

Recruitment on Statutory Non Teaching Positions
(Advertised vide Advt. No- 3321/Rec/Admn/2021 dated 06-09-2021)

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the Statutory posts.

SN	Name , Nature & Number of post/s / Pay Scales (Un-revised) /Category/Age Limits	Minimum Qualifications
A	GROUP –A Positions/Posts	GROUP –A Positions/Posts
1.	<p>Post :- Registrar- 01 Category:- UR Pay Scale:- Academic Level -14 (Rs. 144200-218200) (pre-revised Rs 37400-67000/- GP 10000/- Age Limits:-Preferably Below 57 Years.</p> <p>Being first Registrar of CU, The appointment shall be made by the Honorable Visitor of the Vishwavidyalaya for a fixed tenure of 03 years .</p>	<p>a. A master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale. b. At least 15 years of experience as Assistant Professor in the Academic Level -11(Rs. 68900-20550) (AGP Rs. 7000/- pre-revised) and above or with 8 years of service in the Academic Level -12(Rs. 79800-211500)(AGP Rs. 8000/- pre-revised) and above including as Associate Professor along with experience in Educational Administration.</p> <p style="text-align: center;"><u>OR</u></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;"><u>OR</u></p> <p>15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.</p>
2.	<p>Post :- Finance Officer - 01 Category:- UR Pay Scale:- Academic Level -14 (Rs. 144200-218200) (pre-revised Rs 37400-67000/- GP 10000/- Age Limits:-Preferably Below 57 Years.</p> <p>Being first Finance Officer of CU, the appointment shall be made by the Honorable Visitor of the Vishwavidyalaya for a fixed tenure of 03 years .</p>	<p>Minimum Qualifications: a. A master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale. b. At least 15 years of experience as Assistant Professor in the Academic Level -11(Rs. 68900-20550) (AGP Rs. 7000/- pre-revised) and above or with 8 years of service in the Academic Level -12(Rs. 79800-211500) (AGP Rs. 8000/- pre-revised) and above including as Associate Professor along with experience in Educational Administration.</p> <p style="text-align: center;"><u>OR</u></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;"><u>OR</u></p> <p>15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.</p>

All the above posts are Statutory Post and their job description, recruitment process and tenure etc. shall be governed by relevant Statutes enacted under Central Universities Act 2009 and Ordinances/ Rules/ Regulations made there under.

General Instructions to the Candidates

1. Duly filled in **Applications should reach, to the Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, through Registered or Speed Post only, on or before 08-10-2021**
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. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on last date of receipt of applications for a particular post.
4. 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 (if paid online) 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.
5. The University will not be responsible for postal delay in receipt of the application forms of the candidates.
6. Application incomplete in any respect, without substantial proof of statements/information filled in application form shall not be considered.
7. No deletion / alteration will be permitted in the application form after its submission.
8. 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.
9. The University reserves the right to cancel the advertisement not to fill up any of the vacancies advertised if the circumstances so warrant.
10. 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.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
12. Applicants who are in employment should route their applications through proper channel.

13. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview and joining.
14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, and reasons for not being called for interview.
16. Separate application for each post is required.
17. The rules of UGC/ Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
18. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
19. The prescribed qualifications and experience are minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview 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. More stringent criteria may be applied for short-listing the candidates to be called for interview.
20. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
21. 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 headquarter of the University.
22. The University reserves the right to extend the last date for receipt of applications and also reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained in this regard.
23. 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.

24. All the appointments are subject to verification of various certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of University service, if the University, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
25. Reservation and Relaxations will be given as per GOI/UGC Rules to all the persons belong to **SC/ST/OBC/PH/EWS** category
26. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
27. Experience Certificate from employer must mention Pay Scale, GP, Duration, Post and all other work experience related details which candidate has claimed in his/her application.
28. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts, if so permitted by the UGC or Central Universities Act 2009. 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.
29. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
30. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
31. University reserves the right to consider and invite exceptionally suitable candidates in absentia.
32. The University may Draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/ dies after joining, within a period of one year, the offer shall be made to next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
33. It shall be the responsibility of the candidate to provide conclusive documentary proof(s) in support of educational qualifications and experience claimed by him without which no weight age shall be given.

34. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/ documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

35. **The details and updates or change or amendment in this advertisement shall be displayed on the university website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated.**

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