librarian	A	-	-	-	-	01	01	-	Acad Level 13 – 131100-216600
8.	Senior System Analyst	A				-	01	01	-	Level 12 – 78800-209200
9.	Assistant Registrar *(lien vacancy)	A	-	-	-	-	02	02	-	Level 10 – 56100-177500
10.	Medical Officer	A	-	-	01	-	-	01	-	Level 10 – 56100-177500
11.	Networking Administrator	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
12.	Technical Officer	A	-	-	-	-	02	02	01**	Level 10 – 56100-177500
13.	Public Relation Officer	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
14.	Section Officer	B	01	-	02	-	05	08	01***	Level 7 – 44900-142400
15.	Nursing Officer	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
16.	Security Officer	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
17.	Horticulturist	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
18.	Private Secretary	B	-	-	-	-	02	02	-	Level 7 – 44900-142400
19.	Assistant Statistical Officer	B	-	-	-	-	01	01	-	Level 6 – 35400-112400
20.	Personal Assistant	B	-	-	01	-	02	03	-	Level 6 – 35400-112400
21.	Physiotherapist	B	-	-	-	-	01	01	-	Level 6 – 35400-112400
22.	Accompanist (Tabla)	B	-	-	01	-	01	02	-	Level 6 – 35400-112400
23.	Semi Professional Assistant	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
24.	Pharmacist	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
25.	Technician Pathology	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
26.	Sanitary Inspector	C	-	-	-	-	01	01	-	Level 5 – 29200-92300
27.	Security Inspector	C	-	-	-	-	03	03	-	Level 5 – 29200-92300
28.	Section Cutter	C	-	-	-	-	01	01	-	Level 4 – 25500-81100
29.	Sanitary Supervisor	C	-	-	-	-	03	03	-	Level 4 – 25500-81100
30.	Lower Division Clerk (LDC)	C	06	02	11	04	16	39	02****	Level 2 – 19900-63200
31.	Laboratory Attendant	C	01	02	10	03	11	27	02*****	Level 1 – 18000-56900
		TOTAL	08	04	26	07	67	112	06	

NOTE:

- 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.
- 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.
- 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 of the Vishwavidyalaya 2018 and as per extent 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.

Posts Reserved for PWD:

- * Asstt. Registrar 02 posts against Lien vacancy. The appointment may be initially for one year which may be extended further.
- ** Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
- *** Blindness & Low Vision
- **** 01 for Blindness & Low Vision and 01 for Deaf and hard of Hearing
- ***** 01 for Autism, intellectual disability, specific learning disability and mental illness and 01 for multiple disabilities.

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 **22/04/2019**.

HOW TO APPLY:

- The eligible candidates are required to apply online in the format available on the University website www.dhsgsu.ac.in from **05/03/2019 onwards**. Only online applications will be accepted. Applicants are also required to submit the hard copy of the submitted 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 **29/04/2019 by Speed Post / Registered Post only**.
- Online Application Fee is Rs. 1000/- for General including EWS and OBC candidates, and Rs. 500/- for SC/ST/PWD candidates.
- 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.
- Last date of filling of online applications: **22/04/2019**

REGISTRAR

Non-Teaching Post

Non-Teaching Post		
Post Code NT/001	Post	Registrar - 01 (UR)
	Pay Scale	Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
Method of Recruitment	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)	

Post Code NT/002	Post	Finance Officer - 01 (UR)
	Pay Scale	Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable: Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification.</p>
Method of Recruitment	Direct/Deputation for a term of three years or till attaining the age of 62 years, whichever is earlier.	

Post Code ANT/003	Post	Director, College Development Council (DCDC) - 01 (UR)
	Pay Scale	Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
Method of Recruitment	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier.	

Post Code ANT/004	Post	Librarian - 01 (UR)
	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
Qualification and Experience	<p>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.</p> <p>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.</p> <p>iii. Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv. A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.</p>	

Post Code ANT/005	Post	Director, Human Resource Development Centre (HRDC) - 01 (UR)
	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	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 research publications in the peer-reviewed or UGC-listed journals and a total score of 120 as per the criteria given in Appendix II, Table 2.</p> <p>(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, having Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / Industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten year's experience.</p> <p>Desirable : Experience and knowledge in editing academic publications, coordinating academic programmes, seminars and conferences.</p>

Post Code ANT/006	Post	Director, Physical Education – 01 (UR)
	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	Preferably below 57 years
	Qualification and Experience	<p>Essential:</p> <p>i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</p> <p>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.</p> <p>iii) Evidence of organizing competition and coaching camps of at least two weeks duration.</p> <p>iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university etc.</p>

Post Code ANT/007	Post	Deputy Librarian - 01 (UR)
	Pay Scale	Academic Level 13 – 131100-216600
	Age Limit	Preferably below 50 Years
	Qualification and Experience	<p>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.</p> <p>ii. Eight years experience as an Assistant University Librarian/College Librarian.</p> <p>iii. Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv. A Ph.D. Degree in library Science/Information Science/Documentation/Archives and Manuscript-keeping/Computerization of library.</p>

Post Code	Post	Senior System Analyst - 01 (UR)
NT/008	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/009	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 years
	Qualification and Experience	<p>Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p>

Post Code	Post	Medical Officer - 01 (OBC)
NT/010	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 years
	Qualification and Experience	<p>Essential:</p> <ol style="list-style-type: none"> i. MBBS recognized by M.C.I. ii. Registered with Medical Council of India/State Medical Council. iii. Two years of working experience in a Govt/Corporate / Govt. recognized Hospital <p>Desirable: Post Graduate Medical Qualification recognized by the MCI.</p>

Post Code	Post	Networking Administrator - 01 (UR)
NT/011	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	<p>Essential: M.E./M.Tech. (Computer Science/ Information Technology/ Electronics and Communication Engg.) or equivalent.</p> <p style="text-align: center;">OR</p> <p>B.E./ B. Tech. (Computer Science/ Information Technology/ Electronics and Communication Engg.) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>Master in Computer Applications (MCA) or equivalent with two 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 three years of relevant experience</p> <p>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.</p> <p>All qualifying degrees with at least 60% marks.</p>

Post Code	Post	Technical Officer - 02 UR (01 for PWD - Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy)
NT/012	Pay Scale	Level 10 – 56100-177500
	Age Limit Qualification and Experience	<p>40 Years</p> <p>Essential : Academic Qualification: Masters' Degree in Science in relevant subject.</p> <p style="text-align: center;">OR</p> <p>M.E./M.Tech. in relevant field.</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech. in relevant field</p> <p>Experience 5 years' experience as Senior Technical Assistant or in an equivalent position in laboratory of a University/ Institute/ R&D Institution under State/ Central Government.</p> <p>Desirable : Ph.D.</p> <p>Note : To be decided relevant subject.</p>

Post Code	Post	Public Relation Officer - 01 (UR)
NT/013	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	<p>Essential:</p> <p>(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.</p> <p style="text-align: center;">OR</p> <p>Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute</p> <p>(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.</p> <p>Desirable:</p>

	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/014	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	Essential: <ol style="list-style-type: none"> 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/015	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	Essential <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/016	Pay Scale	Level 7 – 44900-142400
	Age Limit	40 Years
	Qualification and Experience	Essential : <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>

		Ability to speak English and Hindi
--	--	------------------------------------

Post Code NT/017	Post	Horticulturist - 01 (UR)
	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 Landscape 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 Landscape 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 NT/018	Post	Private Secretary – 02 (UR)
	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 NT/019	Post	Assistant Statistical Officer – 01 (UR)
	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
Qualification and Experience	<p>(i) Master's degree in Statistics/Mathematical Statistics/ Applied Statistics.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>(ii) Two years' experience in collection, compilation, tabulation, analysis & interpretation of statistical data in a Central/State Govt., PSUs/Statutory Bodies/ Autonomous Organizations</p>	

Post Code	Post	Personal Assistant – 03 – (01 OBC & 02 UR)
NT/020	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/021	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/022	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential :</p> <ol style="list-style-type: none"> (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. (ii) Degree in Tabla/Pakhawaj (iii) Undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 3 years. <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> <ol style="list-style-type: none"> (i) Knowledge of other percussion instruments like Dholak, Naal etc. (ii) Knowledge of Hindustani Music, both Vocal and Instrumental. (iii) At least two years of work experience in a University/ College/recognized institution/A.I.R./ Doordarshan (iv) A.I.R. grade will be given preference.

Post Code	Post	Semi Professional Assistant – 01 (UR)
NT/023	Pay Scale	Level 5 – 29200-92300
	Age Limit Qualification and Experience	32 Years Essential : Master's Degree in Library Science and Information Science from any recognised University/Institution OR 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. Desirable: PG Diploma in Library Automation and Networking or PGDCA.

Post Code	Post	Pharmacist – 01 (UR)
NT/024	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	(i) 10+2 with science subjects; (ii) Two years Diploma in Pharmacy; and (iii) Registration with State Pharmacy Council.

Post Code	Post	Technician Pathology – 01 (UR)
NT/025	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	Bachelor's Degree in Medical Laboratory Technology (BMLT) from a recognized University with one year working experience in a reputed Medical Institution. OR 10+2 with Science and DMLT from recognized institution or any Statutory Board with five years' experience in relevant field in medical institution.

Post Code	Post	Sanitary Inspector – 01 (UR)
NT/026	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 – 03 (UR)
NT/027	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/028	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/029	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/030	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 Autism, intellectual disability, specific learning disability and mental illness and 01 for multiple disabilities)
NT/031	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. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he 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.
2. 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.

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 M.H.R.D, 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. 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.
15. 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.
16. 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.
17. (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.

Qualifications/Experiences/Age etc. as on closing date of advertisement will only be taken into consideration.

18. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
19. 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.
20. No interim correspondence shall be entertained.
21. 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.
22. Those candidates who have already applied against Employment Notice No. **R/A-NT/2018/01 dated 03.04.2018** (posts of Director (HRDC), Librarian, Director (Physical Education & Medical Officer), and Employment Notice no. **R/NT/2017/02 dt. 25/07/2017** (post of Assistant Registrar), are advised to **APPLY AFRESH online. They are not required to pay any fees.** However, they must provide details of **fees paid earlier to claim waiver** and upload copy of the fee receipt to get the fee waiver.

23. **Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.ac.in**

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 05/03/2019 onwards. Only online applications will be accepted.** Applicants are also required to submit the hard copy of the submitted 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 29/04/2019 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: 22/04/2019**

REGISTRAR