

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION

Minimum Qualifications for direct requirement to the post of non-teaching posts Advertised vide Advt. No-...../Estt/Admn/2012 dated2012

1. REGISTRAR

Pay Scale : Rs.37400-67000 (Grade Pay Rs.10,000/-),

Age:- Preferably below 55 years.

Minimum Qualifications:

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scales in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- 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 as Deputy Registrar or an equivalent post.

Duration of Appointment:

The post of first Registrar shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

2. FINANCE OFFICER

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-),

Age:- Preferably below 55 years.

Minimum Qualifications:

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- 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 along with experience in educational administration.

OR

15 years of administrative experience of which 8 years as Deputy Finance Officer/Deputy Registrar or an equivalent post along with an experience in educational finance administration.

Desirable:-

1. Well versed in the financial/accounting systems.
2. Experience in computer system finance/accounts related software handling for information processing and retrieval.

Officers working in Organized Accounts Services of GOVERNMENT OF INDIA (Preferably from Indian Audit & Accounts Service) with similar status will be given preference.

Duration of Appointment:

The post of first Finance Officer shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

3. CONTROLLER OF EXAMINATIONS

Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-),

Age:- Preferably below 55 years.

Minimum Qualifications:

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University/Institute.
- b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or eight years of service in the AGP of Rs. 8000/- 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 as Deputy Registrar or an equivalent post.

Desirable – Ph.D. degree in Management and/or L.L.B., well versed in Computer.

Duration of Appointment:

The post of first Controller of Examinations shall be filled on direct recruitment or on deputation basis for a period of 03 years or 62 years of age, whichever is earlier, and shall be eligible for reappointment.

4. DEPUTY REGISTRAR

Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-) Age:- Below 50 years.

Minimum Qualifications:

- 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.

Desirable – Degree in Management and LL.B, knowledge of Computer.

5. UNIVERSITY ENGINEER

Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-). Age:- Below 45 years.

Minimum Qualifications:

- a. Degree in Civil Engineering

OR

equivalent and serving under Central Government/State Government/Union territory Administration; And

- b. Holding analogous posts;

OR

Holding posts in the pay scale of Rs. 8000-275-13500(Pre-revised) and having minimum (05) five years regular service in the grade;

OR

Holding posts in the pay scale of Rs. 6500-200-10500 (Pre-revised) and having minimum (08) eight years regular service in the grade.

Desirable:

1. Experience in planning, Architecture, Urban designing/ management, supervision/ construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc.

6. ACCOUNTS OFFICER

Pay Scale : 15600-39100 (Grade Pay Rs.6600/-)

Age:- Preferably below 50 years.

Minimum Qualifications:

- a. Post Graduate with at least 55% of marks in Commerce /Mathematics/Statistics

OR

ACA/CA/ICWA/CS/MBA (Finance)/SAS/JAO(Examination conducted by C & AG /CGA)

- b. 10 years experience in respect of Post Graduate in Commerce / Mathematics /Statistics/ CA/ICWA/CS/MBA(Finance) qualified (12 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial/accounts/budgetary control matters in Government, Autonomous Bodies or commercial organization/industry of repute out of which 7 years in supervisory responsible positions (atleast 3 years in immediate lower scale of pay of Rs. 15600-39100 (PB-3) with Grade Pay 5400/- or equivalent) with Adequate knowledge of Accounts.

7. HINDI TRANSLATOR

Pay Scale :- 9300-34800/- GP 4600/-. Age:- Below 30 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.

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.

Annexure-II

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