



## **MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

**Email:** osdadmin@mgcub.ac.in

**Employment Notice No.:** 002/2020

**Dated:** 28<sup>th</sup> January 2020

### **ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS (purely on Contract basis)**

Mahatma Gandhi Central University, Motihari invites applications in the prescribed format for following **Non-Teaching Positions** to be filled **purely on contract basis** initially for a period of **six months** as per details given below:

| <b>Sl.</b> | <b>Name of the Post</b> | <b>No. of Posts</b>     | <b>Level in Pay Matrix<br/>(as per 7<sup>th</sup> CPC)</b> |
|------------|-------------------------|-------------------------|--|
| 1.         | Private Secretary       | 02 - UR                 | 7  |
| 2.         | Personal Assistant      | 01 - UR                 | 6  |
| 3.         | Hindi Translator        | 01 - UR                 | 6  |
| 4.         | Laboratory Assistant    | 04 (01 - OBC & 03 - UR) | 4  |
| 5.         | Library Assistant       | 01 - UR                 | 3  |
| 6.         | Hindi Typist            | 01 - UR                 | 2  |

*[Abbreviations: OBC – Other Backward Class and UR - Unreserved]*

#### **APPLICATION FEE:**

**General/OBC Category** : **Rs.500/-**

**SC/ST/PwD/Women category** : **'NIL'** (Exempted from paying application fee)

## HOW TO APPLY AND ESSENTIAL QUALIFICATION:

1. The application form (*available on the University Website*) duly filled-in should be accompanied with a **Demand Draft of Rs.500/-** for General/OBC Category drawn in favour of **“The OSD (Administration), Mahatma Gandhi Central University, Bihar (MGCUB)”** payable at Motihari, District – East Champaran, Bihar only and reach the University on the following address on or before **10<sup>th</sup> February 2020 (Monday)** positively:

**OSD Administration  
Mahatma Gandhi Central University  
Camp Office, Raghunathpur, Near OP Thana  
Motihari – 845 401, District – East Champaran  
Bihar (INDIA)**

**IMPORTANT NOTE:** The copy of the Offline Application should be forwarded along with:

- i. Demand Draft;
  - ii. Self-attested copies of the certificates for age proof, qualifications, experience, caste, etc.; and
  - iii. Endorsement by the Employer (if, presently employed in Govt./PSU/ Autonomous/Deemed).
2. **Applications not received through the prescribed process shall be rejected and no correspondence in this regard will be entertained.**
  3. Persons already in employment should apply **“Through Proper Channel”** and/or produce **‘NOC’** from their present employer at the time of written test/interview.
  4. The envelope containing the Offline filled Application Form should be super-scribed as **“Application for the post of .....**” and **Employment Notice No.....** on its top.
  5. Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **10<sup>th</sup> February 2020 (Monday)**.
  6. The details of Non-Teaching Positions advertised are as under:

**ESSENTIAL QUALIFICATION:**

| 1. | Name of Post  | Private Secretary  |
|----|---|--|
| 2. | Number of Post  | 02 – UR  |
| 3. | Classification  | Group B  |
| 4. | Level in Pay Matrix   | Level - 7  |
| 5. | Age limit for direct recruits                                     | Not exceeding 35years  |
| 6. | Educational and other qualifications required for direct recruits | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. A Bachelor's Degree from a recognized University / Institute.</li> <li>ii. At least 03 Years' experience as Personal Assistant in a University / Research establishment / Central / State Govt. / PSU and other autonomous bodies.</li> <li>iii. <b>English/Hindi Stenography speed:</b> 120 w.p.m. in English or 100 w.p.m. in Hindi</li> <li>iv. <b>English/Hindi Type Speed:</b> 35 w.p.m in English or 30 w.p.m. in Hindi</li> <li>v. Knowledge of Computer applications</li> </ul> <p><b>Desirable:</b><br/>Proficiency in English &amp; good communication skills.</p> <p><b>Skill Test Norms on Computer:</b><br/><b>Dictation:</b> 10 minutes @ 120 w.p.m./100 w.p.m.<br/><b>Transcription:</b> 50 minutes (English) / 60 minutes (Hindi)</p> |
| 7. | Mode of Selection   | On the basis of merit in Written Examination subject to qualifying the Skill Test.   |

| 1. | Name of Post  | Personal Assistant   |
|----|---|--|
| 2. | Number of Post  | 01 - UR  |
| 3. | Classification  | Group B  |
| 4. | Level in Pay Matrix   | Level - 6  |
| 5. | Age limit for direct recruits                                     | Not exceeding 35 years   |
| 6. | Educational and other qualifications required for direct recruits | <p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. A Bachelor's Degree in any discipline from any recognized Institute/ University.</li> <li>ii. Proficiency in Stenography in English or Hindi with minimum speed of 100 w.p.m.</li> <li>iii. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 w.p.m. respectively</li> </ul> |

|    |                   |   |
|----|-------------------|---|
|    |                   | <p>iv. Knowledge of Computer Applications.</p> <p>v. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution / reputed private institutions having a turnover 200 Crores.</p> <p><b>Desirable:</b><br/>Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b><br/><b>Dictation:</b> 10 minutes @ 100 w.p.m.<br/><b>Transcription:</b> 40 minutes (English) / 55 minutes (Hindi)</p> |
| 7. | Mode of Selection | On the basis of merit in Written Examination subject to qualifying the Skill Test.  |

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Name of Post</b>   | <b>Hindi Translator</b>  |
| 2.        | Number of Post  | 01 - UR  |
| 3.        | Classification  | Group B  |
| 4.        | Level in Pay Matrix   | Level - 6  |
| 5.        | Age limit for direct recruits                                     | Not exceeding 35 years   |
| 6.        | Educational and other qualifications required for direct recruits | <p><b>न्यूनतम अर्हताएं / योग्यताएं</b></p> <p><b>अनिवार्य :</b></p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर की उपाधि / समतुल्य कम से कम 55 प्रतिशत अंकों के साथ, इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो।</p> <p>ii. हिंदी में पारिभाषिक कार्य और / अथवा अंग्रेजी से हिंदी में और हिंदी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव।</p> <p><b>वांछनीय:</b> संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p> |
| 7.        | Mode of Selection   | On the basis of merit in Written Examination.  |

|           |                     |                             |
|-----------|---------------------|-----------------------------|
| <b>1.</b> | <b>Name of Post</b> | <b>Laboratory Assistant</b> |
| 2.        | Number of Post      | 04 (01 - OBC & 03 - UR)     |
| 3.        | Classification      | Group C                     |
| 4.        | Pay in Pay Matrix   | Level - 4                   |

|    |   |  |
|----|---|--|
| 5. | Age limit for direct recruits                                     | Not exceeding 32 years   |
| 6. | Educational and other qualifications required for direct recruits | <p><b>Essential Qualifications:</b></p> <p>Bachelors' Degree in Science or any other degree in the relevant field from a recognized Institute/ University<br/> <b>OR</b><br/> Three-year diploma in relevant field.</p> <p><b>Desirable:</b> Two Years' Experience in Laboratory of Academic / Research Institution"</p> |
| 7. | Mode of Selection   | On the basis of merit in Written Examination.  |

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Name of Post</b>   | <b>Library Assistant</b>   |
| 2.        | Number of Post  | 01 - UR  |
| 3.        | Classification  | Group C  |
| 4.        | Pay in Pay Matrix   | Level - 3  |
| 5.        | Age limit for direct recruits                                     | Not exceeding 30 years   |
| 6.        | Educational and other qualifications required for direct recruits | <p><b>Essential Qualifications:</b></p> <p>i. Bachelor of Library &amp; Information Science/ Bachelor of Library Science or equivalent from a recognized University.<br/> ii. English Typing speed of 30 w.p.m</p> <p><b>Desirable Qualifications:</b></p> <p>Experience of working in computerized library.</p> |
| 7.        | Mode of Selection   | On the basis of merit in Written Examination subject to qualifying the Skill Test.   |

|           |   |   |
|-----------|---|---|
| <b>8.</b> | <b>Name of Post</b>   | <b>Hindi Typist</b>   |
| 9.        | Number of Post  | 01 - UR   |
| 10.       | Classification  | Group C   |
| 11.       | Level in Pay Matrix   | Level - 2   |
| 12.       | Age limit for direct recruits                                     | Not exceeding 30 years  |
| 13.       | Educational and other qualifications required for direct recruits | <p><b>Essential Qualifications:</b></p> <p>i. 10+2 or equivalent qualification from a recognized Board.</p> |

|     |                   |  |
|-----|-------------------|--|
|     |                   | ii. Hindi Typing @ 30 w.p.m. (30 w.p.m. corresponds to 10500 KDPH on an average of 5 Key depression for each word)<br>iii. Working Knowledge of Computer |
| 14. | Mode of Selection | On the basis of merit in Written Examination subject to qualifying the Skill Test.   |

## GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

### 1. The University reserves the right to:

- i. withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect;
- ii. fill the posts through Written Test or Personal Interview or combination of both as per the requirement/exigency of the University.
- iii. fill or not to fill up some or all the posts advertised for any reasons whatsoever;
- iv. to increase/decrease the number of posts at the time of selection and make appointments accordingly;
- v. consider applications received after last date.
- vi. decide criteria /procedure for short listing of the candidates.
- vii. consider the appointment on deputation/ contract basis.
- viii. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and Selection Committee.
- ix. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.

2. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

3. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with respect to minimum eligibility will be entertained.

**NOTE - I:** The prescribed essential qualifications are the minimum and the mere

possession of the same does not entitle candidates to be called for interview / written test.

**NOTE - II:** **IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, THE UNIVERSITY WILL ADOPT SHORT-LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW / WRITTEN TEST TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:**

- a. "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed";
  - b. On the basis of higher educational qualifications than the minimum prescribed in the advertisement;
  - c. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement;
  - d. By counting experience before or after the acquisition of essential qualifications; and
  - e. Or any other criteria as Screening Committee may decide.
4. A person whose age is less than 18 years shall not be appointed to any post in the University.
  5. Separate application (along with requisite application fee) should be filled offline for each post applied for.
  6. Filling all mandatory fields are required to make your application complete.
  7. Incomplete applications or without relevant supporting enclosures (*self-attested copies of degree/certificates/marks sheets/experience certificate, etc.*) will be out-rightly rejected.
  8. All papers/complete set of the application (including the enclosures) shall be tied with a strong thread at the left top corner properly.
  9. Any change of address from the one given in the application form should at once be communicated to OSD (Administration) of the University at [ [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in) ].
  10. No interim correspondence shall be entertained.
  11. Call letters to attend the interview will be sent to the shortlisted candidates by Email only. No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
  12. **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the **University will issue TDS Certificate.**

13. **Type of Appointment/Engagement:** The engagement will be **purely on contract basis** and person selected will have no claim whatsoever for absorption/regularization of service in the University.
14. **Duration of Contract:** The appointment shall be made purely on contractual basis for a period of six months, terminable even before without assigning any reasons thereof and without prior notice or till appointment on regular basis, whichever is earlier. Further the contract may be renewed based on satisfactory performance and the need for the specific post or availability of post.
15. **Salary:** The selected candidate(s) shall be entitled to draw minimum pay of the respective pay Level plus admissible DA and House Rent Allowance only. Further, the selected candidate(s) shall not be entitled to any other allowances and other facilities available for regular employees.
16. **Leave:** As per norms prescribed by Government of India (GoI)/University Grants Commission (UGC), New Delhi.
17. **Duties and Functions:** The selected candidate(s) will be required to discharge the duties as assigned to him by the University from time to time.
18. No TA/DA will be paid for attending the interview/written test. The candidate has to appear in interview at own cost.
19. Applications not accompanied by necessary supporting documents, self-attested copies of degrees, certificates / mark sheets / experience / category certificates / issues by the competent authority and incomplete applications shall be rejected summarily.
20. Fee once paid will not be refunded under any circumstances.
21. Separate application along with application fee should be submitted for each post applied for.
22. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.
23. Corrigendum or Addendum or Cancellation to/of this advertisement, if any, shall be published only on the University Website ([www.mgcub.ac.in](http://www.mgcub.ac.in)) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.
24. The University reserves the right to alter/insert any corrections/additions in the advertisement / website in the event of any typographical error before the last date prescribed for the receipt of applications.
25. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University as applicable from time to time. She/He may be assigned any duty within the University or outside depending upon the exigency of work.
26. **Immediate Joinee will be preferred.**



27. Relaxation, if any shall be applicable as per the UGC / MHRD / Government of India rules.
28. When a relaxed standard is applied in selecting an SC/ST/OBC/PwD candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates, the SC/ST/OBC/PwD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies.
29. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
30. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of engagement letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
31. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
32. In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Competent Authority of the University shall be final.
33. In case of any dispute, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.

**(Dr Padmakar Mishra)**  
OSD (Administration)