

Recruitment on Other Non-Teaching Posts – Group B & C
(Contractual Appointments on Purely Temporary Basis initially for one year,
likely to extended from time to time as per requirements of the University)

Details of Vacant Positions, Name, Nature and Number of posts, payscales, 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.	Post - Hindi Translator No. & Cat -01 UR Fix Pay - Rs. 31320/- Age - Preferably Below 30 years.	अनिवार्य – 1. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिन्दी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिन्दी अनिवार्य/ वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो। 2. हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद में मान्यता प्राप्त डिप्लोमा/ प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य का 02 वर्ष का अनुभव हो। वांछनीय– संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।
2.	Post -Sub Engineer No. & Cat - 10BC Fix Pay - Rs. 31320/- Age - Preferably Below 45 years.	1. A Degree in Civil Engineering from a recognized University/Institution. 2. At least one year post qualification experience in a government body/commercial establishment of repute. Or A Diploma in Civil Engineering with at least three years experience in supervision of erection/ maintenance of Civil works in a government body/commercial establishment of repute.
3.	Post -Senior Assistant (HRDC) No. & Cat – 1UR Fix Pay - Rs. 31320/- Age - Preferably Below 30 years.	Essential: 1 Bachelor's Degree from a recognized University with at least 03 years regular service experience on grade pay of Rs. 1900 in Govt./ Academic Institution/ Academic Bodies/ Public Sector Undertaking. 2. Knowledge of Computer.
4.	Post -Senior Technical Assistant No. & Cat – 2 UR Fix Pay - Rs. 31320/- Age - Preferably Below 30 years.	Essential Qualification: Master Degree in Science subjects OR Degree in Electrical/Electronics/Computers OR MCA degree from a recognized university. Desirable - work experience in accelerator centres / linac in medical institution will be preferred.
5.	Post -Professional Assistant No. & Cat – 1UR (Phy. Edu.) Fix Pay - Rs. 31320/- Age - Preferably Below 30 years.	Essential Qualification: M.Ped. with 55% marks. Desirable Qualifications: (i) At least three years' working experience in a Physical Education (ii) Knowledge of AIU sports tournaments and preparation of teams (iii) Knowledge of computer application
6.	Post - Assistant No. & Cat – 1UR (Phy. Edu.) Fix Pay - Rs. 31320/- Age - Preferably Below 30 years.	Essential Qualification: 1. Having graduate / post graduate degree from recognized University. 2. 10 years experience in GP 2400 on a regular post Desirable: i) 2 years experience in the field of office automation. ii) six month Computer course from a recognized institution.

7	Post -Sanitary Inspector No. & Cat – 01UR Fix Pay - Rs. 22991/- Age - Preferably Below 45 years.	1. At least Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/University. 2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute. 3. At least 3 years supervisory experience in sanitation in a local body after obtaining Sanitary Inspector's qualification.
8	Fix Post - Laboratory Technician No. & Cat – 03 UR, 3 OBC Pay - Rs 22991/- Age - Preferably Below 30 years.	1. Bachelor Degree in Science subjects or Diploma in Electrical/Electronics/Computers Or BCA degree from a recognized university. 2. Knowledge of Computers. 3. 02 years relevant experience in a recognized Institution/University.
9	Post - Steno Typist/Computer Operator No. & Cat – 01 UR Fix Pay - Rs. 22991/- Age - Preferably Below 30 years.	Essential: 1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University. 2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers. 3. A speed of 60 wpm in English/Hindi stenography. Desirable:- 1. One year Diploma in Computer Application. 2. Working experience as Steno.
10	Post - Laboratory Assistant No. & Cat – 01 UR (Phy.Edu.) Fix Pay - Rs 22991/- Age - Preferably Below 30 years.	Essential Qualification: Bachelor's in Physical Education or Diploma in Physical Education Desirable:- 1. Experience in handling laboratory equipment's in a physical education institution / gymnasium equipment's. Candidates having experience of working in sports / physical education laboratories will be preferred.
11	Post - Data Entry Operator No. & Cat - 03UR, 01 SC, 02 OBC Fix Pay - Rs. 19627/- Age - Preferably Below 30 years.	1. Having Graduate Degree from a recognized University/Institution+ DCA (One year course)/ PGDCA or a higher relevant degree from a recognized Institute/University. 2. Having typing speed of 40 words per minute in English and typing speed of 30 words per minute in Hindi in computer environment. 3. Proficiency in office applications like word, excel, PowerPoint, Corel Draw, Internet, Email etc. Desirable:- Preference will be given to candidates having experience of similar nature.
12	Post - Library Assistant No. & Cat – 05 UR, 01 ST, 01 OBC Fix Pay - Rs. 19627/- Age - Preferably Below 30 years.	1. Graduate/Post Graduate from a recognized University. 2. Passed Bachelor Degree in Library Science or one year Diploma in Library Science. 3. Knowledge of Computers.
13	Post -Tracer No. & Cat - 1 UR Fix Pay - Rs. 17933/- Age - Preferably Below 30 years.	1. HSC or equivalent. 2. ITI/Certificate in Draughtsman(Civil)/ Surveyor. Desirable- Working experience as Tracer.
14	Post - Compounder No. & Cat - 1UR Fix Pay - Rs. 17933/- Age - Preferably Below 30 years.	1. Senior School Certificate Examination under 10+2 Examination with Science group with at least 50% marks or a degree in Science. 2. DMLT/D. Pharma passed. Desirable:- Experience as Compounder in a recognized hospital/nursing home.
15	Post - ANM No. & Cat - 1 UR Fix Pay - Rs. 17933/- Age - Preferably Below 30 years.	1. Senior School Certificate Examination under 10+2 Examination with Science group with 50% marks or a degree in Science. 2. Diploma in Nursing or ANM from a recognized University or Diploma in Multipurpose Health Worker. Desirable:- Experience as ANM in a recognized hospital/nursing home.

16	Post - Driver No. & Cat – 01 OBC Fix Pay - Rs. 17933/- Age - Preferably Below 30 years.	1. Pass VIII Standard from a recognized School. 2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 3. Experience of driving a motor vehicle for at least 3 years. Desirable: 1. Matriculation and/or valid driving license for Heavy vehicles. 2. Badge issued by RTO.
17	Post - Plumber No. & Cat – 01 UR Fix Pay - Rs 17933/- Age - Preferably Below 30 years.	1. HSC or equivalent. 2. A trade certificate (ITI) in Plumber. 2. Candidates who have experience of Plumbing work will be preferred.
18	Post - Junior Office Assistant No. & Cat – 01 UR, 01 OBC Fix Pay - Rs. 17933/- Age - Preferably Below 30 years.	Essential: 1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2. A typing speed of 35 w.p.m.in English or 30 w. p. m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice
19	Post - MTS No. & Cat – 28 UR, 05 SC, 22 OBC Fix Pay - Rs. 16240/- Age - Preferably Below 30 years.	Matriculation or equivalent pass Or ITI Pass (D. Pharma/DMLT for Dresser)
20	Post - Laboratory Attendant (Phy.Edu.) No. & Cat – 01 UR Fix Pay - Rs. 16240/- Age - Preferably Below 30 years.	Essential Qualification: Passed Senior Secondary or equivalent examination conducted by State Board of Education/ University/ Govt. recognized institution. Desirable: i) Physical Education subject at Senior Secondary education. ii) 1years experience in the field of ground / gym maintenance Participation in state/national sports tournaments

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. 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.
3. 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.
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. The University reserves the right not to fill any post and also to alter the nature and number of vacancies/appointments if the circumstances so warrant or to withdraw any advertised post(s) at any time without giving any reason.
7. 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.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
9. Applicants who are in employment should route their applications through proper channel.

10. 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 post and Group C as per instruction of GOI.
11. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
12. 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.
13. No interim correspondence shall be entertained. Canvassing in any form will be a disqualification
14. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
15. 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.
16. 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.
17. 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
18. This appointment such made on purely temporary basis (initially for one year likely to be extended as per requirements of the University) itself does not gives right to the candidate for extension on the this post or any future regular appointment.
19. This appointment such made on purely temporary basis will be initially for one year likely to be extended as per requirements of the University. However the extensions in such appointments will not exceed a total period of three years from the date of initial appointment.

20. 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 wagger employee in the University will also be considered for relaxation in the age limit if their continuous service rendered is more than six months.
21. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
22. 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.
23. 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.
24. 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