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**MAHATMA GANDHI CENTRAL UNIVERSITY**

[A Central University established by an Act of Parliament]

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

**Website:** www.mgcub.ac.in **| Email:** osdadmin@mgcub.ac.in **| Contact No.:** 9628203811

**Advertisement No.: MGCU/2025/R/NT/03 Dated:** 28th May 2025

# ADVERTISEMENT FOR NON-TEACHING POSITIONS

**(purely on Contract basis)**

The Mahatma Gandhi Central University is a 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 in the prescribed format for following **Non-Teaching Positions** to be filled **purely on Contract basis** initially for a period of Six months or till filling up the posts on regular basis, whichever is earlier as per the details given below:

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Post** | **Level in Pay Matrix (as per 7th CPC)** | **No. of Posts** | **Mode of Selection** | **Date & Time of Interview/Written & Skill Test** |
| 1. | System Analyst | 10 | 01 – UR | Interview | **11th June 2025 (Wednesday)** |
| 2. | Assistant Engineer (Civil) | 7 | 01 - UR | Written Test & Skill Test |
| 3. | Junior Engineer (Civil) | 6 | 01 - UR |

## APPLICATION FEE:

**General/OBC Category** : **Rs.500/-**

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

*[Abbreviations: SC – Scheduled Caste; OBC – Other Backward Class & UR - Unreserved]*

***Date, Time, and Venue of Interview/ Written Test & Skill Test:***

*Interested candidates may appear for Interview/ Written Test & Skill Test as applicable as per the schedule given below:*

***Date: 11th June 2025 (Wednesday)***

***Time: 11:00 AM onwards***

***Venue: Pt. Rajkumar Shukla Conference Hall***

***Chanakya Parisar, Mahatma Gandhi Central University***

***Zila School Campus, Motihari***

***Dist. – East Champaran, Bihar - 845401***

***Minimum Eligibility & Qualification:***

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| **1.** | **Name of Post** | **System Analyst** |
| 2. | Number of Post | 01 – UR |
| 3. | Classification | Group A |
| 4. | Level in Pay Matrix | Level - 10 |
| 5. | Age limit for direct recruits | Not exceeding 40years |
| 6. | Educational and other qualifications required for direct recruits | **Essential Qualifications:**   1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/UNIX platforms from a recognized Public/ PUS/Private organization.   **OR**   1. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering /M.Sc. Computer Science/MCA. 2. 03 years’ programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/UNIX platforms from a recognized Public/ PUS/Private organization. |

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| **1.** | **Name of Post** | **Assistant Engineer (Civil)** |
| 2. | Number of Post | 01 - UR |
| 3. | Classification | Group B |
| 4. | Level in Pay Matrix | Level - 7 |
| 5. | Age limit for direct recruits | Not exceeding 35 years |
| 6. | Educational and other qualifications required for direct recruits | **Essential Qualifications:**   1. First Class bachelor’s degree in relevant field from a recognised Institute/University or equivalent. 2. Three years’ experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more. |

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| --- | --- | --- |
| **1.** | **Name of Post** | **Junior Engineer (Civil)** |
| 2. | Number of Post | 01 - UR |
| 3. | Classification | Group B |
| 4. | Level in Pay Matrix | Level - 6 |
| 5. | Age limit for direct recruits | Not exceeding 35 years |
| 6. | Educational and other qualifications required for direct recruits | **Essential Qualifications:**  Bachelor’s degree of Engineering/Technology in relevant field from a recognised Institute/University with one-year relevant experience.  **Or**  Diploma in Engineering in the relevant field and three years’ experience in relevant field in CPWD/State PWD or Similar Organised Services/Statutory or Autonomous Organisations/Central/State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more. |

**HOW TO APPLY:**

1. Candidates are advised to satisfy themselves before appearing for Interview/ Written & Skill Test before the Selection Committee that they possess at least the minimum essential qualification/experience.
2. **Submission of Application:** The candidates should bring the duly completed application in the prescribed format **(ANNEXURE - 1)**, two passport size photographs and Demand Draft of requisite fee along with original and self-attested copies of certificates/testimonials on the **Date of Interview/ Written & Skill Test**. The application form is available on website of the University i.e., [**www.mgcub.ac.in**](http://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 10th June 2025 (Tuesday) at [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in)

1. **Registration Time for the Candidate:** Before **one hour (i.e., 10:00 AM)** from scheduled interview time.
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 written test/interview.
4. Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **10th June 2025 (Tuesday).**

**GENERAL INSTRUCTIONS:**

### The University reserves the right to:

* 1. withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect;
  2. fill the posts through Written Test or Personal Interview or combination of both as per the requirement/exigency of the University.
  3. fill or not to fill up some or all the posts advertised for any reasons whatsoever;
  4. to increase/decrease the number of posts at the time of selection and make appointments accordingly;
  5. consider applications received after last date.
  6. decide criteria /procedure for short listing of the candidates.
  7. consider the appointment on deputation/ contract basis.
  8. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and Selection Committee.
  9. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.

1. 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.
2. **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/written test.

## 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 / WRITTEN TEST TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

1. “On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed”;
2. On the basis of higher educational qualifications than the minimum prescribed in the advertisement;
3. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement;
4. By counting experience before or after the acquisition of essential qualifications; and
5. Or any other criteria as Screening Committee may decide.
6. A person whose age is less than 18 years shall not be appointed to any post in the University.
7. Separate application (along with requisite application fee) should be filled for each post applied for.
8. Filling all mandatory fields are required to make your application complete.
9. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marksheets/experience certificate, etc.) will be out-rightly rejected.
10. All papers/complete set of the application (including the enclosures) shall be tied with a strong thread at the left top corner properly.
11. 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](mailto:osdadmin@mgcub.ac.in)
12. No interim correspondence shall be entertained.
13. **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.**
14. **Type of Appointment/Engagement:** The engagement will be **purely on contract basis** and person selected will have no claim whatsoever for absorption/regularization of service in the University.
15. **Duration of Contract:** The appointment shall be made purely on contractual basis for a period of six months, terminable even before without assigning any reasons thereof and without prior notice or till appointment on regular basis, whichever is earlier. Further the contract may be renewed based on satisfactory performance and the need for the specific post or availability of post.
16. **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.
17. **Leave**: The selected candidate(s) shall be eligible for 8 days Casual Leave and 2 Restricted Holiday in a year on pro-rata basis. No other leave of any kind shall be admissible to her/him. Therefore, the selected candidate(s) shall not draw any remuneration in case of absence beyond 8 days Casual Leave and 2 Restricted Holiday (calculated on a pro-rata basis). Also, un-availed leave in a year cannot be carried forward to next calendar year.
18. **Duties and Functions:** The selected candidate(s) will be required to discharge the duties as assigned to him by the University from time to time.
19. No TA/DA will be paid for attending the interview/written test. The candidate has to appear in interview at own cost.
20. Applications not accompanied by necessary supporting documents, self-attested copies of degrees, certificates/marksheets/experience/category certificates/issues by the competent authority and incomplete applications shall be rejected summarily.
21. Fee once paid will not be refunded under any circumstances.
22. In case of any dispute, the decision of Vice-Chancellor shall be final and biding to all concerned.
23. Corrigendum or Addendum or Cancellation to/of this advertisement, if any, shall be published only on the University Website [(www.mgcub.ac.in)](http://www.mgcub.ac.in/) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
24. 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.
25. 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.

### Immediate Joinee will be preferred.

1. Relaxation, if any shall be applicable as per the UGC / MHRD / Government of India rules.
2. 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.
3. Though a selected candidate’s headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
4. 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.
5. **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.
6. 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.
7. 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.

OSD (Administration)

**ANNEXURE - I**

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**MAHATMA GANDHI CENTRAL UNIVERSITY**

[A Central University established by an Act of Parliament]

**Applied For the post of:**

**APPLICATION FORM**

1. **Name of the Candidate :**

*Photograph should be pasted here*

1. **Date of Birth :**
2. **Father’s Name :**
3. **Permanent Address :**
4. **Mailing Address :**
5. **Whether belongs to SC/ST/OBC Category:**
6. **Telephone No. :**
7. **Mobile No. :**
8. **Email :**
9. **(a) Academic/Professional Qualification:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **University** | **Field/ Specialisation** | **Year of Passing** | **Full Marks** | **Marks obtained** | **% of marks** | **Any Other Info.** |
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* 1. **Details of Experience:**

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| --- | --- | --- | --- | --- |
| **Details of employment in chronological order. Enclose a separate sheet if the space below is insufficient.** | | | | |
| **Office / Institute / Organisation** | **Post Held** | **From** | **To** | **Nature of Duties** |
|  |  |  |  |  |
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* 1. **Additional Information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.**

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1. **I hereby certify that:**
2. the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.
3. no disciplinary proceedings were pending against me on the date of application.

**Date:**

**Place:**

**Signature of the Candidate**

**Note:** *Self attested documentary proof in support of information furnished at Sl. No. 8 is to be submitted by the candidates along with the application.*