

Recruitment on Non-Teaching Posts (Contractual Appointments on Purely Temporary Basis)

Details of Vacant Positions, Name, number posts, pay scales, category, minimum eligibility for direct recruitment to the other non-teaching posts Advertised vide Advt. No-3307/Rec/Admn/2021 dated 16-08-2021

S.No.	Name ,Numbe of post/s Pay / /Category/ Age Limits	Minimum Qualifications
1.	Post - Security Officer No. & Cat - 01 UR Fix Pay - Rs. 39765/- Age - Preferably below 57 years	Essential Qualification: 1. A Graduate or an equivalent qualification from a recognized University. 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. 3. Holding a Valid Driving License to ride two wheeler and four wheeler. Desirable: 1. A course in Fire Fighting or Unarmed Combat Course in Army or Para- Military Force. Should able to speak English and Hindi.
2.	Post - Assistant Security Officer No. & Cat – 03 UR Fix Pay - Rs. 31320/- Age - Preferably Below 55 years	Essential Qualification: 1. A Graduate or an equivalent qualification from a recognized University. 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. 3. Holding a Valid Driving License of two wheeler and four wheeler. Desirable: A course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. Should able to speak English and Hindi.
3.	Post - Security Supervisor No. & Cat – 05 UR Fix Pay - Rs. 26355/- Age - Preferably Below 50 years	Essential Qualification: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 03 years experience in Police/ Para-Military Forces/Armed Forces of the Union with Exemplary service. 3. Holding a Valid Driving License of two wheeler and four wheeler. Desirable: 1. A course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Person Should be able to speak English and Hindi. Note:- 1. Considering the requirement of lady security workers, female candidates having experience in Security works or national level sports activity for at least three years may also be considered for the post. 2. Persons employed in the university by a duly constituted committee and having 02 years continuous experience of Security Work may also be considered.

4.	Post -Sub Engineer No. & Cat – 01 UR , 1OBC (Civil) 01 UR (Electrical) Fix Pay - Rs.31320/- Age - Preferably Below 45 years	Essential Qualification: 1. A Degree in Civil/Electrical 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/ Electrical Engineering with at least three years experience in supervision of erection/ maintenance of Civil/ Electrical works in a government body/commercial establishment of repute.
5.	Post -Sanitary Inspector No. & Cat – 01UR Fix Pay - Rs. 22991/- Age - Preferably Below 45 years	Essential Qualification: 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.
6.	Post - Laboratory Technician No. & Cat – 02 UR, 03 OBC Fix Pay - Rs. 22991/- Age - Preferably Below 30 years	Essential Qualification: 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.
7.	Post - Data Entry Operator No. & Cat - 03UR, 01 SC, 01 OBC Fix Pay - Rs. 19627/- Age - Preferably Below 30 years	Essential Qualification: 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.
8.	Post -Tracer No. & Cat - 1 UR, Fix Pay - Rs. 17933/- Age - Preferably Below 30 years	Essential Qualification: 1. HSC or equivalent. 2. ITI/Certificate in Draughtsman(Civil)/ Surveyor. Desirable: Working experience as Tracer.
9.	Post -Plumber No. & Cat - 1 UR, Fix Pay - Rs. 17933/- Age - Preferably Below 30 years	Essential Qualification: 1. HSC or equivalent. 2. A trade certificate (ITI) in Plumber 3. Candidates who have experience of Plumbing work will be preferred.

General Instructions to the Candidates

- 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.
- 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.

3. 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.
4. 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.
5. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
6. Applicants who are in employment should route their applications through proper channel.
7. 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 C non-gazette post as per instruction of GOI.
8. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
9. 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.
10. No interim correspondence shall be entertained. Canvassing in any form will be a disqualification
11. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
12. 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.
13. 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.
14. 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
15. This appointment such made on purely temporary basis (initially for six months 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.

16. This appointment such made on purely temporary basis will be initially for six months 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.
17. 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.
18. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
19. 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.
20. Duly filled-in applications, in the prescribed format, should reach the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG) on or before **06-09-2021** by registered/Speed post only. 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.).
21. For details of minimum eligibility, general instructions and other information candidates must visit the university website www.ggu.ac.in.
22. Any update or modification in the advertisement shall be displayed on the University website ony, therefore the candidates are advised to visit University website regularly and remain updated.

Registrar