



Hemwati Nandan Bahuguna Garhwal University
Srinagar Garhwal (Uttarakhand) - 246 174
(A Central University)
Website:- www.hnbggu.ac.in

Advt. No. HNBGU/Recruitment -01/2013

Date: 2/2/2013

PAY SCALE, AGE, QUALIFICATION AND EXPERIENCE FOR THE POSTS ADVERTISED

Post	Registrar -01 (UR) (tenure post for 5 years)
Pay Scale	P.B.-4; Rs. 37400-67000 (Grade Pay Rs. 10,000/-)
Age Limit	<u>Not exceeding 57 Years</u>
(Qualification & Experience	<p>1) Master's degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(2) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's of service in the AGP of Rs. 8000/ and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience , of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Age of Superannuation-62 years</p>
Post	Deputy Finance Officer 01(OBC)
Pay Scale	P.B.-3; Rs. 15600-39100 (Grade Pay Rs. 7600/-)
Age Limit	45 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
Qualification & Experience	<p>i. Master's Degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(i) Nine years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>(ii) Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>(iii) Five years of administrative/Financial/Examinations experience as Assistant Registrar or in an equivalent post in the GP of Rs. 5400/.</p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable : Knowledge of working in computerized environment</p>

Post	Internal Audit Officer -01 (UR) (On Deputation for a maximum period of 5 years)
Pay Scale	Rs. 15600-39100 (GP-7600) - PB-3
Age Limit	Not above 55 years
Qualification & Experience	Officers holding analogous posts on regular basis or with 5 years regular service in the GP of Rs. 6600/- or Rs. 10000-15200 (as per Vth pay) from the Central/State Government, Universities and other autonomous organizations. Appointment by Drawing Officers belonging to Audit and Accounts Service or other similar services on deputation.
Post	Executive Engineer (Civil) -01 (UR-1)
Pay Scale	P.B.-3; Rs. 15600-39100 (Grade pay <u>6600</u>)
Age Limit	45 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
Qualification & Experience	Essential: 1. Graduate in Civil Engineering from a recognized University, possessing good working knowledge of Electrical Engineering. 2. At least 15 years experience in R.C.C design, cost estimation and in designing constructing and maintaining buildings, roads and utility services like water supply sanitary gas and electric installations and sewage system. 3. At least 10 years administrative experience in a responsible position in a government organization or University/Research Institution of Higher Learning/ reputed Public Sector Undertaking, out of which 5/8 years as Assistant Executive Engineer/Assistant Engineer in the pay scale of Rs.8000-13500/6500-10500-. 4. Well conversant with contract law and C.P.W.D./P.W.D. accounting procedure. Desirable: 1. Experience in planning, Architecture, Urban designing/ management, supervision/construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations etc. Note: 1. He should capable of handling electric meters, pumps, fluorescent tube lights, window type air-conditioners, electric geysers and coal fired hot water supply system. 2. Must have at least 10 years administrative experience in responsible posts. Should be conversant with contract law and P.W.D accounting procedure. 3. The departmental AEs who fulfill the above educational qualifications and experience are allowed to compete with external candidates and in case of their selection, the post is deemed to have been filled on promotion basis.
Post	Medical Officer -01 (FEMALE-01) (UR),
Pay Scale	PB.-3, Rs. 15600-39100 (Grade pay Rs. 5400/-)
Age Limit	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI)
Qualification & Experience	Essential: 1. M.B.B.S Degree from a recognized University. 2. At least three years post qualification experience. Desirable: Post-graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred. Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward.
Post	Security Officer 01 (OBC)
Pay Scale	P.B.-2; Rs. 9300-34800 (Grade Pay Rs. 4600)
Age Limit	35 Years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules. Relaxation of upper age for Defence personnel as per

	Govt. of India rules)
Qualification & Experience	A graduate or an equivalent qualification from a recognized university. At least 15 years experience in police/ para-military forces/Armed Forces of the union and held not below the rank of Sub-Inspector (Exe)/ Subedar or an equivalent position with exemplary service Holding a valid Driving License to ride Jeep/Motor Cycle. Desirable: Completion of a course in Fire Fighting or Unarmed Combat course in Army or Para-Military Force. Note: The selected candidate has to wear Uniform after joining the University service. Selection will be done on the basis of an endurance, driving test of Motor Cycle followed by an interview.
Post	Estate Officer (Civil)-01 (UR)
Pay Scale	P.B.-2; Rs. 9300-34800 (Grade pay Rs. 4600/-)
Age Limit	35 years (relaxable for Govt./Univ. servants for 5 years. Age relaxation for reserved categories as per GOI rules)
Qualification & Experience	(i) A Degree in Civil Engineering recognized by University /Institution. And (ii) At least 5 years post qualification experience in a government body/ Commercial establishment of repute as a Junior Engineer or in a similar capacity
Post	fglnh vf/kdkjh -1(OBC)
Pay Scale	P.B.-3, Rs. 15600-39100 (Grade pay Rs. 5400/-)
Age Limit	40 वर्ष से अधिक नहीं। केन्द्र सरकार/राज्य सरकार/विश्वविद्यालयों एवं स्वायत्त संस्थाओं के कर्मचारियों के लिए आयु सीमा में पांच वर्षों की छूट। अनुसूचित जाति/अनुसूचित जनजाति एवं पिछड़े वर्ग के अभ्यर्थियों के लिए भारत सरकार के नियमानुसार छूट। आयु सीमा निर्धारण के लिए वही तारीख निर्णायक होगी जो आवेदन पत्र प्राप्त करने की अन्तिम तारीख होगी।
Qualification & Experience	1. किसी मान्यता प्राप्त विश्वविद्यालय से हिन्दी विषय 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। 2. हिन्दी में परिभाषित कार्य और/अथवा अंग्रेजी से हिन्दी में और हिन्दी से अंग्रेजी में अनुवाद करने का 5 वर्षों का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरजीह दी जाएगी अथवा हिन्दी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्षों का अनुभव। okNuh; %संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो। चयन प्रक्रिया लिखित परीक्षा एवं साक्षात्कार के आधार पर होगी।

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO POSTS:

- The University reserves the right to:
 - Define the Good Academic Record and subjects covered under relevant/allied/concerned disciplines.
 - offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - draw reserve panel(s) against the possible vacancies in the future;
 - consider the applications received after the last date;
 - not to fill up any of the advertised positions.
- Qualifications and other conditions applicable as stipulated by the MHRD / UGC regulations from time to time.**
- Reservation Policy will be followed as per Govt. of India Rules. The SC/ST/OBC/PH candidates are required to attach the caste certificate as per format prescribed by the Government of India.
- A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST/PH category.

5. Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given as per rules of Govt. of India.
6. Candidates with higher qualifications will be given the preference.
7. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit, which may vary from post to post, on the basis of qualifications, experience, publications etc. higher than the minimum prescribed in the advertisement. The University may constitute an expert committee to scrutinize the applications or process administratively depending upon the number of applications.
8. The process of selection may be by a presentation/ seminar/ Written Examinations/interview or a combination thereof.
9. Higher initial pay may be given to exceptionally qualified and deserving candidates.
10. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
11. Services of the employees shall be governed as per provisions of Act/Statutes/Ordinance, as may be issued and amended from time to time.
12. Canvassing in any form may lead to cancellation of candidature.
13. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) may be outrightly rejected.
14. Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.
15. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. 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.
16. The University shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background for which he has been convicted by any court and has suppressed the said information, then his/her services shall be terminated.
17. In case of any inadvertent mistake in the process of selection, which may be 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.
18. The application duly filled in the prescribed form must reach by Speed Post/Registered Post Only in the office of the Registrar (Recruitment Cell) on or before last date. Application received after this date shall not be included in the selection process. The University shall not be responsible for postal delay, if any.
19. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.
20. Separate Application Form and fee is required to be filled up for each post in case candidates intend to apply for more than one post.
21. University may fill the post through deputation, in case of no one found suitable.
22. Those already in Govt. service should forward their applications through proper channel.

How to apply: Detailed format of application, instructions regarding Qualifications, and experience etc. required for the post(s) can be downloaded from University website www.hnbggu.ac.in. The application form along with demand draft of **Rs.500/- (for SC/ST/PH Rs. 300/-)** drawn in favour of 'Finance Officer, HNBGU, Srinagar Garhwal' and required supportive documents has to be sent only through Speed/Registered Post, to the REGISTRAR,(Recruitment Cell), HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR GARHWAL- 246 174, UTTARAKHNAD- which should reach in the Office of Registrar latest by **15.03.2013**. Envelope containing application should be superscribed as "Application for ----- Advt. No-----". Fees once paid shall not be refunded under any circumstances.

(Prof. P.S.Rana)
Registrar