



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in | **Website:** www.mgcub.ac.in

Employment Notice No.: 001/2023

Dated: 31st October 2023

WALK-IN-INTERVIEW FOR THE POSTS OF **HINDI OFFICER**

(purely on Contract basis)

1. The Mahatma Gandhi Central University is a Central University established by an Act of Parliament which became functional w.e.f. 3rd February 2016. The headquarter of the University is located at Motihari, District - East Champaran, Bihar (INDIA).
2. The University invites applications in the prescribed format from eligible candidates for **contractual engagement** to the following Non-Teaching Position:

Sl.	Name of the Post	Number of Posts advertised	Scale of Pay (as per 6 th CPC)		Pay Level (as per 7 th CPC)
			Pay Band	Grade Pay	
1.	Hindi Officer	01 - UR	15600-39100	5400	10

[Abbreviations: UR = Unreserved]

Note:

- i. The number of posts advertised may be treated as tentative.
- ii. The University shall have the right to increase/decrease the number of posts at the time of interview.

3. DATE, TIME, AND VENUE OF WALK-IN-INTERVIEW:

Interested candidates may appear for **Walk-in-Interview** as per the schedule given below:

DATE : **27th November 2023 (Monday)**

TIME : **11:30 AM onwards**

VENUE : **Pt. Rajkumar Shukla Conference Hall**
Chanakya Parisar, Mahatma Gandhi Central University
Zila School Campus, Motihari
District - East Champaran, Bihar - 845 401

4. MINIMUM ELIGIBILITY & QUALIFICATION:

1.	Name of Post	Hindi Officer
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Level in Pay Matrix	Level -10
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications	<p>Essential Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;">OR</p>

	<p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Three Years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice- versa, preferably of technical or scientific literature under Central/State Govt./Autonomous Body/Statutory Organisation/PSU/Universities or recognised research or educational institutes.</p> <p style="text-align: center;">OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central/State Govt./Autonomous Body/Statutory Organisations/PSUs/Universities or recognised research or educational institutions.</p> <p>Desirable Qualifications:</p> <p>Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognised board.</p>
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5. APPLICATION FEE:

General/OBC Category : **Rs.500/-**

SC/ST/PwD/Women category : **'NIL'** (*Exempted from paying application fee*)

The requisite application fee should be submitted in the form of "**Demand Draft**" drawn in favour of "**OSD (Administration), Mahatma Gandhi Central University, Motihari, Bihar**".

OTHER TERMS AND CONDITIONS:

1. A person whose age is less than 18 years shall not be appointed to any post in the University.

2. **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the **University will issue TDS Certificate.**
3. **Type of Appointment/Engagement:** The engagement will be **purely on contract basis** and person selected will have no claim whatsoever for absorption/regularization of service in the University.
4. **Duration of Contract:** The appointment shall be made purely on contractual basis for a period of six months, terminable even before without assigning any reasons thereof and without prior notice or till appointment on regular basis, whichever is earlier. Further the contract may be renewed based on satisfactory performance and the need for the specific post or availability of post.
5. **Salary:** The selected candidate(s) shall be entitled to draw minimum pay of the respective pay Level plus admissible DA and House Rent Allowance only. Further, the selected candidate(s) shall not be entitled to any other allowances and other facilities available for regular employees.
6. **Allowances:** The selected candidate(s) shall be paid not be entitled to any allowance such as CGHS, Medical reimbursement or any other relief etc.
7. **Leave:** The selected candidate(s) shall be eligible for 8 days Casual Leave and 2 Restricted Holiday in a year on pro-rata basis. No other leave of any kind shall be admissible to her/him. Therefore, the selected candidate(s) shall not draw any remuneration in case of absence beyond 8 days Casual Leave and 2 Restricted Holiday (calculated on a pro-rata basis). Also, un-availed leave in a year cannot be carried forward to next calendar year.

GENERAL INSTRUCTIONS:

1. Candidates are advised to satisfy themselves before appearing for Interview before the Selection Committee that they possess at least the minimum essential qualification/experience.
2. **Submission of Application:** The candidates should bring the duly completed application in the prescribed format (**ANNEXURE - 1**), two passport size photographs and Demand Draft of requisite fee along with original and self-attested copies of certificates/testimonials on the **Date of Interview**. The application form is available on website of the University i.e., **www.mgcub.ac.in**

IMPORTANT NOTE: Candidates desirous of appearing in the Walk-in-Interview are advised to send a scanned copy of their application form through email only on or before **26th November 2023 (Sunday)** at **osdadmin@mgcub.ac.in**

3. **Registration Time for the Candidate:** Before **one hour (i.e., 10:30 AM)** from scheduled interview time.

4. **Duties and Functions:** The selected candidate(s) will be required to discharge the duties as assigned to him by the University from time to time.
5. **The University reserves the right:**
 - i. to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
 - ii. to give preference to those who possess higher qualifications.
 - iii. to increase or to decrease the number of positions.
 - iv. to terminate this engagement at any time even before the stipulated period in case of unsatisfactory performance, misconduct, or any other administrative reasons/compulsions and
 - v. to cancel this advertisement and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.
6. No TA/DA will be paid for attending the interview. The candidate has to appear in interview at own cost.
7. Applications not accompanied by necessary supporting documents, demand draft, self-attested copies of degrees, certificates/mark sheets/experience/category certificates issued by the Competent Authority and incomplete applications shall be rejected summarily.
8. The eligibility of the candidates will be determined on the date of interview.
9. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.
10. **The change in the schedule of the interview, if any, will be displayed on the website of the University only. Therefore, applicants are advised to visit the University Website regularly.**

Note: Corrigendum or Addendum or Cancellation to/of this advertisement, if any, shall be published only on the University Website (www.mgcub.ac.in) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
11. If any declaration or information furnished by the person appointed on contract basis proves to be false or if she/he is found to have suppressed any material information, she/he will be liable to termination of the contract.
12. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University as applicable from time to time. She/He may be assigned any duty within the University or outside depending upon the exigency of work.

13. 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.
14. Relaxation, if any shall be applicable as per the University Grants Commission (UGC)/Ministry of Education (MoE)/Government of India rules.
15. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
16. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of engagement letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
17. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
18. In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Competent Authority of the University shall be final.
19. In case of any dispute, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
20. No correspondence with regard to the Walk-in-Interview shall be entertained.

OSD (ADMINISTRATION)

**MAHATMA GANDHI CENTRAL UNIVERSITY**

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Applied For the post of: _____ **Hindi Officer** _____**APPLICATION FORM**

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Whether belongs to SC/ST/OBC Category:
7. Telephone No. :
8. Mobile No. :
9. Email :
8. (a) Academic/Professional Qualification:

Photograph should
be pasted here

Degree	University	Field/ Specialisation	Year of Passing	Full Marks	Marks obtained	% of marks	Any Other Info.

(b) Details of Experience:

Details of employment in chronological order. Enclose a separate sheet if the space below is insufficient.				
Office / Institute / Organisation	Post Held	From	To	Nature of Duties

(c) Additional Information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.

9. I hereby certify that:

- i. the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.
- ii. no disciplinary proceedings were pending against me on the date of application.

Date:

Place:

Signature of the Candidate

Note: *Self attested documentary proof in support of information furnished at Sl. No. 8 is to be submitted by the candidates along with the application.*