

Recruitment on Statutory Posts

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the Statutory posts Advertised vide Advt. No-391/Rec/Admn/2023 dated 17-05-2023.

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:- Level -14 (Rs. 144200-218200) Age Limits:- Preferably Below 57 Years. Probation: Nil</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>Essential: i) Master’s degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
2.	<p>Post :- Finance Officer - 01 Category:- UR Pay Scale:- Level -14 (Rs. 144200-218200) Age Limits:- Preferably Below 57 Years. Probation: Nil</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>Essential: i) Master’s degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be 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.

Recruitment on Non-Teaching Post

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the Statutory posts Advertised vide Advt. No.391/Rec/Admn/2023 dated 17-05-2023.

SN	Name , Nature & Number of post/s / Pay Scales (Un-revised) /Category/Age Limits	Minimum Qualifications
A	GROUP –A Positions	
1.	<p>Post :- Deputy Registrar- 01 (leave Vacancy) Category:- UR Pay Scale: - Level 12 (78800 – 209200) After 5 years Level 13A Age Limits:- 50 Years. Probation: 01 Year</p> <p>Initially for one year which may be continued on the similar terms and conditions. And shall be regularized only if the officer currently holding the position resigns the position.</p>	<p>Essential Qualifications:</p> <p>i. Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</p>
2.	<p>Post :-Assistant Registrar- 01 (leave Vacancy) Category:- OBC Pay Scale: - Level 10 (56100 – 177500) Age Limits:- 40 Years. Probation: 02 Years</p> <p>Initially for one year which may be continued on the similar terms and conditions. And shall be regularized only if the officer currently holding the position resigns the position.</p>	<p>Essential Qualifications:</p> <p>I. Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.</p>
3.	<p>Post :- Senior System Analyst- 01 Category:- UR Pay Scale: - Level 12 (78800 – 209200) Age Limits:- 50 Years. Probation: 01 Years</p>	<p>Qualification:</p> <p>B.E./B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization.</p> <p style="text-align: center;">OR</p> <p>M.Sc. (Computer Science)/MCA/M.Tech.(Computer Science & Engineering) with 55% of marks and 8 years’ experience of extensive programming and system management from a recognized Public/PUS/Private organization.</p>
4.	<p>Post :-Technical Officer (Laboratory Cadre)- 01 Category:- UR Pay Scale: - Level 10 (56100 – 177500) Age Limits:- 40 Years. Probation: 02 Years</p>	<p>Qualifications:</p> <p>(i) Master’s Degree with 55% marks in the Science and/or Engineering/Technology.</p> <p>(ii) 5 years’ experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p style="text-align: center;">OR</p> <p>Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

B	GROUP –B Positions/Posts	
1.	Post :- Private Secretary- 01 Category:- UR Pay Scale: - Level 7 (44900 – 142400) Age Limits:- 35 Years. Probation: 02 Years	Qualifications: 1. A Bachelor’s Degree from a recognized University/ Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.
2.	Post :- Hindi Translator- 01 Category:- UR Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Qualifications: Master’s Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master’s Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master’s degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master’s degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master’s Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.

3.	Post :-Senior Technical Assistant (ICT Cadre) - 02 Category:- 01 UR, 01 OBC Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Essential Qualification : (1) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. OR M.C.A./M.Sc. in Computer Science (2) 02 years programming experience in 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.
4.	Post :-Senior Technical Assistant (Laboratory Cadre)- 01 Category:- UR Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Qualifications: Master's Degree in the Science and/or Engineering/Technology subject with at least two years experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
5.	Post :- Professional Assistant - 01 Category:- UR Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Qualifications: 1. Master's Degree in Library & Information Science from any recognized University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
6.	Post :- Junior Engineer(Civil) - 01 Category:- UR Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognized 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 Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
C	GROUP –C Positions/Posts	
2.	Post :- Semi Professional Assistant - 01 Category:- UR Pay Scale: - Level 5 (29200 – 92300) Age Limits:- 32 Years. Probation: 02 Years	Qualifications: Master's Degree in Library Science and Information Science from any recognized University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

3.	Post :- Laboratory Assistant - 08 Category:- 03 UR, 04 ST, 01 EWS Pay Scale: - Level 4 (25500 – 81100) Age Limits:- 32 Years. Probation: 02 Years	Essential Qualification: Bachelor's degree in any Science and/or Engineering/ Technology subjects, with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
4.	Post :- Library Assistant - 05 Category:- 01 UR, 01 SC, 02 ST, 01 EWS Pay Scale: - Level 4 (25500 – 81100) Age Limits:- 32 Years. Probation: 02 Years	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
5.	Post :- Hindi Typist - 01 Category:- UR Pay Scale: - Level 2 (19900 – 63200) Age Limits:- 32 Years. Probation: 02 Years	Essential Qualifications: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
6.	Post :- Laboratory Attendant - 02 Category:- UR Pay Scale: - Level 1 (18000 – 56900) Age Limits:- 32 Years. Probation: 02 Years	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
7.	Post :- Library Attendant - 01 Category:- UR Pay Scale: - Level 1 (18000 – 56900) Age Limits:- 32 Years. Probation: 02 Years	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.

Recruitment on Non-Teaching Tenure Position in Human Resources Development Center (HRDC)

These positions are purely tenure based temporary positions coterminous with the scheme of UGC sponsored HRDC

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the Statutory posts Advertised vide Advt. No- 391/Rec/Admn/2023 dated 17-05-2023.

SN	Name , Nature & Number of post/s / Pay Scales (Un-revised) /Category/Age Limits	Minimum Qualifications
A	GROUP –A Positions	
1.	Post :- Technical Officer- 01 Category:- UR Pay Scale:- Level 10 (56100 – 177500) Age Limits:- 40 Years.	Qualifications: (i) Master’s Degree with 55% marks in any Science and/or Engineering/ Technology subjects,. (ii) 5 years’ experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. OR Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
2	Post :- Section Officer- 01 Category:- UR Pay Scale:- Level 7 (44900 – 142400) Age Limits:- 35 Years.	Essential Qualifications: i) A Bachelor’s Degree in any discipline from any recognized Institute/ University. ii) Three Years’ Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
3.	Post :- Senior Assistant - 01 Category:- UR Pay Scale:- Level 4 (25500 – 81100) Age Limits:- 32 Years.	Essential Qualifications: 1. A Bachelor’s Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.

4.	Post :- Junior Assistant - 01 Category:- UR Pay Scale: - Level 2 (19900 – 63200) Age Limits:- 32 Years.	Essential Qualifications: (i) A Bachelor’s Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
5.	Post :- Hostel Attendant - 01 Category:- UR Pay Scale: - Level 1 (18000 – 56900) Age Limits:- 32 Years.	Essential Qualifications: (i) 10th Pass from any State/ Central School / Board OR ITI Pass (ii) At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc.

Recruitment on Non-Teaching Post

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the posts inserted vide addendum. No.396/Rec/Admn/2023 dated 19-05-2023.

SN	Name , Nature & Number of post/s / Pay Scales (Un-revised) /Category/Age Limits	Minimum Qualifications
A	GROUP –A Positions	
1.	Post :- Executive Engineer/University Engineer Category:- UR Pay Scale: - Level 11(67700-208700) Age Limits:- 45 Years. Probation: 02 Years	Essential Qualifications: a) First Class Bachelor’s Degree in the Civil/Electrical Engineering from a recognized Institute/ University or equivalent. b) 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more Desirable Qualifications: 1. Experience in construction of projects of multi-storey buildings and have experience in planning/ estimation / measurement /tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. 2. Knowledge of Computer Aided Design (CAD) Management Technology/other relevant software.

General Instructions to the Candidates

1. **Online applications are invited, for Statutory, Non-Teaching and tenure post in the University up till 19-06-2023**
2. Applications can be submitted online at Samarth portal on the University Website www.ggu.ac.in. However, after submitting the application form, the candidate must send a copy of application form along with supporting documents within 15 days of submitting the application.
3. Candidates are required to submit a non-refundable application fee for Group A Post -Rs. 2500/- (Rs. 1,000/- for SC/ST/Pwd/Female candidates) and for Group B and C Post – Rs. 500/ (Exempted for SC/ST/PWd/Female candidates).
4. No TA/DA shall be paid to the candidates for attending the interview/written/practical test. However, the outstation candidates belonging to the SC& ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route by NEFT/RTGS.
5. *Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on date of closing for the particular post.*
6. Application fees once paid shall not be refunded under any circumstances.
7. The University will not be responsible for delay in submission of the application forms of the candidates.
8. (i) Application incomplete in any respect, (ii) without substantial proof of statements/information filled in application form shall not be considered.
9. No deletion / alteration will be permitted in the application form after submission of applications.
10. If more than one application is submitted by the candidate for the same post, **only** the application submitted earlier shall be considered.
11. 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.
12. 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.
13. 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.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
15. Applicants who are in employment should route their applications through proper channel.
16. Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
17. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
18. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
19. Canvassing in any form will be a disqualification.
20. 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.
21. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
22. The relaxation in age shall be as per GoI Rules and details of which are given in University Cadre Recruitment Rule available at University website

23. 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.
24. 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.
25. Number. 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. Separate application for each post is required.
26. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview/written/practical test. The University may design its own criteria for shortlisting and will have the right to restrict the candidates and shortlist most suitable candidates to be called for interview/written/practical test 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.
27. University may call any suitable person(s) to appear in the Interview/written/practical test who may not have applied in response to the University's Notification.
28. The Selection Committee, after considering the candidate for the post applied for may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.
29. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
30. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
31. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur (C.G.) which is the headquarters of the University.
32. Mere eligibility will not entitle any candidate for being called for interview/written/practical test. 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.
33. The University 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 appeals shall be entertained.
34. Scheme of Written/Practical Test/Skill Tests/ Interview for different positions shall be as per University Cadre Recruitment Rule available at University website
35. Various vacant positions under different categories (roster) may be changed if any, in the future as per the directions of the MHRD/UGC on the reservations in non-teaching cadre posts (Roster positions)
36. Any 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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