



Applications are invited for following appointment on a leave vacancy for a term of three years at Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.)

S.No.	Name, Number of posts, pay, Age limits etc	Minimum Qualifications	Job Description
1	<b>Post - Deputy Registrar (leave Vacancy)</b> <b>Category – UR</b> <b>Pay –</b> <b>Tennure – 02 Years</b> <b>Age – Preferably Below 57 years</b>	<b>Minimum Qualifications:</b> a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. b. Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. <b>Desirable – Degree in Management and LL.B, knowledge of Computer.</b>	The candidate is expected to have experience of worked in a Government or Semi-Government Organization / University / Institutions of national standing etc., in the following areas; with sufficient computer literacy and ability to work independently: 1. Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing. Estate Management, Materials Management & Import procedures in Stores & Purchase Section Office.

### General Instructions to the Candidates

- 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.
- 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.
- Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on date of closing for a particular post.*
- 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.

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 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. No interim correspondence shall be entertained. Canvassing in any form will be a disqualification.
18. 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.
19. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
20. 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. 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.

21. Officer under the Central / State Governments / Universities /Recognized Research Institutions / Semi – Government, Statutory or Autonomous Organizations holding analogous posts and fulfilling the eligibility conditions may also apply. Their applications can also be considered for appointment for a deputation on short contract basis and/or deputation with provisions of absorption if circumstances so warranted subject to the condition that the services shall not be extended beyond the date of superannuation. Such deputation will however if not absorbed will continue for maximum three years from the initial date of appointment.
22. Retired Government servants from Central Govt./State Govt/Central/State Universities/Other Statutory Autonomous bodies/Govt. Sectors/Govt Recognized Organization are also encouraged to 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.
23. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
24. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
25. 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.
26. 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.
27. 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.
28. 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.
29. Reservation and Relaxations will be given as per GOI/UGC Rules to all the persons belong to **SC/ST/OBC/PH** category
30. 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.
31. 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. It is the responsibility of the

candidate to provide conclusive documentary proof(s) in support of experience claimed without which no weightage shall be given.

30. 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**