

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION

**Minimum Qualifications for direct requirement to the post of non-teaching posts
Advertised vide Advt. No-3093/Rec/Admn/2013 dated 22-09-2013.**

The appointment on these posts shall be in tenure with the scheme of UGC Academic Staff College

1. Section Officer

Pay Scale: - 9300-34800 + GP 4600, Age Limit:- below 45 Yrs

Minimum Qualifications :

Essential:

- I. Good academic record plus Masters degree with at least 3 years regular service experience on Grade pay of Rs. 4200 in Govt./Academic institution/Academic Bodies/Public Sector Undertaking.
- II. Knowledge of Computers.

Desirable:

1. LL.B or MBA.

2. Senior Assistant

Pay Scale : Rs.9300-34800 + GP 4200, Age:- 35 Yrs

Minimum Qualifications:

- I. Bachelor's Degree from a recognized University with at least 3 years regular service experience on Grade pay of Rs. 1900 in Govt./Academic institution/Academic Bodies/Public Sector Undertaking.
- II. Knowledge of Computers.

3. Junior Assistant

Pay Scale: - 5200-20200 + GP 1900, Age Limit:- Between 18 - 27 Yrs

Minimum Qualifications ::

1. Sr. Secondary School (10+2) Certificate or its equivalent.
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 Qualification:

- a. Knowledge of Computers.
- b. Diploma in Computers and/or Office Management and Secretarial Practice.

4. Steno/Computer Operator

Pay Scale :- 5200-20200/- GP 2400/-. Age:- Between 18-30 years

Minimum Qualifications:

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.

5. Peon

Pay Scale :- Rs. 5200-20200/- +GP Rs. 1800/- Age:- Between 18-25 Yrs

Minimum Qualifications:

Essential:

Matriculation or equivalent pass

Or

ITI Pass (D. Pharma/DMLT for Dresser)

6. Hostel Attendant

Pay Scale :- Rs. 5200-20200/- +GP Rs. 1800/- Age:- Between 18-25 Yrs

Minimum Qualifications:

Essential:

Matriculation or equivalent pass

Or

ITI Pass (D. Pharma/DMLT for Dresser)

General Instructions to the Candidates

1. The appointment on these posts shall be in tennure with the scheme of UGC Academic Staff College,
2. No TA/DA shall be paid to the candidates for attending the interview.
3. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
4. Application fees once paid shall not be refunded under any circumstances.
5. The University will not be responsible for postal delay in delivering the application forms to the candidates.
6. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
7. 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.
8. 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.
9. 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.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
11. Applicants who are in employment should route their applications *through proper channel*.
12. 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.
13. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
15. Canvassing in any form will be a disqualification.
16. No interim correspondence shall be entertained.
17. a) The candidates for selection to the posts will be selected by Selection Committee through personal interview.
b) University may conduct competitive written test for the selection of the above said posts.
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 University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts.
21. 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.
22. 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.
23. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly. Separate application for each post is required.
24. 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.
25. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
26. 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.
27. The in-service candidates should apply through proper channel. The conditions of Age, qualifications and experience will be relaxed for in-service candidates (working in the G.G. University), on the recommendations of University authority.
28. The persons serving in Central/State Government/Autonomous bodies may be taken on deputation/contract for 01 to 03 years or up to the age of superannuation of 62 years whichever is earlier.
29. Minimum qualification may be relaxed in case of departmental candidates.
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 CG which is the headquarters of the University.
32. 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.
33. UGC Guidelines/UGC NORMS (WHEREEVER APPLICABLE) MAY BE DOWNLOADED FROM UGC WEBSITE. www.ugc.ac.in

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