MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]
Temporary Campus (TempCamp), Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar
Email: recruitment@mgcub.ac.in & osdadmin@mgcub.ac.in

Employment Notice No.: 001/2017   **Dated:** 6th June 2017

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-TEACHING POSITIONS
(Revised as on 10.06.2017)

Opening Date for submission of Online Applications: 8th June 2017

Last Date for submission of Online Applications: 3rd July 2017 (23:59 Hrs)

Application Fee:

General/OBC Category	:	**Rs.1,000/-**
SC/ST/PWD/Women category	:	'**NIL'** (Exempted from paying application fee)

Online applications are invited for recruitment on direct/deputation basis for various regular/tenure Non-Teaching Positions *(except the post of Deputy Librarian – for which the eligible candidates have to apply through OFFLINE MODE only in the prescribed format available on the University Website alongwith requisite fee, if applicable, in the form of Demand Draft)* against the mentioned categories of posts given below, by logging into the Recruitment Portal on the University Website (**www.mgcub.ac.in**). The online application can be filled-up from **8th June 2017** to **3rd July 2017 till (by 11:59 PM)**; thereafter, website link will be disabled.

For the post of <u>Deputy Librarian only</u>, the application form *(available on the University Website)* **duly filled-in should be accompanied with a Demand Draft of Rs.1,000/- for General/OBC Category drawn in favour of** *"Mahatma Gandhi Central University Bihar (MGCUB)"* **payable at Motihari, District – East Champaran, Bihar only and reach the University on the following address on or before 3rd July 2017 positively:**

The OSD Administration (I/C)
Mahatma Gandhi Central University
Temporary Campus (TempCamp), Zila School Campus,
Motihari – 845 401, District – East Champaran
Bihar (INDIA)

The candidates for Non-Teaching Positions **(excluding Deputy Librarian)** are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The printed copy of the online application form with necessary certificates must be brought at the time of Written Examination/Verification/Scrutiny-cum-Interview.

Except for the post of Deputy Librarian, no (NO) Offline application form or copy of downloaded application form will be accepted by the University, in any case.

Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application through online mode, also called as closing date i.e., **3rd July 2017.**

The details of Non-Teaching Positions advertised, are as under:

1.	Name of Post	First Registrar
2.	Number of Post	01 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.37400-67000 (PB - 4) + Grade Pay Rs.10,000/-
5.	Age limit for direct recruits	Not exceeding 57 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale; ii. At least 15 years of experience as Assistant Professor in AGP of Rs.7,000/- and above or with 8 years of service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in educational administration. **OR** Comparable experience in research establishments and / or other institutions of higher education. **OR** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. **Desirable Qualifications/Experience:** Preference will be given to candidates with: i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities/R&D institutions. ii. Experience of handling legal matters iii. Experience of IT applications in administrative matters.
7.	Method of Recruitment	On Direct/Deputation basis for a term of three years or till the age of 62 years, whichever is earlier, as per Section 44(b) of Central Universities Act 2009.
8.	Mode of Selection	Through Personal Interview

1.	Name of Post	**First Finance Officer**
2.	Number of Post	01 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.37400-67000 (PB - 4) + Grade Pay Rs.10,000/-
5.	Age limit for direct recruits	Not exceeding 57 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; ii. At least 15 years of experience as Assistant Professor in AGP of Rs.7,000/- and above or with 8 years of service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in educational administration. **OR** Comparable experience in research establishments and/or other institutions of higher education **OR** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. **Desirable Qualifications:** Preference will be given to candidates with M.Com/M.B.A (Finance)/CA/ICWA/SAS and/or appropriate experience of financial management.
7.	Method of Recruitment	On Direct/Deputation basis for a term of three years or till the age of 62 years, whichever is earlier, as per Section 44(b) of Central Universities Act 2009
8.	Mode of Selection	Through Personal Interview

1.	Name of Post	**Controller of Examinations (CoE)**
2.	Number of Post	01 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Scale: Rs.37400-67000 (PB - 4) + Grade Pay Rs.10,000/-
5.	Age limit for direct recruits	Not exceeding 57 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale; ii. At least 15 years of experience as Assistant Professor in AGP of Rs.7,000/- and above or 8 years of service with AGP of Rs.8,000/- and above including as Associate Professor along with the experience in educational administration **OR** Comparable experience in research establishment and/or other institutions of higher education. **OR**

1.		15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
		Desirable Qualifications with anyone of the following: Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.
7.	Method of Recruitment	On Direct/Deputation basis for a term of five years or till the age of 62 years, whichever is earlier, as per GOI rules.
8.	Mode of Selection	Through Personal Interview

1.	Name of Post	Deputy Librarian
2.	Number of Post	01 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay/Pay Scale	Pay Scale: Rs.15600-39100 + AGP Rs.8,000/-
5.	Age limit for direct recruits	As per UGC Regulations
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. A Master's Degree in library science/information science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record. ii. Five years experience as an Assistant University Librarian/College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its subsequent amendments issued in year 2011/2013/2016 published in the Gazette of India. **Desirable Qualifications:** A M.Phil./Ph.D. Degree in Library Science / Information science / Documentation / Archives and manuscript-keeping/computerization of library.
7.	Mode of Selection	Through Personal Interview
8.	Mode of submitting Application Form	Through Offline Mode in the prescribed format available on the University Website

1.	Name of Post	Deputy Registrar
2.	Number of Post	02 - UR
3.	Classification	Group A

4.	Pay Band and Grade Pay/Pay Scale	Pay Scale: Rs.15600-39100 (PB - 3) + Grade Pay Rs.7,600/-
5.	Age limit for direct recruits	Not exceeding 45 years
6.	Educational and other qualifications required for direct recruits	**For Direct Recruitment:** i. A Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale; along with ii. Nine years of experience as Assistant Professor in the AGP of Rs.6,000/- and above with experience in educational administration. **OR** Comparable experience in research establishment and/or other institutions of higher education. **OR** 5 years of administrative experience as Assistant Registrar or in an equivalent post. **Desirable Qualifications:** i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities/R&D institutions. ii. Experience of handling legal matter/Finance Matters/ Examination Matters. iii. Experience of IT applications in administrative matters. iv. The incumbent should possess good communication, managerial and leadership skills to head a division/branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently. v. Should be able to participate in discussions with senior functionaries and academicians. vi. The incumbent is expected to handle one or more functions independently related to educational administration / examination / general administration / purchase / establishment / accounts and finance / project management / HR and Legal.
7.	Period of Probation	One Year
8.	Mode of Selection	Through Personal Interview

1.	Name of Post	Assistant Registrar
2.	Number of Post	03 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.15600-39100 (PB - 3) + Grade Pay Rs.5,400/-
5.	Age limit for direct recruits	Not exceeding 40 years

6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale along with a good academic record, as laid down by UGC. **Desirable Qualifications with anyone of the following:** i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities/R&D institutions. ii. Experience of handling Legal Matters/Exam/Finance. iii. Experience of IT applications in administrative matters. iv. The incumbent should possess good communication, managerial and leadership skills to head a division/branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.
7.	Period of Probation	One Year
8.	Mode of Selection	Written Examination followed by Interview

1.	Name of Post	System Analyst
2.	Number of Post	01 - UR
3.	Classification	Group A
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.15600-39100 (PB - 3) + Grade Pay Rs.5,400/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. M.Sc. (IT) with PGDCA with 3 years experience in computing. **OR** M.Tech./MCA with 3 years experience in relevant field. All degrees/diplomas shall be from recognized University /Institution with minimum 55% marks **Desirable Qualifications:** Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ERP/Networking.
7.	Period of Probation	One Year
8.	Mode of Selection	Written Examination followed by Interview

1.	Name of Post	Assistant Engineer (Civil)
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,600/-
5.	Age limit for direct recruits	Not exceeding 40 years

6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Civil Engineering from a recognized University/Institution. ii. Five years of experience of supervising Civil Works in any Government/Government approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Civil).
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Section Officer
2.	Number of Post	03 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,600/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/Institution. ii. 3 years experience in Administration/Accounts/Secretarial work in the Central/State Governments, Universities or autonomous organisations. **Desirable Qualifications:** i. The incumbent should possess an aptitude/knowledge/skill for drafting and noting. ii. Adequate exposure in handling one or more functions related to general administration / house-keeping / purchase / service matters / office management / establishment / accounts & finance / HR legal in a computerized environment. iii. IT exposure
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Private Secretary
2.	Number of Post	03 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,600/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed **40 WPM** iii. English Stenography speed **100 WPM**

		iv. 3 years experience in the relevant field in the Central/State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Knowledge of Hindi Typing
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination followed by Skill Test.

1.	**Name of Post**	**Junior Engineer (Civil)**
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Civil Engineering from a recognized University/Institution with at least three years' experience in supervision of erection/maintenance of Civil works. **OR** Three years Diploma in Civil Engineering from a recognized University/Institution with at least five years' experience in supervision of erection/maintenance of Civil works. ii. Good working knowledge of computer applications.
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	**Name of Post**	**Junior Engineer (Electrical)**
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree in Electrical Engineering from a recognized University/Institution with at least three years experience in supervision of erection/maintenance of Electrical Work. **OR** Three year Diploma in Electrical Engineering with at least five years experience in supervision of erection/ maintenance of Electrical works. ii. Good working knowledge of computer applications.
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	**Personal Assistant**
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/ Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed **40 WPM** iii. English Stenography speed **100 WPM** iv. 2 years experience in the relevant field in the Central/State Governments, Universities or autonomous organisations. **Desirable Qualifications:** Hindi Typing
7.	Period of Probation, if any	One Year
8.	Mode of Selection	On the basis of merit in Written Examination followed by Skill Test

1.	Name of Post	**Assistant**
2.	Number of Post	01 – OBC & 04 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/Institution. ii. 2 years experience in administration/accounts work in the Central/State Governments, Universities or autonomous organisations. iii. Good working knowledge of computer applications.
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	**Professional Assistant**
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years

6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. M.Lib.Sc. or AIS/ALIS or PG with B.Lib Information Science with 3 years experience. **OR** A Graduate with B.Lib. Information Science with 5 years experience ii. Good knowledge of computer application. All Degrees/Diplomas shall be from recognized University/Institution with minimum 55% marks. **Desirable Qualifications:** PG Diploma in Library Automation and Networking or PGDCA or equivalent.
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Senior Technical Assistant (Computer)
2.	Number of Post	01 - UR
3.	Classification	Group B
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.9300-34800 (PB - 2) + Grade Pay Rs.4,200/-
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. M.Sc. (IT) degree in any discipline from a recognized University. ii. 3 years' experience in the relevant field in Central/State University or similar other Institution/Government Department.
7.	Period of Probation	One Year
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Technical Assistant
2.	Number of Post	01 – UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,800/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. B.Sc. degree from a recognized University. ii. Good working knowledge of computer applications and maintenance of computer laboratory.
7.	Period of Probation	Two years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Upper Division Clerk (UDC)
2.	Number of Post	01 – OBC & 05 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,400/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor's Degree from a recognized University/ Institution and good working knowledge of computer application. ii. Knowledge of Computer Applications.
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Library Assistant
2.	Number of Post	01 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,000/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Bachelor of Library & Information Science/Bachelor of Library Science or equivalent from a recognized University. ii. English Typing speed of **30 WPM** **Desirable Qualifications:** Experience of working in computerized library.
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Laboratory Assistant
2.	Number of Post	01 – OBC & 03 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.2,000/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** B.Sc. (in Botany / Zoology / Chemistry / Physics / Biotech) from a recognized University.
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	**Lower Division Clerk (LDC)**
2.	Number of Post	01 – OBC & 05 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.1,900/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University ii. English Typing speed of **30 WPM** iii. Good working knowledge of computer applications. **Desirable Qualifications:** **i.** Hindi Typing Speed of **25 WPM** ii. Bachelor's degree in any discipline with good academic record.
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination followed by Skill Test

1.	Name of Post	**Multi-Tasking Staff (MTS)**
2.	Number of Post	02 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.1,800/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Matriculation or equivalent/ITI Pass. **Desirable:** Relevant experience of one year
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	**Library Attendant**
2.	Number of Post	01 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.1,800/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or its equivalent from a recognized Board/ University. ii. Certificate Course in Library Science from a recognized Institute
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

1.	Name of Post	Laboratory Attendant
2.	Number of Post	01 – OBC & 03 - UR
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Scale: Rs.5200-20200 (PB - 1) + Grade Pay Rs.1,800/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 10+2 in Science Stream from a recognised Board / University.
7.	Period of Probation	Two Years
8.	Mode of Selection	On the basis of merit in Written Examination

[**Abbreviations:** OBC – Other Backward Class & UR - Unreserved]

NOTE: Out of the above 10 Group – 'A' posts, 17 Group – 'B' posts and 25 Group – 'C' posts, one post from each Group (i.e., A, B & C) shall be reserved for Persons with Disabilities (PwD).

IMPORTANT NOTE (related to syllabus, pattern of examination etc.):

Those Non-Teaching Positions for which the University will hold Written Examinations, the information related to syllabus, pattern of examination, total marks, time schedule, venue etc. shall be placed on the University Website (www.mgcub.ac.in) shortly. Therefore, the candidates are advised to check the University Website regularly.

HOW TO APPLY:

Special Instructions:

The prescribed essential qualification does not entitle a candidate to be called for interview. For the post of Assistant Registrar, System Analyst and all Group 'B' & 'C' posts, the University will hold Written Examinations. For the rest of the posts, the University can short-list the candidates for interview by holding a Written Examination. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. **No inquiry or correspondence will be entertained in this regard.**

Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of receipt of application through online/offline mode i.e., 3rd July 2017. If on verifications at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.

General Instructions:

1. **Online mode (except for the post of Deputy Librarian) of submission of applications shall be essential.**
2. Before filling-up the Online Application Form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions section carefully.

3. The eligible and interested persons are required to submit Online Applications at University Website **www.mgcub.ac.in**. The last date for applying online is <mark>3rd July 2017</mark> **(23:59 Hrs).**

4. The candidate should fill all details while filling the Online Application Form.

5. After applying online, User ID and Password will be generated.

6. Take print out of the User ID and Password screen for future reference of your application status and for reprinting of your online filled application form.

7. After successful submission of application, candidates can take print-out of application form.

8. **Applicants are <u>NOT</u> required to send Hard Copy of the duly filled Online Application Form.** The hard copy of application form along with all required documents must be brought at the time of verification/scrutiny-cum-interview.

9. **Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth and Category, Qualification, Photo & Signature etc. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.**

10. **APPLICATION FEE AND MODE OF PAYMENT:**

    For General/OBC candidates, the application fee is Rs.1,000/-.

    For SC/ST/PwD/Women candidates are exempted from paying the application fee.

    The candidates can pay application fee through Internet Banking/Credit Card/Debit Card.

    NOTE:
    i. *Bank charges in addition to specified application fee shall be borne by the candidate.*
    ii. *Fee once paid will not be refunded under any circumstances.*
    iii. *Application Fee submitted by any other mode like money order, demand draft, cheque, IPO etc. will be rejected.*

OTHER CONDITIONS

1. Reservation Policy will be followed as per Government of India Rules, wherever applicable. The SC/ST/OBC/PwD candidates are required to attach necessary certificate(s) on prescribed format.

2. Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Person with Disabilities.

3. The period taken by the candidates to acquire M.Phil. Degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Post-Doctoral with substantial evidence to be treated as equivalent to teaching experience and shall be given preference.

4. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl.	Category of Persons	Extent of Age Relaxation
1.	Contract / Daily Wage Workers of Mahatma Gandhi Central University	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University. However, this provision shall not be applicable to a person engaged in the University through any contract agency or labour contractor, or the person engaged in different

		schemes/ projects sponsored by the Government agencies.
2.	Regular Employees of the Central Government / State Government / Central Universities / UGC maintained deemed to be Universities / other Central / State Autonomous Bodies / Organisations / Institutions.	Age Limit shall not apply. However, the Screening Committee may decide the age limit in such cases depending on the level of post.
3.	Ex-Servicemen	Age Limit as per Government of India rules.

5. The selected candidates will not take up any other assignment during the service in Mahatma Gandhi Central University, Bihar.

6. The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.

7. The selected candidate will be kept on probation for a period of one/two years as the case may be. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

8. No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. However, in case his/her request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding the application that he/she would resign from the post in the event of his/her selection in another department.

9. **Printed Copy:** Printed copy of the application form with original certificates and photocopy of self-attested certificates must be brought by the candidate at the time of written examination/interview/verification alongwith Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter ID Card/PAN Card/Aadhar Card etc.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particular that are false, tampered/fabricated or should not suppress any information while filling-up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination; or

(ii) impersonating or procuring impersonation by any person; or

(iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall; or

(iv) resorting to any irregular of improper means in connection with his/her candidature for selection; or

(v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-

    a. to be disqualified from the examination/interview for which he/she is a candidate.

b.   to be debarred either permanently or for a specified period, from any examination or recruitment conducted by University.

c.   for termination of service, if he/she already in Govt. Service.

Note: **The Mahatma Gandhi Central University reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/Videography etc.**

GENERAL INSTRUCTIONS

1.   The University reserves the right to:

   a.   Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates. The number of positions is thus open to change;

   b.   Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;

   c.   Draw reserve panel(s) against the possible vacancies in future;

   d.   Increase or decrease post(s) under any category or not to fill-up any of the advertised positions;

   e.   **To fix criteria for screening the applications so as to reduce the number of candidates to be called for written tests/interview;**

   f.   To conduct written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received; and

   g.   Relax the age/qualifications/experience at its discretion.

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

3.   In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of this nature in submission of online application during the last days.

4.   **Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.**

5.   **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

   NOTE - I: *The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.*

   NOTE - II: *IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, THE UNIVERSITY WILL ADOPT SHORT-LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:*

   a.   *"On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed";*

   b.   *On the basis of higher educational qualifications than the minimum prescribed in the advertisement;*

   c.   *On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement;*

d. *By counting experience before or after the acquisition of essential qualifications and*

e. *By holding a Recruitment Test.*

5. Separate application (along with application fee) should be filled online for each post applied for.

6. A candidate whether he belongs to General or reserved category viz. SC/ST/OBC/PwD can submit only one online application form for a particular category of post advertised. The special instructions for online applications as given on University Website (www.mgcub.ac.in) must be carefully read to help in understanding and filling in the application form. **No offline form will be accepted**. All the relevant columns of the application form should be filled-in.

7. Filling all mandatory fields are required to make your application complete.

8. Incomplete applications will not be considered and will be **REJECTED.**

9. Qualifications/eligibility conditions, age and other documents will be determined with regard to last date fixed to apply online applications also called as closing date i.e., **3rd July 2017** given in the advertisement.

10. Any change of address from the one given in the online application form should at once be communicated to OSD Administration of the University at osdadmin@mgcub.ac.in

11. The process of selection may be by a written test/presentation/interview or a combination thereof.

12. **Applications, except Online, will not be accepted.** The printed copy of the online application form with original certificates and photocopy of self-attested certificates must be brought at the time of Written Test/Verification/Scrutiny-cum-Interview alongwith Photo, Identity Proof i.e., Identity Card/Driving License/Passport/Voter ID Card/PAN Card/Aadhar Card etc. No offline application form or copy of downloaded application form will be accepted by the University.

13. In case of any technical problems, please send an email to **recruitment@mgcub.ac.in**

14. No interim correspondence shall be entertained.

15. The list of short-listed candidates for Interview/Written Examination/Skill Test and details of Interview/Written Examination/Skill Test will be published on the University Website i.e., **www.mgcub.ac.in** ONLY. NO SEPARATE CALL LETTER WILL BE SENT TO THE CANDIDATES. Applicants are advised to check the University Website regularly.

16. The University will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidates or for delay/non-receipt of information, if a candidate fails to access his/her email/website in time. Candidates are advised to visit the University Website regularly.

17. After the interview, in case of selections the appointment will be provisional and is subject to the caste certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non-creamy layer) is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

18. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his/her appointment, as the case may be.

19. The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In

case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or fals, the appointment shall be cancelled/terminated forthwith.

20. 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.

21. The candidate will have to present himself/herself for an interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route, if called for interview against the reserved positions only of the University as per the Govt. of India rule. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. **The above-mentioned conditions are not admissible to those SC/ST candidates who are already in Central/State Government service/or holding any other employment.**

22. The service conditions including pay band and age of superannuation shall be as per Government of India rules.

23. **The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as applicable w.e.f. 1st January 2004.**

24. 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.

25. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.

26. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He/she may be assigned any duty within the University or outside depending upon the exigency of the work.

27. The applicants serving in Government/Semi-Government organizations / Public Sector Undertakings/Autonomous Bodies must bring '**No Objection Certificate** (NOC)' from their present employer at the time of Interview/Verification of Documents/Written Examination. However, the applicants are advised to formally intimate their present employer in writing about making such application at Mahatma Gandhi Central University Bihar, failing which their candidature/selection may stand cancelled.

28. **Canvassing in any form may lead to cancellation of candidature.**

29. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, he/she will be liable to serve anywhere in India.

30. In case of any disputes, 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.

31. Corrigendum or Addendum or Cancellation to 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.

32. **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.

33. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.

34. The following categories of persons shall not be eligible to apply for any position in the University:

    i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

    ii. Who has entered into or contracted a marriage with a person having a spouse living;

    iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

    iv. Who is not a citizen of India; and

    v. Any other category of person disqualified for appointment by the Government of India/UGC from time to time.

35. **DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM:**

    a. Scanned Photograph of size 3.5 x 4.5 cms (in JPEG format of less than 150 kb).
    b. Scanned Signature of size 3.5 x 1.5 cms (in JPEG format of less than 150 kb).

36. **DOCUMENTS TO BE BROUGHT AT THE TIME OF WRITTEN TEST/INTERVIEW:**

    a. All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the Online Applications and one set of self-attested copies of all these certificates/documents/testimonials.

    b. Caste certificate by candidate seeking reservation as SC/ST/OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/town the candidate is ordinarily a resident of.

    c. Printed copy of Online Application Form alongwith latest stamp size photograph duly attested by a gazetted officer and pasted on the application form.

    d. **'No Objection Certificate (NOC)'** from their present employer, in case of candidates who are in service.

37. **LIKELY CAUSES OF REJECTION OF APPLICATION:**

The following are likely causes of rejection:

    a. More than one application form for a particular post;
    b. Application is incomplete and not online;
    c. Full fee, if not deposited in the manner prescribed;
    d. Applicant does not possess the requisite academic qualification, experience on closing date of filling the online application form;

e.   Candidate is underage/overage on the closing date of application;

f.   Variation in data of Online Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and

g.   Lack of essential qualification as prescribed in advertisement.

USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES IN MAHATMA GANDHI CENTRAL UNIVERSITY EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.

Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

OSD (Administration)
Mahatma Gandhi Central University