



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[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. 003/2018

Dated: 25th May 2018

EMPLOYMENT NOTICE NO. 003/2018

WALK-IN-INTERVIEW

FOR THE POST OF

MEDICAL OFFICERS (ONE FEMALE & ONE MALE)

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 in the prescribed format from eligible candidates for **Short-Term Contractual Engagement (Part-time basis)** to the post of **Medical Officer**. Interested candidates may appear for **Walk-in-Interview** as per the schedule given below:

Name of Post	:	Medical Officer
Number of Posts	:	2 UR (1 Female & 1 Male)
Date of Interview	:	4th June 2018 (MONDAY)
Time of Interview	:	2:00 PM
Venue of Interview	:	Mahatma Gandhi Central University Temporary Campus, Zila School Campus Near Sadar Hospital, Motihari – 845 401 District – East Champaran, Bihar (INDIA)

GENERAL INSTRUCTIONS

1. Candidates are advised to satisfy themselves before appearing for Interview before the Selection Committee that they possess at least the minimum essential qualification/experience as prescribed in this Employment Notice.
2. **Submission of Application:** The candidates should bring the duly filled-in 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 **3rd June 2018** at osdadmin@mgcub.ac.in

3. **Registration Time for the Candidate:** Before **one hour (i.e., 1:00 PM)** from scheduled interview time.
4. **Essential Qualifications:**
 - (i) Medical Graduate i.e. M.B.B.S registered with the Medical Council of India (MCI);
 - (ii) Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.

Note: For the post of Female Medical Officer at least Two Years Hospital Experience in Obstetrics & Gynaecology ward.
5. **Desirable Qualifications:** Candidates with Post Graduate qualifications in Medicine/Surgery will be preferred.
6. **Age Limit:** 40 Years.
7. **Emoluments:** Consolidated remuneration of Rs. 25,000/- per month only.
8. **The selected candidates shall be required to be present in the University Campus for three (3) days in a week for at least 2-3 hours per day.**
9. **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.
10. **Type of Appointment/Engagement:** The engagement will be **purely on short-term contract** (part time basis) and person selected will have no claim whatsoever for absorption/regularization of service in the University.
11. **Duration of Contract:** The candidate selected will be engaged purely on contractual basis initially for a period of 6 (six) months. Further extension on year to year basis will be considered based on work performance and the need for the specific post.

Note: The appointment of the contractual position may be discontinued / terminated by the University at any time without giving any reason.
12. **Allowances:** The selected candidate(s) shall not be entitled to any allowance such as CCA, CGHS, Medical reimbursement or any other relief etc.
13. **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.

14. **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.
15. No TA/DA will be paid for attending the interview. The candidate has to appear in interview at own cost.
16. Applications not accompanied by necessary supporting documents, self-attested copies of degrees, certificates/mark sheets/experience/category certificates issued by the competent authority and incomplete applications shall be rejected summarily.
17. The eligibility of the candidates will be determined on the date of interview.
18. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.
19. 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.

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.

20. If any declaration or information furnished by the person appointed on short term contract basis (part-time) proves to be false or if she/he is found to have suppressed any material information, the contract of appointment is liable to be terminated.
21. 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.
22. 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 during which the Medical Officer shall have to perform without fail.
23. Relaxation, if any shall be applicable as per the Government of India rules.
24. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
25. 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.
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
(Prof. Asutosh Pradhan)
OSD (Administration)



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Application for the post of _____

APPLICATION FORM

1. **Name of the Candidate** :
2. **Date of Birth** :
3. **Father's Name** :
4. **Permanent Address** :
5. **Mailing Address** :
6. **Whether belongs to SC/ST/OBC Category:**
7. **Telephone No.** :
8. **Mobile No.** :
9. **Email** :

*Photograph
should be pasted
here*

10. **(a)Academic /Professional Qualification:**

Degree	University	Field/ Specialisation	Year of Passing	Full Marks	Marks obtained	% of marks	Any Other Info.

(b) Details of Experience:

Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.				
Office/Institute/Organisation	Post Held	From	To	Nature of Duties

(c) 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.

11. I hereby certify that:

- i. 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.
- ii. 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 in column 10 is to be submitted by the candidates along with the application.*