



GURU GHASIDAS VISHWAVIDYALAYA

गुरु घासीदास विश्वविद्यालय

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA, कोनी बिलासपुर 495 009 (छठगाँव) भारत

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Ref. No. 36/Rec/Admn/14

Bilaspur, Date-28-02-2014

Walk-In-Interview

Appointment of various non-teaching post on Purely Temporary/Ad-hoc Basis

Eligible and interested candidates are invited for Walk-in-Interview at the Administrative Building of the University with an application on plain paper giving their bio-data and attested copies of Mark-sheets/Certificates/Degrees of Academic qualification and experiences along with originals for verification at time and dates mentioned below:

Networking Engineer	15-03-2014	09.00AM to 11.00AM
IUMS (University Management System) Engineer	15-03-2014	09.00AM to 11.00AM
Consultant Finance for UMS (University Management System)	15-03-2014	09.00AM to 11.00AM
Security Officer, Assistant Security Officer, Security Supervisor	15-03-2014	12.00PM to 02.00PM
Steno/Computer Operator, Junior Assistant, Technician for Academic Staff College and Hostel Attendant	15-03-2014	12.00PM to 02.00 PM

Selected candidates shall be entitled to a consolidated salary per month. On selection the candidates shall be required to join within seven days. For more details of eligibility criteria, number of positions and general instructions please log on to www.ggu.ac.in.

Registrar

Eligibility Criteria:-

1. Networking Engineer –(Number of Post- 01)

Pay – Fixed pay Rs. 25000/-

Essential :

BE/B.Tech/B.Sc.(IT) in Computer Sc./Electronics/Electrical Engineering /B.Sc.(Comp.Sc.)/ BCA/M.Sc.(IT) with 1st Class or equivalent.

At least 01 yr of experience in the installation, supervision and maintenance of networking and video conferencing system.

Desirable: Experience and knowledge in setting up of video conference based virtual class room, maintenance and operational control of networking.

2. IUMS (University Management System) Engineer –(Number of Post- 01)

Pay – Fixed pay Rs. 25000/-

Essential :

MCA/BE/B.Tech/or equivalent in Computer Sc. or related discipline. At least 01 yr of System and Network Administration experience in an organization for domain system administration with user accounts management, network administration, security administration, web server and database administration. Experience in open source technology.

3. **Consultant Finance for UMS(University Management System)– (Number of Post-01)**
Pay- Fixed Pay Rs. 25000/-

Essential :

1. Post Graduate Degree 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. He should be well versed with computerized accounting. Preference will be given to experience in accounting in ERP/IUMS.

4. Security Officer-01

Pay- Rs. 9300.00+GP-4600.00+DA (Basic+DA+HRA(if university accommodation not provided) fixed salary per month), Age Limit- Preferably below 50 years

Essential:

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 be able to speak English and Hindi.

5. **Assistant Security Officers-03**

Pay- Rs. 9300.00+GP-4200.00+DA (Basic+DA+HRA(if university accommodation not provided) fixed salary per month), Age Limit- Preferably below 50 years

Essential:

1. Minimum 10+2 from a recognised board.
2. At least 05 years experience in Police/Para-Military Forces/Armed Forces not below the rank of Assistant Sub-Inspector (Exe)/Nayab 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 be able to speak English and Hindi.

6. **Security Supervisor-05 (UR-04, OBC-01)**

Pay- Rs. 5200.00+GP-2800.00+DA (Basic+DA+HRA(if university accommodation not provided) fixed salary per month), Age Limit- Preferably below 50 years

Essential:

1. Minimum 10+2 from a recognised board.
2. At least 03 years experience in Police/Para-Military Forces/Armed Forces
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.

7. Steno/Computer Operator (For Academic Staff College)-01

Pay Scale :- 5200-20200/- GP 2400/-.(Basic+DA+HRA, fixed salry per month),

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.

8. Junior Assistant (For Academic Staff College)-01

Pay Scale: - 5200-20200 + GP 1900(Basic+DA+HRA, fixed salry per month),

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.

9. Technician (For Academic Staff College)-01

Pay Scale: - 5200-20200 + GP 2400(Basic+DA+HRA, fixed salry per month),

Age Limit:- Between 18 - 30 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.

10. Hostel Attendant(For Academic Staff College):-01

Pay - Rs. 5200-20200 + GP-1900+DA (Basic+DA+HRA fixed salary per month)

Essential:

Candidate possessing at least VIII standard pass and having experience of at least 3 years in the kitchen of Hostel/Canteen/Guest House.

Desirable: Certificate course in catering or cooking from a recognized government Institute or reputed Hotel.

General Instructions:-

1. This offer for the temporary job in the University will not confer any right on invitee to claim the regular employment to any post.
 2. The candidates shall be required to join his duties on purely temporary basis in the University within 07 days from the date of offer letter.
 3. The invitee shall devote his/her whole time to the service of the University and shall not engage directly or indirectly to any other employment or any trade or business or other remunerative work.
 4. Any absence from duty will amount to proportionate deduction of remuneration.
 5. The invitee may be discontinued from services at any point of time without assigning any reason. No, Notice in this respect will be required.
 6. Infringement of any terms and conditions specified herein above, would called for an action.
 7. In case of any dispute the decision of the Vice-Chancellor will be final and binding.
- Relaxation and Reservation will be given as per GOI/UGC Rules to all the persons belonging to SC/ST/OBC/PH category.

By Order
Registrar