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

Email: osdadmin@mgcub.ac.in

Employment Notice No. 008/2019 **Dated:** 17th October 2019

ROLLING ADVERTISEMENT FOR RECRUITMENT TO THE POST OF VARIOUS NON-TEACHING POSITIONS

Mahatma Gandhi Central University, Motihari invites application from eligible citizens of India for following Non-Teaching Positions to be filled on direct/deputation basis as per details given below:

Sl.	Name of the Post	No. of Posts	Level in Pay Matrix (as per 7th CPC)
1.	First Registrar	01 – UR	14
2.	First Finance Officer	01 – UR	14
3.	Controller of Examinations	01 – UR	14

[Abbreviations: UR=Unreserved]

IMPORTANT NOTE:

This is a Rolling Advertisement. Applications received after 25th November 2019 will be considered in the next phase of scrutiny and Interview.

i. Unfilled vacancies will be rolled over to the next tranche;

ii. Eligibility of the candidates in this tranche will be re-screened/amended in the next tranche as per rules/policy/regulation in vogue;

iii. The composite rolling advertisement will remain alive and will be updated every time when any of the earlier advertised positions is filled up by selection. The prospective applicants, therefore, can apply anytime of the year, but the applications will be processed after the cut-off dates indicated beforehand on the website;

iv. The applications received till the cut-off date may be processed further for shortlisting and conduct of Selection Committee. Applications received after the cut-off date shall be processed further during the next round of selection process subject to the condition that the vacancy continues in the composite rolling advertisement after completion of the selection process in hand;

v. Applicants may update their qualifications and relevant experience forwarding the details to University till cut-off date as prescribed under the particular Rolling Advertisement. Applicants are not allowed to update their application beyond the cut-off date. However,

if the post remains unfilled till the next cut-off date, the candidates will be permitted to update their applications by the cut-off date. The eligibility of candidate for a particular round of selection shall be decided as on the cut-off date of that round;

vi. Addendum/dedendum/corrigendum/notices 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.

IMPORTANT DATES TO REMEMBER	
Link for the Online Application Form will be available from	**25st October 2019 (Friday)**
Closing date for submission of Online Application Form	**25th November 2019 (Monday) Upto 23:59:59 hrs**
Last date for submission of Hard Copy of printed application form along with self-attested enclosures.	**10th December 2019 (Tuesday) Upto 5:00 PM**

APPLICATION FEE:

General/EWS/OBC Category : **Rs.1,000/-**

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

HOW TO APPLY:

1. Interested candidates have to submit the **ONLINE APPLICATION FORM** through Link available on the University website following the instructions given therein before the last date i.e., **25th November 2019 (Monday) till 12:59:59 Hrs** for consideration in the **first phase of this rolling advertisement.**

   IMPORTANT NOTE: The hard copy of the online application along with:

   i. Self-attested copies of the certificates for age proof, qualifications, experience, caste, etc.; and

   ii. Endorsement by the Employer (if, presently employed in Govt./PSU/ Autonomous/Deemed).

   should reach to the following address within 15 days **[i.e., 10th December 2019 (Tuesday) upto 5:00 PM]** from the last date of filling of online application form:

OSD Administration
Mahatma Gandhi Central University
Camp Office, Raghunathpur, Near OP Thana
Motihari – 845 401, District – East Champaran, Bihar

2. **Applications not received through the prescribed process shall be rejected and no correspondence in this regard will be entertained.**

3. Persons already in employment should apply "**Through Proper Channel**" and/or produce **'NOC'** from their present employer at the time of interview.

4. The envelope containing the Online filled Application Form should be super-scribed as **"Application for the post of ……"** and **Employment Notice No……** on its top.

5. Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **25th November 2019 (Monday).**

6. 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.	Level in the 7th CPC Pay Matrix	Level 14 as per 7th CPC Pay Matrix
5.	Age limit for direct recruits	Not exceeding 57 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed; 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. **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.	Level in the 7th CPC Pay Matrix	Level 14 as per 7th CPC Pay Matrix
5.	Age limit for direct recruits	Not exceeding 57 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed; 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. **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.	Level in the 7th CPC Pay Matrix	Level 14 as per 7th CPC Pay Matrix
5.	Age limit for direct recruits	Not exceeding 57 years

6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed; 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. **OR** Comparable experience in research establishment 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 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

GENERAL TERMS AND CONDITIONS:

1. Before filling-up the Online Application Form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions carefully.

2. The candidate should fill all details while filling the Application Form through Online mode.

3. **The hard copy of the Online Application Forms along with required documents must reach the University office on or before the scheduled date and time at the address mentioned at Page No. 2 above. Applications received after last date will be considered in the next round of selection. University will not responsible for any postal delay.**

4. **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. Fee once paid will not be refunded under any circumstances.

6. The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

7. **Separate application along with application fee should be submitted for each post applied for.**

8. A candidate belonging to SC/ST/OBC/PwD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

9. When a relaxed standard is applied in selecting an SC/ST/OBC/PwD candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates, the SC/ST/OBC/PwD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies.

Note:

i. Nothing in these Rules shall affect the reservations, relaxation of age limit and any other concession required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

ii. **Payment of TA:** The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed 'to and fro' rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ ST candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats.

10. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

11. 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.

12. 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. consider applications received after last date.

iv. decide criteria /procedure for short listing of the candidates.

v. consider the appointment on direct recruitment/on deputation/ contract basis.

vi. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and selection committee.

vii. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.

13. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.

Provided that if "No Objection Certificate" from the employer is not received till the date of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

i. No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.

ii. No disciplinary action/ vigilance case is pending or is contemplated, against the candidate.

However, the joining of the candidate on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which the candidate shall not be allowed to join.

14. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

15. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

16. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with respect to minimum 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. Or any other criteria as Screening Committee decide.

17. Separate application (along with requisite application fee) should be filled offline for each post applied for.

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

19. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.

20. 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 candidate.

21. All papers/complete set of the application (including the enclosures) shall be tied with a strong thread at the left top corner properly.

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

23. No interim correspondence shall be entertained.

24. The list of short-listed candidates for Interview or any other information related to Date, Time and Venue of Interview Examination shall be published on the University Website i.e., www.mgcub.ac.in ONLY.

25. 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.

26. 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.

27. 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.

28. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also 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.

29. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC, New Delhi rules.

30. The candidates selected shall be appointed under a written contract.

31. The candidates selected for appointment are expected to join at the EARLIEST POSSIBLE.

32. National (earlier New) Pension Scheme in accordance with the O.M.No.1(13)EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure dated 15th March 2004, will be applicable with subsequent amendments made or will be made from time to time.

33. 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.

34. The University reserves the right to 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.

35. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.

36. Receipt of filled in Application Form without self-attested copies of all relevant certificates will be rejected.

37. Canvassing in any form may lead to cancellation of candidature.

38. Though a selected candidate's headquarters will be Motihari, District – East Champaran,

Bihar, he/she will be liable to serve anywhere in India.

39. 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.

40. Addendum/dedendum/corrigendum/notices 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.

41. **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.

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

43. Call letters 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.

44. 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.

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 format prescribed by Government of India.

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 relaxation in age, if any will be followed as per Government of India Rules, wherever applicable.

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

5. In case of unsatisfactory performance, misconduct or on ground of misbehaviour, the appointing authority may at its discretion extend the period of probation by one year. 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. During probation, the employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

6. 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, 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.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

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

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

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

(ii) 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 by way of using Biometric process and CCTV Cameras/Videography etc.

IMPORTANT INSTRUCTIONS:

1. **DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW:**

i. All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the Application Forms and one set of self-attested copies of all these certificates/documents/testimonials.

ii. Caste certificate by candidate where applicable 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.

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

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

The following are likely causes of rejection:

i. More than one application form for a particular post;

ii. Incomplete Application Form;

iii. If full fee, is not deposited in the manner prescribed;

iv. Applicant does not possess the requisite academic qualification, experience on last date for receipt of application form;

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

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

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