

Recruitment on Other Non-Teaching Posts
(Contractual Appointments on Purely Temporary Basis for Six Months, likely to
extended from time to time as per requirements of the University)

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the other non-teaching posts Advertised vide Advt. No-121/Rec/Admn/2017 dated 02.03.2017

S.No.	Name Nature & Number , of post/s / / Pay /Category Age Limits	Minimum Qualifications
1	<p>Post - Internal Audit Officer</p> <p>Category - 1UR</p> <p>Fix Pay - Rs. 68440/-</p> <p>Age - Preferably below 57 years.</p>	<p>a. Member of Audit and Accounts Service, working in a post having identical scale of pay or completed five years service in the immediate lower grade.</p> <p>b. An associate member of Institute of Chartered Accountant of India (CA)/Institute of Cost & Works Accounts of India (ICWAI) or qualified MBA (Finance)</p> <p>Desirable:-</p> <p>Atleast five years experience in Higher Education Institution/University or Central Government or State Government.</p>
2	<p>Post - Law Officer</p> <p>No. & Cat -1UR</p> <p>Fix Pay Rs. 48720/-</p> <p>Age - Preferably below 45 years.</p>	<p>1. Graduation in Law from a recognized University with at least 55% marks.</p> <p>2. At least 3 years experience in handling court cases in a government/semi government organization and/or practice in High Court or Lower Court in Civil/Labour matters.</p> <p>3. Knowledge of computers.</p> <p>Desirable:</p> <p>1. PG Degree in Law with atleast 55% marks.</p> <p>2. Diploma in Administrative Law or Labour Laws.</p> <p>3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.</p>
3	<p>Post - Estate Officer</p> <p>No. & Cat - 1UR</p> <p>Fix Pay Pay - Rs. 48720/-</p> <p>Age - Maximum 45 years.</p>	<p>PG degree with 55% Marks and Min. 03 Yrs experience in relevant field and estate management in establishment of repute.</p>

4	<p>Post - Horticulturist</p> <p>No. & Cat - 1 UR</p> <p>Fix Pay Pay - Rs. 48720/-</p> <p>Age - Below 45 years.</p>	<p>1. M.Sc in Agriculture/ Horticulture with at least 55% marks.</p> <p>2. At least three years experience as Horticulturist or an equivalent position preferably in a Government Establishment /Educational Institute or commercial establishment of repute.</p> <p>Desirable:</p> <p>Experience in landscaping</p>
5	<p>Post - Security Officer</p> <p>No. & Cat - 01 UR</p> <p>Fix Pay - Rs. 39765/-</p> <p>Age - Below 57 years</p>	<p>1. A Graduate or an equivalent qualification from a recognized University.</p> <p>2. At least 07 years experience in Police/Para-Military Forces/Armed Forces and held not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.</p> <p>3. Holding a Valid Driving License to ride two wheeler and four wheeler.</p> <p>Desirable: A course in Fire Fighting or Unarmed Combat Course in Army or Para- Military Force.2. Should able to speak English and Hindi.</p>
6	<p>Post - Assistant Security Officer</p> <p>No. & Cat – 03 UR</p> <p>Fix Pay - Rs. 31320/-</p> <p>Age - Below 55 years</p>	<p>1. A Graduate or an equivalent qualification from a recognized University.</p> <p>2. At least 05 years experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank Of Assistant Sub-Inspector (Exe)/Nayab-Subedar or an equivalent position with Exemplary service.</p> <p>3. Holding a Valid Driving License of two wheeler and four wheeler.</p> <p>Desirable:</p> <p>1. A course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</p>
7.	<p>Post - Security Supervisor</p> <p>No. & Cat – 05 UR</p> <p>Fix Pay - Rs. 26355/-</p> <p>Age - Preferably Below 50 years</p>	<p>Essential:</p> <p>1. A Graduate or an equivalent qualification from a recognized University.</p> <p>2. At least 03 years experience in Police/ Para-Military Forces/Armed Forces of the Union with Exemplary service.</p> <p>3. Holding a Valid Driving License of two wheeler and four wheeler.</p> <p>Desirable:</p> <p>1. A course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</p>

		<p>2. Person Should be able to speak English and Hindi.</p> <p>Note:-</p> <p>1. Considering the requirement of lady security workers, female candidates having experience in Security works or national level sports activity for atleast three years may also be considered for the post.</p> <p>2. Persons employed in the university by a duly constituted committee and having 02 years continuous experience of Security Work may also be considered.</p>
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General Instructions to the Candidates

1. Applications can be submitted till this advertisement is kept open at the University website. However, candidates are requested to apply at the earliest possible as the Screening Committee will scrutinize the applications for interview on the basis of requirement.
2. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route.
3. Candidate must enclose non-refundable application fee of Rs. 500 (Exempted for SC/ST/PH candidates) in the form of a Online Chalan available at University Website or Demand Draft drawn on any nationalized bank in favor of **The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) payable at Bilaspur (C.G.)**. Application fees once paid shall not be refunded under any circumstances.
4. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
5. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Applicants who are in employment should route their applications through proper channel.
9. Selection procedure; The University may conduct a skill test/ written exam or interview or combination of all, however there will no interview be conducted for Group B non-gazetted and Group C post as per instruction of GOI.
10. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

11. Retired Government servants from Central Govt./State Govt/Central/State Universities/Other Statutory Autonomous bodies/Govt. Sectors/Govt Recognized Organization may also apply. In such cases the appointments shall be made on contract for a fixed tenure with fix remuneration negotiable at the time of interview. The upper age limit as per GOI Rules for retired person.
12. No interim correspondence shall be entertained. Canvassing in any form will be a disqualification
13. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
14. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of internal candidates all posts. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded.
15. No. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number and/or nature of posts at the time of selection and make appointments accordingly.
16. University will have the right to restrict the candidates to be called for interview/ skill test/ written test as the case may be to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit. Applicants having higher qualification and merit will be given preference.
17. This appointment such made on purely temporary basis (initially for six months which can be extended for another six months) itself does not gives right to the candidate for extension on the this post or any future regular appointment. However the extensions in such appointments will not exceed a total period of three years from the date of initial appointment.
18. Reservation and Relaxations will be given as per GOI/UGC Rules to all the persons belong to **SC/ST/OBC/PH** category. There will be no upper age limit for the regular employees working in this University. Also the services rendered by individuals in the form of contractual or daily wager employee in the University will also be considered for relaxation in the age limit if their continuous service rendered is more than six months.
19. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
20. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur (CG) which is the headquarters of the University.

21. This is a rolling advertisement hence last dates of applications for different posts shall be declared and displayed, from time to time, on university website only. Candidates are advised to visit University website and keep informed regarding updates.
22. Duly filled-in applications in the prescribed format should reach the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG) throughout the duration of the advertisement by registered/Speed post only.

REGISTRAR