



## **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

**Dated:** 21<sup>st</sup> June 2019

**DATE, TIME AND VENUE OF**  
**WRITTEN EXAMINATION & SKILL TEST**  
**FOR THE POST OF**  
**PRIVATE SECRETARY; PERSONAL ASSISTANT;**  
**LIBRARY ASSISTANT AND HINDI TYPIST**

1. This is in continuation to **Advertisement No. 005/2019 dated 31<sup>st</sup> May 2019** issued by the University vide which **Offline Applications** were invited for various **Non-Teaching Positions** to be filled **purely on contract basis** initially for a period of **six months**.

2. **DATE, TIME & VENUE OF WRITTEN EXAMINATION & SKILL TEST:**

The Written Examination & Skill Test for the following Non-Teaching Positions will be held as per schedule given below:

**VENUE:**

**Mahatma Gandhi Central University**  
**Temporary Campus (TempCamp)**  
**Motihari - 845 401, District - East Champaran**  
**Bihar**

<b>Sl.</b>	<b>Name of the Post</b>	<b>Date and Time of Written Examination</b>	<b>Date and Time of Skill Test</b>
1.	<b>Private Secretary</b>	Date: <b>27<sup>th</sup> June 2019</b> Time: 9:00 AM to 10:00 AM	Date: <b>27<sup>th</sup> June 2019</b> Time: 11:30 AM onwards
2.	<b>Personal Assistant</b>	Date: <b>27<sup>th</sup> June 2019</b> Time: 10:30 AM to 11:30 AM	Date: <b>27<sup>th</sup> June 2019</b> Time: 11:30 AM onwards
3.	<b>Library Assistant</b>	Date: <b>27<sup>th</sup> June 2019</b> Time: 1:00 PM to 2:00 PM	Date: <b>27<sup>th</sup> June 2019</b> Time: 3:30 PM onwards

Sl.	Name of the Post	Date and Time of Written Examination	Date and Time of Skill Test
4.	Hindi Typist	Date: <b>27<sup>th</sup> June 2019</b> Time: 2:30 PM to 3:30 PM	Date: <b>27<sup>th</sup> June 2019</b> Time: 3:30 PM onwards

**NOTE:** The Date; Time; Venue of Written Examination and Skill Test are subject to change. In such event the new Date, Time and Venue will be notified through University Website (www.mgcub.ac.in) only. Therefore, the candidates are advised to check the University Website regularly.

### 3. **CANDIDATES CALLED FOR WRITTEN EXAMINATION:**

- i. All applicants who have **submitted/dispatched** their duly filled-in application form for the aforesaid Non-Teaching Positions, along with supporting documents & requisite fee (wherever applicable), on or before **17<sup>th</sup> June 2019 (Monday)**, have been called for Written Examination and Skill Test, as per scheduled given on pre-page.
- ii. The eligibility of the applicants shall be determined as on the last date of receipt of applications as per the advertisement.
- iii. All the applicants as stated at Para 3(i) above are being allowed to appear in the Written Examination & Skill Test without declaring them eligible. The candidate must satisfy themselves about their eligibility for concerned post, before appearing in the Written Examination/Skill Test. The onus of validity of eligibility of candidates shall rest solely with the candidates. The eligibility as per criteria advertised is subject to fulfilling the requisite conditions. **Merely securing good marks in the Written Examination/Skill Test will not make anyone entitled to become eligible for the post.**

### 4. **IMPORTANT NOTE:**

- i. The call letters to all applicants is being sent separately through **Email only**, therefore, the candidates are advised to check their Email ID as provided by them in their application form.
- ii. In case a candidate who have applied for any of the aforesaid Non-Teaching Post and did not receive call letter by **24<sup>th</sup> June 2019 (Monday)** are advised to bring the same to the notice of the University by writing an email to **osdadmin@mgcub.ac.in** positively along with documentary evidence (i.e., copy of application form submitted and demand draft, if applicable). **Request received after 24<sup>th</sup> June 2019 will not be entertained.**

### 5. **MODE/CRITERIA OF FINAL SELECTION:**

Final Selection will be done on the basis of performance in the Written Examination and further qualifying the Skill Test.

**Note:**

In case of tie in Written Test marks, merit will be prepared in following order:

- a) Senior in age
- b) Marks secured in qualifying degree examination.

6. **PATTERN OF THE WRITTEN EXAMINATION:**

i. **Private Secretary and Personal Assistant:**

The Written Examination for the post of **Private Secretary and Personal Assistant** will be of **Objective Type** comprising **50 Multiple Choice Questions (MCQs)** as per the following details:

Sl. No.	Questions may include following topic / areas	Maximum Marks	Duration
1.	Language proficiency in English; General Knowledge; Analytical Ability; Maths; University System, DoPT Rules, Central Universities Act 2009, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc. and/or questions relevant to the work profile of the post.	50	60 Minutes

ii. **Library Assistant and Hindi Typist:**

The Written Examination for the post of **Library Assistant and Hindi Typist** will be of **Objective Type** comprising **50 Multiple Choice Questions (MCQs)** as per the following details:

Sl. No.	Questions may include following topic / areas	Maximum Marks	Duration
1.	Language proficiency in English; General Knowledge; Analytical Ability; Maths; University System, Central Universities Act 2009 and/or questions relevant to the work profile of the post.	50	60 Minutes

- iii. Language of the Written Examination will be English only. Each correct answer will carry one mark and there will be **no negative marking** for wrong answer.

7. The **Skill Test** is **compulsory**. However, Skill Test will only be of qualifying nature. **Final Selection/Assessment will not (NOT) be done on the basis of marks of such test.**
8. The appointment of the candidate on the basis of marks in Written Examination shall be provisional and subject to qualifying in skill test; verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
9. The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
10. Written Examination/Personal Interaction/Skill Test for rest of the Non-Teaching Positions advertised vide Advertisement No. 005/2019 dated 31<sup>st</sup> May 2019 is **likely to held shortly**. Therefore, all the concerned applicants are advised to check the University Website regularly for updates.

**IMPORTANT NOTE:**

1. The candidates applying for any Non-Teaching Positions should ensure that they fulfil all the eligibility conditions for admission to the Written Examination. Their admission at all the stages of Written Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Examination and Skill Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the University.
2. The candidates must carry at least one latest photo bearing identification proof such as Driving Licence / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.
3. Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.