



GURU GHASIDAS VISHWAVIDHYALAYA, BILASPUR(C.G.)

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

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web www.ggu.ac.in

Advertisement No. 2011 /Admn/2009

Bilaspur, Dated 17-06-2009

Applications on prescribed format are invited from the eligible candidates for the following positions :-

Institute of Technology:-

Professor – Chemical Engineering –01 (UR), Computer Sc. Engineering-02 (01 UR, 01 SC), Electro & Comm. Engg-02 (1 UR, 1 SC), Industrial & Production Engineering – 01 (UR), Information Technology Engineering- 01 (UR), Mechanical Engineering-01(UR), *Civil Engg-01(UR)

Reader :- Chemical Engg-03(02 UR, 01 SC), Computer Sc. Engg-04 (03 UR, 01 SC), Electro & Comm.-04 (03 UR, 01 SC), Industrial & Production Engg-02 (01 UR, 01 ST), Information Technology-03(02 UR, 01 ST), Mathematics-01(UR), Mechanical Engg-02(UR), Physics-01(UR), * Civil Engg-02 (UR),

Lecturer – Chemical Engg-03(02 UR, 01 OBC), Chemistry-01 (UR), Computer Sc Engg-05(01 UR, 01 ST, 01 SC, 02 OBC), Electro & Comm.-03(01 UR, 01 SC, 01 OBC), Industrial & Production Engg.-04(01 UR, 01 SC, 02 OBC), Information Technology-05(01 UR, 01 SC, 03 OBC), Mathematics-01 (UR), Mechanical Engg-04(01 UR, 01 SC, 02 OBC), Physics-01(UR), *Civil Engg-04(01 UR, 01 SC, 02 OBC)

Pharmacy : Professor –05(04 UR, 01 ST), Reader- 03 (UR), Lecturer-20(10 UR, 03 SC, 07 OBC)

University Teaching Department : Professor :- Anthropology-01(UR), Economics-01(UR), Education-01(UR), English-01(UR), Hindi-01(SC), History-01(ST), Lib. and Information Sc.-01(UR), Political Science-01(UR), Social Work-01(SC), *Botany-01(UR), *Chemistry-01(UR), *Home Science-01(SC), *Zoology-01(UR)

Reader:- Anthropology-02(01 UR, 01 SC), Bio-Technology – 02 (UR), Commerce – 01 (UR), Computer Sc.-03(UR), Economics-02 (01 UR, 01 ST), Education-01(UR), English-01(UR), Forestry-02(01 UR, 01 ST), Hindi-02(01 UR, 01 SC), History-01(UR), Lib & Information Sc-02 (01 UR, 01 SC), Journalism & Mass Communication-02(UR), Mathematics-01(UR), Political Sc-02(01 UR, 01 SC), Physics/Electronics-04 (UR), Physical Education-01(SC), Rural Technology-01(UR), Social Work-02(UR), *Botany-03(02 UR, 01 SC), *Chemistry-03(02 UR, 01 SC), *Home Sc.-03(02 UR, 01 SC), *Psychology-02(UR), *Sanskrit-02(01 UR, 01 ST), *Sociology-02 (01 UR, 01 ST), *Zoology-03(02 UR, 01 SC),

Lecturer:- Anthropology-02(01 UR, 01 OBC), Bio-Technology-02(01 UR, 01 OBC), Computer Sc & IT-02(UR), Commerce-02(01 UR, 01 OBC), Economics-01(UR), Education-06(02UR, 02 SC, 02 OBC), English-01(UR), Forestry-04(01 UR, 01 ST, 02 OBC), Hindi-01(UR), History-01(UR), Journalism & Mass Communication-02(01 UR, 01 SC), Lib & Info Sc.-02(01 UR, 01 SC), Management-02(01 OBC, 01(UR) Placement Officer), Mathematics-01(UR), Political Sc.-01(UR), Physics/Electronics-07(02 UR, 02 SC, 03 OBC), Physical Education-02(01 UR, 01 ST), Rural Technology-03(02 UR, 01 SC), Social Work-03(01 UR, 01 SC, 01 OBC), *Botany-05(02 UR, 01 SC, 02 OBC), *Chemistry-05(03 UR, 02 OBC), *Home Science-05(02 UR, 03 OBC), *Psychology-03(01 UR, 02 OBC), *Sanskrit-03(01 SC, 02 OBC), *Sociology-03(02 UR, 01 OBC), *Zoology-05(03 UR, 02 OBC)

Registrar-01(UR, on three years term basis), Finance Officer-01 (UR, on three years term basis), Controller of Examinations-01 (UR, on three years term basis), Deputy Registrar-02(UR), Dean Student Welfare's-01(UR, on three years term basis), Director, College Development Council-01(UR, on three years term basis), Professor cum Director, Physical Education-01(UR), University Engineer-01(UR, Executive Engineer grade), Assistant Registrar-01(UR), Sr. System Analyst-01(UR), Accounts Officer-01(UR), Public Relation Officer-01 (UR), Medical Officer-01(UR), Assistant Engineer-01(UR), Technical Officer-01(UR), Curator-01(UR), *Security Officer-01(UR), *Assistant Security Officer-03(UR)

Academic Staff College:

Professor-Director-01(UR, In Professor Scale Pay), Reader-01(UR), Lecturer-01(UR), Technician-01(UR), Computer Assistant-01(UR), Computer Operator-01(UR)

For Instrument Maintenance Facility (Plan Post-initially for two years)** Scientific Officer-01, Technician-02

** likely to continue

* likely to be sanctioned by UGC

The details of minimum eligibility and prescribed format and other information for application can be downloaded from university website www.ggu.ac.in

Application accomplished with a bank draft of Rs. 500/- (Rs. 250/- for SC/ST) drawn in favor of **Registrar, GURU GHASIDAS VISHWAVIDHYALAYA, Bilaspur**, payable at Bilaspur along with the detailed Bio-Data including academic qualifications, teaching research and Administrative experience, email-id, telephone no, fax, attested copies of the relevant documents caste certificate and a recent passport photograph should reach the Registrar till July, 30, 2009 by registered/Speed post only. The post applied for should be mentioned on the top of the envelope.

1. The University reserve the right not to fill any post and also to alter the nature and number of vacancies if the circumstances so warrant.
2. Reservation and Relaxations will be given as per Central University/UGC Rules.
3. Separate application for each post is required.
4. The candidates employed are required to submit application through proper channel.

REGISTRAR

DETAILS OF MINIMUM ELIGIBILITY AND OTHER INFORMATION

Minimum Qualifications for direct requirement to the post of Professor, Reader (Associate Professor), Lecturer (Assistant Professor) and other non-teaching posts Advertised vide Advt no.2011 dated 17.06.2009

1 Qualifications for TEACHING POSTS will be as laid down by the University Grant Commission(UGC) from time to time. However, for teaching positions in Engineering/ Pharmacy qualifications laid down by AICTE NORMS will be applicable.

PROFESSOR : (Other than Engineering & Pharmacy)

An eminent scholar with published work of high quality, actively engaged in research, with at least 10 year experience in postgraduate teaching, and/or experience in research at the University/National-Level institutions, including experience in guiding research at doctoral level.

(OR)

An outstanding scholar with established reputation, who has made significant contribution to knowledge. In exceptional cases, the teachers with 15 years UG teaching/research experience could also be considered.

Note: High quality research publications in peer reviewed reputed national & international journals are essential for this post.

For the posts in education, NCTE norms regarding the qualification will be applicable.

READER : (Other than Engineering & Pharmacy)

Good academic record with a doctorate degree or equivalent published work. In addition to this, candidates who join from outside the University system, shall also possess at least 55% of marks or an equivalent grade of "B" in the UGC 7 point scale with letter grades. O, A, B, C, D, E & F at the Master's degree level, along with 5 years experience of teaching and /or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation and design of new courses and curricula.

For the posts in education, NCTE norms regarding the qualification will be applicable.

LECTURER : (Other than Engineering & Pharmacy)

Good academic record with at least 55% of marks or an equivalent grade of 'B' in the UGC 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level in the relevant subject from an Indian University, or an equivalent degree from a foreign University. Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by UGC/ CSIR

OR

Ph.D. in the relevant subject. If no NET examination is held in the subject exemption will be granted.

For the posts in education, NCTE norms regarding the qualification will be applicable.

ENGINEERING AND TECHNOLOGY

PROFESSOR :-

Qualification & Experience for candidate from Teaching:-

Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/or equivalent.

Qualification & Experience for candidates from Industry & Profession:-

Candidates from industry/Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be a Senior Level comparable to that of an Assistant Professor would also be eligible.

* Unanimously declared equivalent to Ph.D. by a 3-member expert committee, duly appointed by affiliating University.

ASSISTANT PROFESSOR (READER):-

Qualification & Experience for candidate from Teaching:-

Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 2 years experience in Teaching/ Industry/ Research at the level of Lecturer or equivalent.

Or

First class at Master's level in the appropriate branch of Engineering/Technology with 5 years experience in teaching/Industry/Research at the level of Lecturer of equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities/University departments and the institutions offering PG programmes /Research, Ph.D. is a must. For candidate from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until Ph.D. earned.

Qualification & Experience for candidate from Industry & Profession:-

Candidates from industry/Profession with First Class Bachelor's degree in the appropriate branch of Engineering/technology or First Class Master's Degree in the appropriate branch of Engineering/Technology.

AND

Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.

* Unanimously declared equivalent to Ph.D. by a 3-member expert committee, duly appointed by affiliating University.

LECTURER :-

Qualification & Experience for candidate from Teaching:-

First Class Master's Degree in the appropriate branch of Engineering (Engg.) /Technology(Tech.) (no minimum experience required)

Or

First Class Bachelor's degree in the appropriate branch of Engineering/Technology or equivalent, valid GATE score, minimum 75 percentile: to complete M.Tech/M.E. within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.

Qualification & Experience for candidate from Industry & Profession:-

Candidates from industry/Profession with First Class Bachelor's degree in the appropriate branch of Engineering/technology or First Class Master's Degree in the appropriate branch of Engineering/Technology.

PHARMACY

PROFESSOR :-

Qualification & Experience for candidate from Teaching:-

Ph.D. degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor or equivalent.

Qualification & Experience for candidate from Industry & Profession:-

Candidates from industry/Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy and with 10 years experience of which at least 5 year's experience at Sr. level comparable to that of an Asst. Professor would also be eligible.

ASSISTANT PROFESSOR(READER) :-

Qualification & Experience for candidate from Teaching:-

Ph.D. degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy with 2 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.

OR

First class Degree at Master's level in the appropriate branch of specialization in Pharmacy with 5 years experience in Teaching/Industry/Research at level of Lecturer. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.

Qualification & Experience for candidate from Industry & Profession:-

Candidates from industry/Profession with First Class Master's degree in the appropriate branch of specialization in Pharmacy and with 5 years experience would also be eligible.

LECTURER :-

Qualification & Experience for candidate from Teaching:-

First Class Master's Degree in the appropriate branch of specialization in Pharmacy (no minimum requirement)

Qualification & Experience for candidate from Industry & Profession:-

First Class Master's degree in appropriate branch of specialization in Pharmacy (No minimum requirement)

GROUP 'A'

1. REGISTRAR (Statutory Post)

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

Minimum Qualifications:

- a. A master degree with at-least 55% of the marks or its. Equivalent grade of B in the UGC seven point scale.
- b. At least 15 years of experience as Lecturer (Sr. Scale) with 8 years in Readers grade 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.

2. FINANCE OFFICER (Statutory Post)

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

- a. A master degree with at-least 55% of the marks or its. Equivalent grade of B in the UGC seven point scale.
- b. At least 15 years of experience as Lecturer (Sr. Scale) with 8 years in Readers grade 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.

Officers working in Organized Accounts Services of GOVERNMENT OF INDIA

(preferably from Indian Audit & Accounts Service) with similar status will be given preference.

3. CONTROLLER OF EXAMINATIONS(Statutory Post)

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

Minimum Qualifications:

- a. A master degree with at-least 55% of the marks or its. Equivalent grade of B in the UGC seven point scale.
- b. At least 15 years of experience as Lecturer (Sr. Scale) with 8 years in Readers grade 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 L.L.B., knowledge of Computer.

Note :- The minimum requirement of 55% may not be insisted upon for the existing incumbents who are already in the University systems.

4. PROFESSOR – DIRECTOR (Academic Staff College), PROFESSOR CUM DIRECTOR –(PHYSICAL EDUCATION), DIRECTOR COLLEGE DEVELOPMENT COUNCIL

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

Qualifications for these posts will be as per the UGC NORMS prescribed for the post of professors.

For the post of Professor cum Director Physical Education, Ph.D. in relevant subject will be essential all other qualification will be same. .

Desirable – Candidates having some relevant administrative experience will be preferred

5. SR. SYSTEM ANALYST

Pay Scale : Rs.15600-39100 (Grade Pay Rs.66,00/-)

1st Class B.E./B.Tech (Computer Science/Electronics & Communication/IT) recognized equivalent qualification with not less than 65% marks with 5 years experience Out of this, at least three years experience should be in the just next lower or equivalent grade for those working in Govt./Autonomous Bodies/PSUs in Public/Private sector or Ph.D. with 1 years experience. OR 1st Class M.Sc(Computer Science/IT/Electronics) /MCA/M.E/ .M.Tech (Computer Science/Electronics & Communication / IT) with 3 years experience.

6. DEAN STUDENT WELFARE

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

Qualifications will be as per the UGC NORMS prescribed for the post of Professor/Associate Professor

Professor/Associate Professor having 3/5 years of experience, respectively, of dealing of the problems of students will be preferred.

7. READER (Academic Staff College)

Pay Scale : Rs.15600-39100 (Grade Pay Rs.8,000/-)

Qualifications will be as per the UGC NORMS prescribed for the post of Associate Professor / Reader

Incumbent with requisite experience as per 6th pay commission scale as approved by UGC will be given higher scale along with the relevant grade pay.

Desirable – Persons already having experience in ASC will be preferred.

8. LECTURER (Academic Staff College)

Pay Scale : Rs.15600-39100 (Grade Pay Rs.6,000/-)

Qualifications will be as per the UGC NORMS prescribed for the post of Assistant Professor / Lecturer

9. DEPUTY REGISTRAR

Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)

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.
- b. Nine years of experience as a Lecturer in a college or a University 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.

10. ASSISTANT REGISTRAR

Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

- a. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
Note:- A relaxation of 5% from 55% to 50% of the marks, at the Master's degree level will be allowed to the candidates belonging to SC/ST categories.
Desirable – Degree in Management and L.L.B., knowledge of Computer.

11. ACCOUNTS OFFICER

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

Minimum Qualifications:

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

OR

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

- b. 12 years experience in respect of. Post Graduate in Commerce /Maths/Statistics/ CA/ICWA/CS/MBA(Finance) qualified (15 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 6600/- or equivalent)

with Adequate knowledge of Accounts

12. TECHNICAL OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

Post Graduate in Science/BE/ with at least 60% of marks.

Desirable – Persons having experience in Teaching/Research/Technical Institutions will be preferred.

13. CURATOR

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

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

Desirable – Persons having experience in Teaching/Botanical Garden/Nursery/ herbarium will be preferred.

14. PUBLIC RELATIONS OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

- a. A post graduate degree with at least 55% marks or its equivalent.
- b. A degree/diploma in journalism/Public Relations.
- c. Ten (10) years experience in Public Relations of Academic/Research Institutions of repute .
- d. Experience of handling advertisement and advertising agencies.
- e. Good command over English and Hindi.

Desirable Qualification:

- a. Experience in Editing/Publishing house journal/New letters.
- b. Experience in independent reporting/repairing press releases 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.

15. MEDICAL OFFICER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

Minimum Qualifications:

Medical Graduate (Allopathic) with 5 years experience as General Duty Officer in a residential teaching institution or a hospital of repute. Candidates with post-graduate qualifications will be preferred.

16. UNIVERSITY ENGINEER (in executive engineer grade)

Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)

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

17. ASSISTANT ENGINEER

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

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**
- c. Holding posts in the pay scale of Rs. 6500-200-10500 (Pre-revised) and having minimum (03) three years regular service in the grade.

GROUP 'B'

1. SECURITY OFFICER

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

* Persons with higher qualification and professional experience may be considered higher scale/grade pay

Minimum Qualifications:

- a. Should be a graduate in Arts, Science or Commerce (Relaxable for Officers of Indian Army).
- b. Certificate of good health.
- c. Age not more than 50 years.
- d. Minimum 7 years experience of security work for candidates other than those who have worked in Army or Police.

Desirable Qualification:

Participation in games and sports or NCC or Social Service Organisation.

Note :

- a. Preference will be given to those who have experience of security work in Academic Institution.
- b. It would be mandatory for the selected candidates to reside inside the University campus if residential accommodation is provided.
- c. The Officers will have to wear the uniform while on duty, if provided by the University.

2. ASSISTANT SECURITY OFFICER

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

Minimum Qualifications:

- a. Graduate from any recognized University, Relaxable for personnel of Indian Army.
- b. Certificate of good health.
- c. Age not more than 45 years.
- d. Experience : Minimum 7 Years experience of security work.

Desirable Qualification:

Participation in games and sports or NCC or Social Service Organisation.

1. COMPUTER OPERATOR

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

Minimum Qualifications:

BCA or A Graduate in Sciences with a Post Graduate Diploma in Computer Application.

GROUP 'C'

1. TECHNICIAN

Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)

Minimum Qualifications:

B.Sc. at least with second division.

2. COMPUTER ASSISTANT

Pay scale Rs.5200-20200 (Grade Pay Rs.2,200/-)

Minimum Qualifications:

BCA or A Graduate in any Subject with a Post Graduate Diploma in Computer Application or A Graduate in any Subject and a certificate in computer operation with ability of 10,000 key depression per hour.

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. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in case of SC/ST candidates for the post of Lecturer.
4. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's Degree prior to 19th September 1991
5. The minimum requirement of 55% shall not be insisted upon for Professors, Readers, Professor cum Director of Physical Education for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars
6. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.
7. A relaxation of 5% (i.e. from 55% to 50%) of marks at master's level and 5% relaxation at graduate level under the term of "Good Academic Record" at par with SC/ST candidates to the physically and visually handicapped candidates for appointment as Professor, Reader, Lecturer, Registrar, Dy. Registrar, Assistant Registrar, Professor cum Director of Physical Education .
8. Application fees once paid shall not be refunded under any circumstances.
9. The University will not be responsible for postal delay in delivering the application forms to the candidates.
10. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
11. 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.
12. 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.
13. 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.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
15. Applicants who are in employment should route their applications *through proper channel*.
16. 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.
17. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
19. Canvassing in any form will be a disqualification.
20. No interim correspondence shall be entertained.
21. a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
b) University may conduct competitive written test for the selection of the following posts.

Computer Operator
Computer Assistant

Technician

22. 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.
23. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
24. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts .
25. 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.
26. 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.
27. No. 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
28. 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.
29. University may call any suitable person(s) to appear in the Interview who may not have applied in response to the University's Notification.
30. 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.
31. The in-service(working in the G.G. University) candidates should apply through proper channel. The conditions of Age, qualifications and experience will be relaxed for in-service candidates, on the recommendations of University authority .
32. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
33. 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.
34. UGC Guidelines/UGC NORMS(WHEREEVER APPLICABLE) MAY BE DOWNLOADED FROM UGC WABSITE. www.ugc.ac.in

REGISTRAR

