



Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) INDIA

(A Central University)

Website : www.dhsgsu.edu.in

Advt. No. R/A-NT/2023/01

Dated: 04.02.2023

RECRUITMENT NOTICE

Applications in the prescribed form are invited **ONLINE** from the eligible candidates for the following Non-teaching & other Academic positions to be filled up on Direct /Deputation basis.

Details of Non-teaching Positions & Other Academic positions:

Recruitment by Direct/Deputation basis

Sl. No	Name of the post(s)	Group	No. of Vacancies							Pay Scale(s)
			SC	ST	OBC	EWS	UR	Total	PWD	
1.	Controller of Examinations	A	-	-	-	-	01	01	-	Level 14 – 144200-218200
2.	Librarian	A	-	-	-	-	01	01	-	Acad. Level 14 – 144200-218200
3.	Executive Engineer (Civil)	A	-	-	-	-	01#	01	-	Level 11 – 67700-208700
4.	Information Scientist	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
5.	Assistant Registrar	A	-	-	-	-	1+3#	04	-	Level 10 – 56100-177500
6.	Hindi Officer	A	-	-	-	-	01#	01	-	Level 10 – 56100-177500
7.	System Analyst	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
8.	Technical Officer	A	-	-	01	-	02	03	1*	Level 10 – 56100-177500
9.	Public Relation Officer	A	-	-	-	-	01	01	-	Level 10 – 56100-177500
10.	Section Officer	B	01	-	02	-	05	08	1**	Level 7 – 44900-142400
11.	Security Officer	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
12.	Private Secretary	B	-	-	-	-	01	01	-	Level 7 – 44900-142400
13.	Personal Assistant	B	-	-	-	-	03	03	-	Level 6 – 35400-112400
14.	Junior Engineer	B	-	-	01	-	01	02	-	Level 6 – 35400-112400
15.	Professional Assistant	B	-	-	-	-	01	01	-	Level 6 – 35400-112400
16.	Semi Professional Assistant	C	-	-	-	-	02	02	-	Level 5 – 29200-92300
17.	Technical Assistant	C	-	-	-	-	03	03	-	Level 5 – 29200-92300
18.	Security Inspector	C	-	-	-	-	02	02	-	Level 5 – 29200-92300
19.	Laboratory Assistant	C	02	01	03	-	08	14	1***	Level 4 – 25500-81100
20.	Library Assistant	C	-	-	-	-	01	01	-	Level 3 – 21700-69100
21.	Lower Division Clerk	C	07	03	13	03	21	47	02****	Level 2 – 19900-63200
22.	Cook	C	-	-	-	-	01	01	-	Level 2 – 19900-63200
23.	Library Attendant	C	01	01	01	-	02	05	-	Level 1 – 18000-56900
24.	Laboratory Attendant	C	03	03	11	03	15	35	2*****	Level 1 – 18000-56900
		TOTAL	14	08	32	06	80	140		

(Recruitment by Deputation only)

25.	Internal Audit Officer	A	-	-	-	-	01	01	-	Level 12 - 78800-209200
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Abbreviation:

UR – Unreserved, OBC – Other Backward Class, SC – Scheduled Caste, ST – Scheduled Tribe, EWS – Economically Weaker Section, # – On Deputation

Note: 01 (UR) Post of Executive Engineer and 03 post of Assistant Registrar will be filled up on deputation, Hindi Officer – Deputation/Contract.

Posts Reserved for PWD:

* Technical Officer– 01 Locomotors disability including cerebral palsy, leprosy cured dwarfism, acid attack victims and muscular dystrophy.

Note: Technical Officer– “The vacancy is reserved for the ASD (M), SLD, MI (Category-c). If a suitable ASD (M), SLD, MI candidate does not become available, it shall be treated as reserved for Category(a), Category(b) and Multiple Disabilities (MDy) involving (a) to (C) (Category-d). If a suitable candidate does not become available from these categories the vacancy shall be treated as unreserved and filled as such.”

- ** Section Officer – 01 for Blindness & Low Vision.
 *** Laboratory Assistant – 01 for Deaf and hard of Hearing and hard of hearing.
 **** Lower Division Clerk – 01 for Blindness & Low Vision and 01 for Deaf.
 ***** Laboratory Attendant – 01 Blindness & Low Vision and 01 Autism, intellectual disability, specific learning disability and mental illness.

The candidates applying for the post of Librarian must enclose Evidence of Innovative Library Services, including the integration of ICT in a library along with the hard copy of the online filled in Application Form.

- Last date of submission of online Application Form : 06.03.2023
- Last date of submission of Hard Copy of Application Form: 16.03.2023 on or before 6.00 P.M.
- Online link (<https://dhsgsunt.samarth.edu.in/>) will be available live from 04.02.2023.

Those candidates who have already applied earlier against the Advt. No. R/A-NT/2019/001 dated 01.03.2019 and R/A-NT/2019/004 dated 13.09.2019 (for Group B & C posts), are need to APPLY AFRESH online, their fresh application will be considered for the purpose of eligibility. They are not required to pay any fee. However, they must provide details of fees paid earlier to claim waiver and upload copy of the fee receipt to get the fee waiver.

FOR ANY QUERY PLEASE SEND E-MAIL : ssa@dhsgsu.edu.in

REGISTRAR (Offg.)

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Details of Post(s), Qualifications and Experience etc.

Post Code	Post	Controller of Examinations - 01 (UR)
NT/01	Pay Scale	Level 14 : 144200-218200
	Age Limit	57 years
	Qualification and Experience	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least Fifteen years' of experience as Assistant Professor in the Academic Level 11 and above or with Eight years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>Fifteen years of administrative experience, of which Eight years shall be as Deputy Registrar or an equivalent post.</p>

Post Code	Post	Librarian - 01 (UR)
NT/02	Pay Scale	Academic Level 14 – Rs. 144200-218200
	Age Limit	57 years
	Qualification and Experience	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.</p> <p>ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>iii. Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv. A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.</p>

Post Code	Post	Executive Engineer (Civil) – 01 (UR) on Deputation
NT/03	Pay Scale	Level 11 – 67700-208700
	Age Limit	56 Years
	Qualification and Experience	<p>First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent,</p> <p>and</p> <p>Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:</p>

Post Code	Post	Information Scientist - 01 (UR)
NT/04	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <p>First Class M.E. / M.Tech. (Computer Science/ Information Technology) Or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p>Desirable Qualification:</p> <p>Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>

Post Code	Post	Assistant Registrar – 04 (UR) (01 Direct +3# Deputation)
NT/05	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years (for Deputation on maximum Age Limit 56 Years.)
	Qualification and Experience	<p>Essential Qualifications:</p> <p>I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.</p> <p>Deputation: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. and Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications</p>

Post Code	Post	Hindi Officer – 01 (UR) (Lien vacancy to be filled on Deputation/Contract initially for a period of one year and may be extendable for further one years.
NT/06	Pay Scale	Level 10– 56100-177500
	Age Limit	56 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p style="text-align: center;">OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p>Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>

Post Code	Post	System Analyst – 01 (UR)
NT/07	Pay Scale	Level 10 – 56100-177500
	Age limit	40 Years
	Qualification and Experience	<p>Essential Qualification :</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. 2. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.

Post Code	Post	Technical Officer – 03 (UR - 02, OBC - 01)
NT/08	Pay Scale	Level 10 – 56100-177500
	Age limit	40 Years
	Qualification and Experience	<p>Qualifications:</p> <ol style="list-style-type: none"> (i) Master's Degree with 55% marks in the relevant subject. (ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. <p style="text-align: center;">OR</p> <p>Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

Post Code	Post	Public Relation Officer - 01 (UR)
NT/09	Pay Scale	Level 10 – 56100-177500
	Age Limit	40 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute. ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. <p>Desirable: Good working knowledge of computer applications.</p>

Post Code	Post	Section Officer – 08 (UR- 05, OBC-02 & SC-01)
NT/10	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.

Post Code	Post	Security Officer - 01 (UR)
NT/11	Pay Scale	Level 7 – 44900-142400
	Age Limit	40 Years
	Qualification and Experience	Essential : Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of Rs.200/- Crores. <p style="text-align: center;">OR</p> Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. <p style="text-align: center;">AND</p> Holding a valid Driving License (LMV/ Motor cycle).

Post Code	Post	Private Secretary – 01 (UR)
NT/12	Pay Scale	Level 7 – 44900-142400
	Age Limit	35 Years
	Qualification and Experience	Essential: 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.

Post Code	Post	Personal Assistant – 03 (UR)
NT/13	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<p>Essential :</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. 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>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>

Post Code	Post	Junior Engineer – 02 (UR - 01, OBC - 01)
NT/14	Pay Scale	Level 6 – 35400-112400
	Age limit	35 years
	Qualification and Experience	<p>Essential:</p> <p>Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of Rs.200/- Crores.</p>

Post Code	Post	Professional Assistant – 01 (UR)
NT/15	Pay Scale	Level 6 – 35400-112400
	Age Limit	35 Years
	Qualification and Experience	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <ol style="list-style-type: none"> 2. Knowledge of Computer Applications.

Post Code	Post	Semi Professional Assistant – 02 (UR)
NT/16	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Essential : Master's Degree in Library Science and Information Science from any recognised University/Institution</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.</p>

Post Code	Post	Technical Assistant – 03 (UR)
NT/17	Pay Scale	Level 5 – 29200-92300
	Age Limit	32 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <p>Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

Post Code	Post	Security Inspector – 02 (UR)
NT/18	Pay Scale	Level 5 – 29200-92300
	Age Limit	35 Years
	Qualification and Experience	<p>Essential : Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of Rs.200/- Crores.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV / Motor cycle).</p>

Post Code	Post	Laboratory Assistant – 14 (UR - 08, OBC - 03, ST - 01, SC - 02)
NT/19	Pay Scale	Level 4 – 25500-81100
	Age Limit	32 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <p>Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

Post Code	Post	Library Assistant – 01 (UR)
NT/20	Scale of Pay	Level 3 – 21700-69100
	Age limit	32 years
	Qualification and Experience	<p>Essential:</p> <p>i) Bachelor's degree in Library & Information Science or equivalent from a recognized University.</p> <p>ii) Typing speed of 30 words per minute in English.</p> <p>iii) Knowledge of Computer Applications.</p>

Post Code	Post	Lower Division Clerk – 47 (UR - 21, EWS - 03, OBC - 13, ST - 03, SC - 07)
NT/21	Pay Scale	Level 2 – 19900-63200
	Age Limit	32 Years
	Qualification and Experience	<p>Essential Qualifications:</p> <p>(i) A Bachelor's Degree from any recognized Institute/University.</p> <p>(ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)</p> <p>(iii) Proficiency in Computer Operations.</p>

Post Code	Post	Cook – 01 (UR)
NT/22	Scale of Pay	Level 2 – 19900-63200
	Age Limit	32 Years
	Qualification and Experience	Qualifications: 1. 10 th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.

Post Code	Post	Library Attendant – 05 (UR - 02, OBC - 01, SC - 01)
NT/23	Scale of Pay	Level 1 – 18000-56900
	Age Limit	32 Years
	Qualification and Experience	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.

Post Code	Post	Laboratory Attendant – 35 (UR - 15, EWS - 03, OBC - 11, ST - 03, SC - 03)
NT/24	Scale of Pay	Level 1 – 18000-56900
	Age Limit	32 Years
	Qualification and Experience	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

(Recruitment by Deputation only)

Post Code	Post	Internal Audit Officer (On Deputation) 01 (UR)
NT/025	Pay Scale	Level 12 - 78800-209200
	Age Limit	56 Years
	Qualification and Experience	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR Three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR Five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications will be accepted. The hard copy of online application form along with all self-attested testimonials, certificates / educational qualifications and all supporting documents should reach to **“The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P - 470003”** in closed envelope within 10 days from the last date of submission of Online Application Form, by Speed Post / Registered Post only, failing which the application will be rejected.

Speed Post /Registered Post	
Advt. No:	
Post Applied for:	
To, The Registrar Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) - 470003, India.	
From, Name of Applicant: Full Address: Mobile No.:	

2. Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES. Candidates need to send hard copy (printout) of Online Application Form along with all self-attested copies of certificates/ educational qualification/ experience/testimonials application fee and other requisite documents in support of eligibility in the manner described in above Sl. No. 1.
3. The Candidate are required to upload all the necessary documents, certificates in the online application, incomplete application from in any respect shall not be considered.
4. No TA/DA shall be paid to the Candidate for attending the Written Test/ Interview.
5. Mere fulfilling of minimum qualification does not entitle a candidate to be called for or written test/ Interview
6. Screening Committee shall device its own criteria to scrutinize the applications to restrict the number of candidate to be called for Interview.
7. Fee once paid is not refundable under any circumstances except in case of clause 24 (iv) of the advertisement.
8. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.
9. The reservations / relaxations policy for SC / ST / OBC / PwBD / EWS Candidates will be provided as per the existing Govt. of India / UGC policy
10. The reservations / relaxations for Ex-serviceman will be as per the existing Govt. of India rules.

11. In case of reserved posts, a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes (OBC) (Non-creamy Layer) / Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
12. Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong.
13. Candidates seeking reservation under SC / ST category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
14. Candidates seeking reservation under OBC category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (AnnexureII).
15. Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004- Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
16. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sr. No.	Category	Description	%of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing;	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability and mental illness;	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (which ever applicable) without which the application will be treated as 'General (unreserved)'.

17. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer failing which he shall not be allowed to appear in the test / interview as the case may be.

18. **The candidates should enclose certificate for typing skill from recognised institute wherever applicable.**
19. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
20. Hall Tickets / Call letters and other correspondence for attending the Examination / Interview, etc., will be sent only to the eligible candidates by email only.
21. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
22. 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, etc., and submit his 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, his appointment shall be liable to be terminated forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. 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.
23. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
24. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
25. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.
26. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
27. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
28. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital / or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital / or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

29. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
30. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.
31. The selected candidate shall be governed by the Pension Scheme/ New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
32. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
33. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Librarian shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification / Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
34. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
35. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
36. (i) The details of the vacancies shall be mentioned in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee/s of that particular year which shall be filled through the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
(ii) The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(Reference : DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
(v) Qualifications/Experiences/Age etc. in respect of the posts shall be counted as on last date of submission of application.

37. In case of any inadvertent mistake in the process of selection detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
38. No interim correspondence shall be entertained.
39. In case of any dispute, suit or legal proceedings against the University, the jurisdiction shall be restricted to the Hon'ble High Court of Madhya Pradesh at Jabalpur.
40. **Amendments/changes, if any, in the advertisement shall be published only on the University website www.dhsgsu.edu.in**
41. **Those candidates who have already applied earlier against the Advt. No. R/A-NT/2019/001 dated 01.03.2019 and R/A-NT/2019/004 dated 13.09.2019 (for Group B & C posts), are need to APPLY AFRESH online, their fresh application will be considered for the purpose of eligibility. They are not required to pay any fee. However, they must provide details of fees paid earlier to claim waiver and upload copy of the fee receipt to get the fee waiver.**

HOW TO APPLY: To be executed through Samarth Portal of Govt. of India

The details of Application Fee is mentioned below:

Category	Fee (In Rs.)
General, OBC & EWS	1000
SC / ST / Ex-servicemen / Women	500
PwD	exempted from payment of application fee

REGISTRAR (Offg.)

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