



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Raghunathpur, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar (INDIA)

**Email:** osdadmin@mgcub.ac.in

**F. No.2-1/MGCUB/Rectt./2016**

**Dated:** 15<sup>th</sup> June 2019

## **EMPLOYMENT NOTICE NO. 002/2019**

### **WALK-IN-INTERVIEW**

FOR THE POSTS OF

### **SYSTEM ANALYST; PUBLIC RELATION OFFICER AND HINDI OFFICER**

1. The Mahatma Gandhi Central University is a new Central University established by an Act of Parliament which became functional w.e.f. 3<sup>rd</sup> 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 Positions:

Sl.	Name of the Post	Number of Posts advertised	Scale of Pay (as per 6 <sup>th</sup> CPC)		Level (as per 7 <sup>th</sup> CPC)
			Pay Band	Grade Pay	
1.	System Analyst	01 – UR	15600-39100	5400	10
2.	Public Relation Officer (PRO)	01 – UR	15600-39100	5400	10
3.	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:

#### **VENUE OF INTERVIEW**

**Mahatma Gandhi Central University  
Camp Office, Raghunathpur, Near OP Thana  
Motihari – 845 401, District – East Champaran  
Bihar (INDIA)**

Sl.	Name of the Post	Date of Interview	Time of Interview
1.	System Analyst	26 <sup>th</sup> June 2019 (Wednesday)	10:00 AM
2.	Public Relation Officer (PRO)	26 <sup>th</sup> June 2019 (Wednesday)	11:00 AM
3.	Hindi Officer	26 <sup>th</sup> June 2019 (Wednesday)	12:00 Noon

### 4. **MINIMUM ELIGIBILITY & QUALIFICATION:**

1.	Name of Post	<b>System Analyst</b>
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	<b>Essential Qualifications:</b> M.Sc. (IT) with PGDCA with 3 years' experience in computing. <b>OR</b> M.Tech./MCA with 3 years' experience in relevant field. All degrees / diplomas shall be from recognized University / institution with minimum 55% marks. <b>Desirable Qualifications:</b> Adequate experience in Computer software & other comparable experience in office automation / e-governance / ERP / Networking.

1.	Name of Post	<b>Public Relation Officer</b>
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><b>Essential:</b></p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University/ Institute</p> <p style="text-align: center;"><b>OR</b></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><b>Desirable:</b></p> <p>Good working knowledge of Computer applications.</p>

1.	Name of Post	<b>Hindi Officer</b>
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><b>Essential:</b></p> <p>i. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></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;"><b>OR</b></p>

		<p>Master's Degree of a recognized University in any subject other than Hindi or English with, Hindi medium or English as a compulsory or elective subject or as a medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized 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 examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with, Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;"><b>AND</b></p> <p>ii. 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 Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions</p> <p><b>Desirable:</b></p> <p>Studied one of the languages other than Hindi included in the 8<sup>th</sup> Schedule of the Constitution at 10<sup>th</sup> level from a recognized 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"**.

## 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 **25<sup>th</sup> June 2019 (Tuesday)** at **osdadmin@mgcub.ac.in**

3. **Registration Time for the Candidate:** Before **one hour (i.e., 1:00 PM)** from scheduled interview time.
4. **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.
5. **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.
6. **Duration of Contract:** Initially the appointment shall be made for **06 (six) months**. Further extension for another six months will be considered based on satisfactory performance and the need for the specific post or availability of post.

**NOTE:** The appointment may be discontinued / terminated by the University at any time without giving any reason.

7. **Allowances:** The selected candidate(s) shall not be entitled to any allowance such as CCA, CGHS, Medical reimbursement or any other relief etc.
8. **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.
9. **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.
10. **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.
  11. No TA/DA will be paid for attending the interview. The candidate has to appear in interview at own cost.
  12. Applications not accompanied by necessary supporting documents, demand draft, self-attested copies of degrees, certificates/mark sheets/experience/category certificates/issues by the competent authority and incomplete applications shall be rejected summarily.
  13. The eligibility of the candidates will be determined on the date of interview.
  14. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.
  15. 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](http://www.mgcub.ac.in)) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
  16. 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.
  17. 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.
  18. 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.
  19. Relaxation, if any shall be applicable as per the UGC / MHRD / Government of India rules.
  20. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
  21. 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.
  22. **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.

23. 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.
24. In case of any dispute, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.
25. No Correspondence with regard to the Walk-in-Interview shall be entertained.

**(Dr Padmakar Mishra)**  
OSD (Administration)



**MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**

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**Applied For the post of** \_\_\_\_\_

**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** :

*Photograph should  
be pasted here*

**8. (a) Academic / Professional Qualification:**

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




**(b) Details of Experience:**

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

**(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.**

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**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.*