



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

Dated: 7th January 2020

EMPLOYMENT NOTICE NO. 001/2020

WALK-IN-INTERVIEW

for the post of

OSD (ADMINISTRATION) AND OSD (FINANCE)

The Mahatma Gandhi Central University is a new Central University established by an Act of Parliament which became functional w.e.f. 3rd February 2016. The headquarter of the University is located at Motihari, District – East Champaran, Bihar (INDIA).

The University invites applications (*please refer ANNEXURE - 2*) in the prescribed format from eligible candidates for the post of **Officer on Special Duty (Administration)** and **Officer on Special Duty (Finance)** to be filled up on **deputation/contract basis**. Interested candidates may appear for **Walk-in-Interview** on **27th January 2020 (Monday)** as per the schedule given below:

Venue of Walk-in-Interview

Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Near OP Thana, Raghunathpur
Motihari – 845 401, District – East Champaran, Bihar

Sl.	Name of the Post	No. of Posts	Mode of Appointment	Schedule of Walk-in-Interview	
				Date	Time
1.	OSD (Administration)	01 - UR	Deputation / Contract	27th January 2020 (Monday)	11:00 AM
2.	OSD (Finance)	01 - UR	Deputation / Contract	27th January 2020 (Monday)	12:00 Noon

Abbreviation: UR – Unreserved/General

GENERAL INSTRUCTIONS

1. Candidates are advised to satisfy themselves that they possess at least the minimum essential qualification/experience as prescribed by University/University Grants Commission, New Delhi amended from time to time, before appearing for the Interview.
2. **Submission of Application:** The candidates should bring the duly completed application form and two passport size photographs along with original and self-attested copies of certificates/testimonials on the **Date of Interview**. The application form is available on website of the University i.e. www.mgcub.ac.in

IMPORTANT NOTE: Candidates desirous of appearing in the Walk-in-Interview are advised to send a scanned copy of their application form through email only on or before **25th January 2020 (Saturday)** at osdadmin@mgcub.ac.in

3. **Registration Time for the Candidate:** Before **one hour** from scheduled interview time.
4. **Essential Qualification:** Please refer **ANNEXURE – 1** given below.
5. **Emoluments:** As per norms prescribed by Government of India (GoI)/University Grants Commission (UGC), New Delhi.
6. **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the University will issue TDS Certificate.
7. **Type of Appointment/Engagement:** The engagement will be purely on deputation/contract basis and person selected will have no claim whatsoever for absorption/regularization of service in the University.
8. **Salary:** The selected candidate(s) shall be entitled to draw minimum pay of the respective pay Level plus admissible DA and House Rent Allowance only. Further, the selected candidate(s) shall not be entitled to any other allowances and other facilities available for regular employees.
9. **Leave:** As per norms prescribed by Government of India (GoI)/University Grants Commission (UGC), New Delhi.

10. **The University reserves the right:**

- i. to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed;
- ii. to give preference to those who possess higher qualifications;
- iii. to increase or to decrease the number of positions;
- iv. to terminate this engagement at any time even before the stipulated period in case of unsatisfactory performance, misconduct or any other administrative reasons/ compulsions; and
- v. to cancel this advertisement and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

11. **Duties and Functions:** The selected candidate(s) will be required to discharge their duties as assigned to them by the University from time to time.

12. No TA/DA will be paid for attending the interview. The candidate has to appear in interview at own cost.

13. Applications not accompanied by necessary supporting documents, self-attested copies of degrees, certificates/mark sheets/experience/category certificates/issues by the competent authority and incomplete applications shall be rejected summarily.

14. The eligibility of the candidates will be determined on the date of interview.

15. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.

16. The change in the schedule of the interview, if any, will be displayed on the website of the University only. Therefore, applicants are advised to visit the University Website regularly.

17. **Note:** Corrigendum or Addendum or Cancellation to/of 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.

18. If any declaration or information furnished by the person appointed on contract basis proves to be false or if she/he is found to have suppressed any material information, she/he will be liable to termination of the contract.

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

20. 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 binding to perform to avoid any disciplinary action.
21. Relaxation, if any shall be applicable as per the UGC/MHRD/Government of India rules.
22. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
23. The applicants serving in Government / Semi-Government organization/Public Sector Undertaking / Autonomous Organizations must produce "No Objection Certificate" from their employer.
24. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of engagement letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
25. **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.
26. In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Competent Authority of the University shall be final.
27. In case of any dispute, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.
28. No Correspondence with regard to the Walk-in-Interview shall be entertained.

s/d

(Dr Padmakar Mishra)
OSD (Administration)

MINIMUM ELIGIBILITY
for the post of
OSD (ADMINISTRATION) & OSD (FINANCE)

1.	Name of Post	OSD (Administration) / OSD (Finance)
2.	Number of Post	01 – UR
3.	Period of Deputation / Contract	One Year or till the regular appointment of First Registrar (<i>in case of OSD Administration</i>) / First Finance Officer (<i>in case of OSD Finance</i>) of the University, whichever is earlier. The engagement will, however, be liable to be terminated at any time without assigning any reasons thereof.
4.	Pay	As per GoI norms
5.	Educational and other qualifications required	<p>Essential Qualifications:</p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>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 the 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> <p>Desirable Qualifications with anyone of the following:</p> <p>Preference will be given to candidates with:</p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities/R&D institutions.</p> <p>ii. Experience of handling legal matters</p> <p>iii. Experience of IT applications in administrative matters.</p>

APPLICATION FORM

Employment Notice No.: _____ Dated: _____

Name of the Post applied: _____

*Fix your latest photograph and sign across***1. PERSONAL DETAILS: Use CAPITAL LETTERS and write clearly**

Name:	English						
	Hindi						
Date of Birth:	Day	Month	Year	Age as on date (17.01.2019)	Year	Month	
Place of Birth	City / Village		State		Country		
Father's Name	English						
	Hindi						
Mother's Name	English						
	Hindi						
Religion:							
Nationality:	Sex <i>(Tick, whichever is applicable)</i>		Category <i>(Tick, whichever is applicable)</i>		Marital Status <i>(Tick, whichever is applicable)</i>		
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender		<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> General		<input type="checkbox"/> Single <input type="checkbox"/> Married		
If physical challenged, indicate relevant particulars	Type of Disability			Percentage of Disability			
Email ID:	Mobile Number:		Phone No. (with STD Code):				

2. EDUCATIONAL QUALIFICATIONS (Attached self-attested photocopy of marks sheet & degree of each examination):

	Name of the Board / University	Year	Marks Obtained	Maximum marks	%age of marks / CGPA with %age marks	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary / Intermediate (10+2)							
Bachelor's degree (Name of degree)							
Master's Degree (Name of degree)							
M.Phil. in	Title:						
.....							
Ph.D.	Title:						
Any other							

3. CURRENT POSITION:

Designation	(Name of the Organisation)	Date of Joining (Date / Month / Year)	Nature of Appointment (Ad hoc / Temporary / Permanent / Contractual)	
Basic Pay pm	Pay Band	GP/AGP	Gross Salary pm	Increment Date (Date/Month)

4. PAST WORK EXPERIENCE (Start from first regular appointment to present positions):

Post held	Pay Scale / Band	Basic Pay p.m.	Gross Salary p.m.	Employer (Name & address of the Organisation)	Experience			Nature of assignment
					From	To	Total Experience in Years / Months	

5. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Any other Experience/Achievements/Qualifications considered to be relevant to the post applied for:

7. References: Please provide names of three persons who are not related to you and are familiar with your work/professional experience/accomplishment

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone No.			
Fax with STD Code			

8. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:	Phone No. (With STD Code)	Mobile No.	Fax No.

9. Declaration:

I, _____ son / daughter of _____ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant: _____

Name in Capital letters: _____

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

10. Endorsement by the EMPLOYER:

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the OSD (Administration), Mahatma Gandhi Central University, Camp Office, Near OP Thana, Raghunathpur, Motihari – 845 401, District – East Champaran, Bihar.

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Mahatma Gandhi Central University, has been working in this organization namely _____ as _____ *(name of the post)*, in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He/She is drawing a basic pay of Rs. _____ His/Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Mahatma Gandhi Central University.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

11. Checklist of documents enclosed:

Sl.	Documents	Tick (√)
1.	Matric/Secondary/High School (10 th Class) Marks Sheet	
2.	Matric/Secondary/High School (10 th Class) Certificate	
3.	Sr. Secondary/Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary/Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M.Phil. Marks Sheet	
10.	M.Phil. Degree	
11.	Ph.D. Degree	
12.	Endorsement from the present employer	
13.	Experience Certificate(s) from previous employers	
14.	SC/ST/OBC/Handicapped Certificate	
15.	Others, if any:	

Note: List of documents be checked & ticked properly. Any lapse on this account is liable for rejection of your form.