

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.**

1 Director, Research & Placement – 01 UR

Pay Scale: - 37400-67000 + GP 10000.-. Age Limit:- as applicable for the post of Professor.

Minimum Eligibility :

A. (i) An eminent scholar with Ph.D. qualification(s) with published work of high quality, actively engaged in research. The evidence of published work with a minimum of 10 publications as books and/or research/policy papers is essential.

(ii) A minimum of 10 years of teaching experience in university/college and/or experience in research at the University/National level institutions/industry, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulation, 2010.

OR

B. An outstanding professional/Scientist, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

2.Radiation Safety Officer – 01 UR

In pay scale of Associate Professor **Or** Assistant Professor with corresponding qualifications of the same.

Essential Qualifications:

Ph.D. or M.Sc. in Physics or in related discipline with atleast 01 year diploma in Radiation Safety duly approved/certified by AERB.

3. Sr. System Analyst/System Programmer – 01 UR

Pay : Rs. 37400-67000 + AGP Rs. 9000/- + DA, (Basic+DA+HRA)

Minimum Qualifications:

i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.

ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in M.Sc.(Computer Science/IT/Electronics)/ MCA /M.E./M.Tech (Computer Science/ Electronics & Communication/IT)

iii. A minimum of eight years of experience of teaching/research/system analyst/system programmer in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D.

4. TECHNICAL OFFICER – 01 UR

Pay : - 15600-39100 /- + GP 5400/-+ DA, (Basic+DA+HRA)

Age Limit:- Below 45 Yrs

Minimum Qualifications :

BE / B.Tech in Electronics Engineering/M.Sc. Electronics with a minimum of 60% marks.

5. CURATOR – 01 UR

Pay : - 15600-39100 /- + GP 5400/-+ DA , (Basic+DA+HRA) Age Limit:- Below 45 Yrs

Minimum Qualifications ::

Post Graduate in Forestry/Botany/Allied subject with at least 60% of marks.

Desirable – 1.Persons having experience in teaching/Botanical garden/ Nursery/ Herbarium will be preferred.

2. Ph. D. in relevant field.

6. Training & Placement Officer – 01 UR

Pay : - 15600-39100 /- + GP 5400/-+ DA , (Basic+DA+HRA)

Age Limit:- Below 45 Yrs

Minimum Qualifications:

Essential:

Post graduate degree with atleast 55% marks in Engineering/ Technology/ MBA/MCA/other professional courses.

Desirable:

03 years service experience in the relevant field.

Duties & Responsibilities:

To look after the training and placement activities of students.

To have close liaison with industry for placement of students

To Work in consultation with coordinator Industry-Institute Interaction for organizing lectures from the professionals from industry.

· To collect feedback from the companies coming for placement.

· Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.

· To organize the entrepreneurship workshops.

. Any other duties assigned from time to time.

7. Public Relation Officer – 01 UR

Pay : - 15600-39100 /- + GP 5400/-+ DA , (Basic+DA+HRA)

Age Limit:- Below 45 Yrs

Minimum Qualifications ::

1.a. Post graduate degree with at least 55% marks or its equivalent in journalism/Mass Communication/ Public Relations.

b. At least three years of working experience as a regular employee with any reputed News Agency/PSU/Organization of repute

c. Good command over English and Hindi.

Or

2. a. First class Bachelor Degree in Journalism/Mass Communication/Public Relation.

b. At least five years of working experience as a regular employee with any reputed News Agency/PSU/Organization of repute

c. Good command over English and Hindi.

Desirable Qualification:

a. Experience in Editing/Publishing house journal/News letters.

b. Experience in independent reporting/preparing press release of seminars/symposia/ conferences of academic/Research Institutions.

c. Working knowledge of Newspapers/Magazines.

d. Experience of Office Management.

e. Working knowledge in Computer preferably Desk Top Publishing.

f. Knowledge of Modern Methods of Mass Communication.

Major Responsibilities:

1. To attend the general enquiries from the public, write lucidly and prepare information bulletin, pamphlets reports on various aspect of the university for use of the press and other media.

2. To receive visitors and distinguished guests of the university.

3. Help organising seminars etc.

4. Release advertisements press notifications of the university to the newspapers and other media.

5. Any other duties assigned from time to time.

8. Sub Engineer – 01 UR

Pay : - 9300-34800/- + GP 4200/- + DA , (Basic+DA+HRA)

Age Limit:- 30 Yrs

Minimum Qualifications ::

Essential:

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.

9. STATISTICAL ASSISTANT – 01 UR

Pay: - Rs. 5200/-20200/- +GP 2800/+DA, (Basic+DA+HRA)

Age Limit:- Below 35 Yrs

Minimum Qualifications ::

Essential:

1. A Masters degree in Mathematics or Operations Research or Statistics.

Desirable:- 1. At least 2 years of experience of collection, compilation, interpretation and management of statistical data or research work in Statistics.

2. Experience in Government Department/ Organization in similar capacity will be preferred

10. Data Entry Operator Gr -1 – 02 UR

Pay: - Rs. 5200-20200/- + GP 2800/-+DA, (Basic+DA+HRA)

Age Limit:- Below 35 Yrs

Minimum Qualifications:

Essential-

1. BCA or Graduation with PGDCA

or

B.Sc. In Computer Sc./Engg./IT from a recognized Institution/University.

2. Having 03 years of experience as Data Entry Operator/Computer Operator in Govt./Statutory/Industry/Institute of repute.

11. Matron – 01 UR

Pay: - Rs. 5200-20200/- + GP 2400/- +DA, (Basic+DA+HRA)

Age:- Between 21-35 years

Minimum Qualifications:

Essential:

1. Female candidates possessing graduate degree from a recognized University with pleasing personality and good public relations skills.
2. Fluent in English and Hindi.

Desirable:

1. Diploma or certificate course in Hospitality management/ Public Relations.
2. Diploma in Office Management and Secretarial.

12. Sanitary Inspector – 01 UR

Pay :- Rs. 5200-20200/- + GP 2400/- +DA, (Basic+DA+HRA)

Age:- Below 30 years

Minimum Qualifications:

Essential:

1. Senior Secondary School Pass Certificate or equivalent examination from a recognized Board/Institute.
2. Possessing the Diploma/Certificate course for Sanitary Inspector from a government recognized institute.

3. Minimum 3 years supervisory experience in sanitation work in a local body or reputed institute after obtaining Sanitary Inspector's certificate.

13. LABORATORY ASSISTANT – 01 UR

Pay: - Rs. 5200-20200/- + GP 2000/-+DA, (Basic+DA+HRA)

Age Limit:- Between 18 and 27 years

Minimum Qualifications:

Bachelor's Degree in Science from a recognized University
or

BCA from a recognized University/Institution.

or

Diploma in Electronics/Electricals/ Computers

Desirable:-

Experience in handling laboratory equipments in a reputed firm or Institution.

14. LIBRARY ASSISTANT – 01 UR

Pay: - Rs. 5200-20200/- + GP 2000/-+DA, (Basic+DA+HRA)

Age Limit:- Between 18 and 27 years

Minimum Qualifications:

1. Graduate/Post Graduate from a recognized University.
2. Passed Bachelor Degree in Library Science or one year Diploma in Library Science.
3. Knowledge of Computers.

15. Data Entry Operator /Computer Assistant – 04 UR, 02 OBC, 01 SC

Pay: - Rs. 5200-20200/- + GP 2000/-+DA, (Basic+DA+HRA)

Age:- Between 18- 30 years

Minimum Qualifications:

Essential:-

1. Having Graduate Degree from a recognized University/Institution+ DCA (One year course)/BCA/ PGDCA from a recognized Institute/University.
2. Certificate of having typing speed of 40 words per minute in English and typing speed of 30 words per minute in Hindi in computer environment from recognized board/institute.
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.

16. Gas Mechanic – 01 UR

Pay: - Rs. 5200-20200/- + GP 1900/-+DA, (Basic+DA+HRA)

Age:- Between 18- 30 years

Minimum Qualifications:

Essential:-

1. HSC passed with a minimum second division or equivalent.

Desirable:-

3. ITI/Certificate in Mechanical or 2 years working experience as Gas Mechanic in a reputed firm/Institution.

17. Carpenter – 01 OBC

Pay: - Rs. 5200-20200/- + GP 1900/-+DA, (Basic+DA+HRA)

Age:- Between 18- 30 years

Minimum Qualifications:

Essential:-

1. HSC passed with a minimum second division or equivalent.
2. ITI/Certificate in Carpentry or 2 years working experience as Carpenter.

18. Electrician – 01 UR

Pay: - Rs. 5200-20200/- + GP 1900/-+DA, (Basic+DA+HRA)

Age:- Between 18- 30 years

Minimum Qualifications:

Essential:-

1. HSC plus ITI tradesman/National Apprenticeship Certificate in Electrical/Wireman/Mechanics
2. Candidates should have 02 years practical experience in installation & maintenance of electrical equipment's in a reputed firm or Institution.

19. Hindi Translator

Pay Scale :- 9300-34800/- GP 4200/-. Age:- Below 45 years

Minimum Qualifications:

- (i) Master degree of a recognized University in Hindi with English as an elective subject at the degree level

OR

Master degree of a recognized University in English with Hindi as an elective subject at the degree level.

- (ii) Two years post qualification experience in the field of terminological work in Hindi and/or translation from English to Hindi and vice-versa preferably of technical or scientific literature in a Central/State Govt/Public sector/reputed publication house or writing or journalism in Hindi.

Desirable:

- i) Knowledge of Sanskrit and/or any Modern Indian Language.
- ii) Experience of organizing Hindi Classes or workshops for noting and drafting.
- iii) Administrative experience.

20.Hindi Typist – 01 UR

Pay: - Rs. 5200-20200/- + GP 1900/-+DA, (Basic+DA+HRA) Rs.14,600/- (fixed salary per month)

Age:- Between 18- 27 years

Minimum Qualifications:

1. Passed Senior Secondary School (10+2) Examination or its equivalent examination.
2. Certificate of 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:

1. Knowledge of Computers.
2. Diploma in Computers and/or Office Management and Secretarial Practice.
3. Candidates possessing typing passed certificate of English & Hindi typing will be preferred

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION for appointment on following post on temporary basis likely to continue with approval of UGC

Minimum Qualifications for appointment on following post **(on temporary basis likely to continue with approval of UGC)** Advertised vide Advt. No-3093/Rec/Admn/2013 dated 22-09-2013.

1. Internal Audit Officer – 01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay : Rs.15600-39100 /-+GP-7600/- + DA, (Basic+DA+HRA) Rs.56,000/- (fixed salary per month) ,

Age:- below 50 years.

Minimum Qualifications:

Essential:-

I. Member of Audit and Accounts Service, working in a post having identical scale of pay or completed five years service in the immediate lower grade.

II. An associate member of Institute of Chartered Accountant of India (CA)/Institute of Cost & Works Accounts of India (ICWAI)

or

qualified MBA (Finance)

Desirable:-

five years experience in Higher Education Institution / University or Central Government or State Government.

2. Law Officer – 01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay : - 15600 -39100 /- + GP 5400/-+ DA, (Basic+DA+HRA) Rs.39,900/- (fixed salary per month)

Age Limit:- Below 45 Yrs

Minimum Qualifications:

Essential:

1. Graduation in Law from a recognized University with at least 55% marks.
2. At least 3 years experience in handling court cases in a government/semi government organization and/or practice in High Court or Lower Court in Civil/Labour matters.
3. Knowledge of computers.

Desirable:

1. PG Degree in Law with atleast 55% marks.
2. Diploma in Administrative Law or Labour Laws.
3. Good drafting and noting skills and knowledge of service rules applicable to Central Government employees.

Major Responsibilities:

1. Over all in charge of the Legal matters of the University.
2. To assist the Registrar, in all matters concerning Legal matters.
3. Watch the performance of the University in preparation of Counter Affidavit, Written Statement, Writ Appeals, Vacate Stay Petition etc.
4. To attend the court and to liaison with Standing Counsels, Government Pleaders and coordinate with Advocate General of Chhattisgarh, Solicitor General for sensitive cases of the University.
5. Scrutinize the parawise remarks, Counter Affidavits and Affidavits filed by the University.
6. Offering Legal aid to the Head of Departments of the University.
7. Public Information Officer for Right to Information Act in the Legal Cell.
8. Any other duties assigned from time to time.

3. Horticulturist – 01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay : - 15600-39100 /- + GP 5400/-+ DA , (Basic+DA+HRA) Rs.39,900/- (fixed salary per month)

Age Limit:- Below 45 Yrs

Minimum Qualifications:

Essential:

1. M.Sc in Agriculture/ Horticulture with at least 55% marks
2. At least three years experience as Horticulturist or an equivalent position preferably in a Government Establishment /Educational Institute or commercial establishment of repute.

Desirable:

Experience in landscaping

Major Responsibilities:

1. To establish and maintain high horticultural standards and practices; providing direction, training and motivation for the horticultural staff, interns and volunteers.
2. As a leader, actively working in the daily horticultural tasks in the exterior gardens and greenhouses.
3. To work with garden volunteers/docents developing long term productive relationships and growing the size of the program overtime.
4. To manage and support overall plant health and soil nutrition strategies for all gardens to include sustainable gardening practices and integrated pest management in the outdoor and indoor gardens.
5. To coordinates heating and cooling of greenhouse, irrigation systems and maintenance of horticultural equipment collaboratively with Grounds and Buildings Manager.
6. To maintain inventory of propagation and growing equipment and supplies and orders additional materials as needed.
7. To arrange purchase, sale, or exchange of plants with representatives of similar institutions, promoting collaborative relationships with like institutions.
8. To maintain herbarium and BG Base collections records.

9. Teach topical classes as needed.
10. Any other duties assigned from time to time.

4. Estate Officer – 01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay : - 15600-39100 /- + GP 5400/-+ DA , (Basic+DA+HRA) Rs.39,900/- (fixed salary per month)

Age Limit:- Below 45 Yrs

Minimum Qualifications:

PG degree with 55% Marks and Min. 03 Yrs experience in relevant field and estate management in establishment of repute.

Major Responsibilities:

1. Administration of land and immovable property: Acquisition/ utilization/documentation/ preservation of deeds, records & maps, management of leases & licences including collection of rent/charges, survey/ demarcation, removal of encroachments and unauthorized structure through checks and raids, asset registration, maintenance of building register, valuation/ condemnation/ drafting lease/ licence agreements.
2. Management of facilities & related works.
3. Co-ordination & liaison with Govt departments, BDA, Gram Panchayat, Municipality, Forest Deptt. Etc. regarding management of campus & civic amenities, preservation of heritage and environment etc.
4. To help in walling/fencing of the campus, diverting roads from the core campus, implementing traffic control and anti-pollution measures etc. in collaboration with development, engineering and security (watch and ward) sections of the university.
5. Any other duties assigned from time to time.

5. Security Officer – 01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay: - 15,600-39,100/- + GP 5400/- + DA , (Basic+DA+HRA) Rs.39,900/- (fixed salary per month),

Age Limit:- Below 50 Yrs

Minimum Qualifications ::

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.
2. Should able to speak English and Hindi.

6. Medical Officer (Female 01 UR)

(on temporary basis, likely to continue with approval of UGC)

Pay: -15600 -39100 /- + GP 5400/-+ DA, (Basic+DA+HRA) Rs.39,900/- (fixed salary per month)

Age:- Below 55 years

Essential:

1. M.B.B.S Degree from a recognized University.
2. At least three years post qualification experience.

Desirable:

Specialization in Gynecology will be preferred

7. Accountant – 02 UR

(on temporary basis, likely to continue with approval of UGC)

Pay : - 9300-34800/- + GP 4200/- + DA , (Basic+DA+HRA) Rs.25,600/- (fixed salary per month)

Age Limit:- Below 50 Yrs

Minimum Qualifications ::

Essential:

1. Post Graduate Degree with atleast 55% marks in Commerce with specialization in Accounts or Intermediate in CA/ICWAI.

2. At least three years experience in maintaining Accounts Books, preparation of Budget, Final Accounts & other accounts related matters in Accounts Department of Higher Education/Institute/University or Central Government or State Government.

8. Telephone Operator:-01 UR

(on temporary basis, likely to continue with approval of UGC)

Pay: - Rs. 5200-20200/- + GP 1900/-+DA, (Basic+DA+HRA) Rs.14,600/- (fixed salary per month)

Age:- Below 45 years

Essential:

1. HSC passed with a minimum second division or equivalent.

Experience as Telephone Operator with knowledge of maintenance of

Desirable:-

Experience as Telephone Operator with knowledge of maintenance of telephones

Knowledge of Computers

General Instructions to the Candidates

1. 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 **by cheque**.
2. 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.
3. Application fees once paid shall not be refunded under any circumstances.
4. The University will not be responsible for postal delay in delivering the application forms to the candidates.
5. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
6. 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.
7. 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.
8. 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.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
10. Applicants who are in employment should route their applications *through proper channel*.
11. 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.
12. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
13. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. Canvassing in any form will be a disqualification.
15. No interim correspondence shall be entertained.
16. 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.
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 University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts.
20. 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.

21. 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.
22. 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.
23. 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.
24. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
25. 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.
26. 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.
27. 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.
28. Minimum qualification may be relaxed in case of departmental candidates.
29. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
30. 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.
31. 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.
32. UGC Guidelines/UGC NORMS (WHEREEVER APPLICABLE) MAY BE DOWNLOADED FROM UGC WEBSITE. www.ugc.ac.in

REGISTRAR