



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

Advt. No.: MGPU/2024/R/NT/02

Dated: 15th September 2024

ADVERTISEMENT FOR RECRUITMENT TO THE POST OF FIRST REGISTRAR AND FIRST FINANCE OFFICER

IMPORTANT DATES	
Link for submission of Online Application Form on the portal https://mgcubnt.samarth.edu.in will be available from:	15 th September 2024 (Sunday)
Last date of submission of filled-in applications through Online Mode – ‘SAMARTH Portal’:	10 th October 2024 (Thursday)
Last date of submission of self-attested hard copy of the online application form along with all relevant supporting documents/enclosures: [Note: Each page of the Application Form along with annexures should be self-attested]	21 st October 2024 (Monday)

1. Mahatma Gandhi Central University invites applications in the “prescribed proforma” **through Online Mode** on ‘SAMARTH Portal [<https://mgcubnt.samarth.edu.in>]’, from interested and eligible candidates for the posts of **First Registrar and First Finance Officer** to be filled up on **deputation/contract basis**, as per details given below:

Sl.	Post Code	Name of the Post	Pay Level (as per 7 th CPC Matrix)	Number of Posts Advertised
1.	A14021	First Registrar	14	1 [Unreserved]
2.	A14022	First Finance Officer	14	1 [Unreserved]

2. **Application Processing Fee:**

Applicants are required to deposit a **non-refundable application processing fee** through the designated payment gateway by Internet Banking/Debit Card/Credit Card etc., as per detail given below:

Category	Application Processing Fee (in INR)
Unreserved/OBC/EWS	Rs.2,000.00 [Rupees Two Thousand] only
SC/ST/Female/Transgender/ PwBD [minimum disability 40% or above]	Rs.1,000.00 [Rupees One Thousand] only

[Abbreviations: **ST** – Scheduled Tribe; **SC** – Scheduled Caste; **OBC** – Other Backward Class; **PwBD** – Person with Benchmark Disabilities; **EWS** – Economically Weaker Section; and **UR** – Unreserved]

Note: The application processing fee once paid shall not be refunded at any stage.

3. Minimum Eligibility Conditions:

3.1 Essential Eligibility Conditions for the post of **FIRST REGISTRAR**:

Name of Post	First Registrar [Post Code: A14021]
Number of Posts Advertised	1 [Unreserved]
Classification	Group 'A'
Scale of Pay/Pay Band/Grade Pay	Level 14
Age Limit for Direct Recruits	Preferably below 57 years
Educational and other qualifications required	<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 8 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 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 8 years shall be as Deputy Registrar or an equivalent post.</p>
Period of Probation if any	Not Applicable
Method of Recruitment	Deputation/Contract for a tenure of 3 years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.
	<p>Deputation:</p> <p>Qualifications & Experience: As required for direct recruitment.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level 12.</p>

3.2 Essential Eligibility Conditions for the post of **FIRST FINANCE OFFICER:**

Name of Post	First Finance Officer [Post Code: A14022]
Number of Posts Advertised	1 [Unreserved]
Classification	Group 'A'
Scale of Pay/Pay Band/Grade Pay	Level 14
Age Limit for Direct Recruits	Preferably below 57 years
Educational and other qualifications required	<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 8 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 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 8 years shall be as Deputy Registrar or an equivalent post.</p>
Period of Probation if any	Not Applicable
Method of Recruitment	Deputation/Contract for a tenure of 3 years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.
In case of recruitment by deputation, grades from which deputation absorption to be made	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p style="text-align: center;">OR</p> <p>University System/Other organisation subject to fulfilment of qualification as indicated above on Deputation for a tenure of 3 years or till attaining the age of 62 years, whichever is earlier.</p>

4. HOW TO APPLY:

- 4.1 Interested and eligible candidates may apply in "prescribed proforma" **through Online Mode** on 'SAMARTH Portal [<https://mgcubnt.samarth.edu.in>]'.
- Application forms must be filled only in online mode within the prescribed time limit. **No offline forms would be accepted.**

4.2 **Submission of hard copy of application is mandatory:**

Although applications are invited by online mode through 'SAMARTH Portal', **yet the candidates are to submit self-attested hard copy of the duly submitted online application form alongwith copies of all the relevant supporting documents** claiming by them in their application form related to education qualification, teaching experience, etc. to the University through Registered/Speed Post in an envelope superscribed as "**Application for the post of First Registrar / First Finance officer**".

Note: Each page of the Application Form along with all annexures should be self-attested.

This Registered/Speed Post should reach the University (*at the address given below*) **within 10 days** of last date fixed for submission of application form through online mode on SAMARTH Portal:

The OSD (Administration)
Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Raghunathpur, Near OP Thana, Motihari
District – East Champaran, **Bihar – 845 401 (INDIA)**

4.3 Persons already in employment (*i.e., Central Government/State Government/Autonomous Bodies/PSUs etc.*) must apply "**Through Proper Channel**" and/or produce '**No Objection Certificate (NOC)**' [**ANNEXURE – 1**] from their present employer at the time of interview.

4.4 The date of determining the eligibility of all candidates in every respect will be the last date of submission of online application. Changes in Regulations on qualification, experience, age, etc. issued by the UGC/concerned Statutory Body subsequent to this advertisement will become mandatory from the respective dates of effect prescribed. Applicants are advised to visit the University/UGC/concerned Statutory Body/Ministry of Education Websites for latest revision/changes which will be applicable at the time of interview.

4.5 **Important Notice for candidates who have applied earlier:**

The candidates who have already applied for the post of **(i)** First Registrar against the Advt. No. MGCU/2023/R/NT/01 dated 1st December 2023; and **(ii)** First Finance Officer against the Advt. Nos.: MGCU/2023/R/NT/01 dated 1st December 2023 and MGCU/2024/R/NT/01 dated 13th March 2024; are required to apply afresh. However, they did not need to pay application fee again.

5. OTHER CONDITIONS AND GENERAL INSTRUCTIONS:

5.1 The qualifications and other conditions prescribed in the present advertisement are in accordance with the latest guidelines prescribed by the University/concerned statutory/regulatory bodies and are subject to any future

regulations/norms/guidelines, including amendments in the present regulations, stipulated by the University/Ministry of Education/UGC applicable to such recruitments which may change from time to time.

- 5.2 Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts.
- 5.3 The relaxation in age, if any will be followed as per Government of India Rules, wherever applicable.
- 5.4 The Selection Committee may decide its own method for evaluating the performance of the candidates in Interview.
- 5.5 The applicant will be solely responsible for the authenticity of the submitted information through online mode on 'SAMARTH Portal'.
- 5.6 If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised.
- 5.7 The prescribed qualifications and experience are minimum and mere fact that a candidate possesses the same, will not entitle him/her to be called for interview.
- 5.8 Candidates must ensure the Advt. No., Post Name, and Post Code to be applied for, before applying on 'SAMARTH Portal'.
- 5.9 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.

Suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or providing false or misleading information in the application or tampering with the documents, or providing such information relating to the achievements, caste, education qualifications, experience or domicile, the University shall reserve the right to investigate/inquire into the matter. If any of these acts is found to be true, the candidates shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated forthwith with immediate effect.

- 5.10 Incomplete applications or without relevant supporting enclosures (*self-attested copies of degree/certificates/marks sheets/experience certificate, etc.*) will be out-rightly rejected.
- 5.11 Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth and Category, Qualification, Photo & Signature etc. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.
- 5.12 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience, and medical fitness.

- 5.13 The University reserves the right to:
- i. *Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.*
 - ii. *Fill or not to fill up some or all the posts advertised for any reasons whatsoever.*
 - iii. *Increase/decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.*
 - iv. *Decide criteria/procedure for short listing of the candidates, in case the University receives large number of applications, to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number.*
In case the University receives a large number of applications, the University reserve the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination. However, the final selection will be on the basis of performance of candidate in the interview only.
 - v. *Offer lower post to a candidate, who may have applied for a higher post, in case the Selection Committee recommends so.*
 - vi. *Restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the Competent Authority.*
 - vii. *Alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.*
- 5.14 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 issued by a Govt. hospital/or Govt./CGHS empanelled hospital for Group A post, as the case may be, prior to joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
- 5.15 Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the applicant and the applicant shall be liable for action as per law.
- 5.16 Any change of address from the one given in the application form should at once be communicated to the University at **nt.recruitment@mgcub.ac.in**.

- 5.17 The list of eligible candidates and the list of not-eligible candidates (*indicating the reason for being not-eligible*) will be uploaded on the University Website after the scrutiny with the directions to the applicants that in case of any discrepancy/grievance they may bring the same to the notice of the University within the prescribed time period.

After taking into consideration the grievances/discrepancies, the scrutiny committee will finalise the list of eligible candidates on the basis of academic records, publications, experience and research score etc. as decided by the University. A final list of shortlisted candidates will be notified and published by the University on its website. Candidates residing abroad or having genuine reason(s) may be interviewed through Skype (or any other Video Conferencing mode) if request is made in advance.

- 5.18 The information related to Date, Time and Venue of Interview shall be published on the University Website i.e., **www.mgcub.ac.in ONLY**.

- 5.19 **Call letter(s) to attend the interview will be sent to the shortlisted candidates by email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.

- 5.20 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 either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.

- 5.21 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 false, the appointment shall be cancelled/terminated forthwith.

- 5.22 The selected candidates shall be required to perform duties as per the Statutes, Ordinances and Regulations 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.

- 5.23 The person appointed against any post shall be governed by the Act/Statutes/ Ordinances/Rules of the University and 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 employee by the Executive Council of the University.

- 5.24 The candidates selected shall be appointed under a written contract.

- 5.25 The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE**.
- 5.26 **Candidates must write their Email ID neatly and correctly for mailing written examination/interview/offer of appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an Email ID and check it regularly for further communication.**
- 5.27 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.
- 5.28 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 if any criminal proceedings are pending against him/her;*
 - 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; and*
 - iv. *any other category of person disqualified for appointment by the Government of India/UGC from time to time.*
- 5.29 No interim correspondence shall be entertained.
- 5.30 Applicants are advised to visit the University Website at regular intervals for the updates.
- 5.31 No TA/DA shall be paid for attending the interview.
- 5.32 The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to 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.
- 5.33 Any addendum/dedendum/corrigendum/notices to this advertisement 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.
- 5.34 Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, (s)he will be liable to serve anywhere in India.
- 5.35 **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.

- 5.36 Canvassing in any form on behalf of the candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- 5.37 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
- 5.38 In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
- 5.39 **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 01.01.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT TILL SUCH TIME, THEY RETAIN LIEN WITH THE PARENT ORGANIZATION.**

OSD (Administration)

Mahatma Gandhi Central University

IMPORTANT NOTE:

To avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicant can mail their problem to the Email: nt.recruitment@mgcub.ac.in.

NO OBJECTION CERTIFICATE

This is to certify that Dr/Sh./Smt. _____ is presently holding the post of _____ on regular/ temporary/tenure/contract basis in our Organization/Department/Institute in the Pay Scale of _____ (Level ____ as per 7th CPC) w.e.f. _____.

This Organization/Department/Institute has no objection to Sh./Smt./Ms. _____ for applying for the post of _____ in Mahatma Gandhi Central University.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified.

This Organization is a Central Government /State Government/ or any other (please specify).

Authorised Signatory with Stamp

Place:

Date: