



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

**Email:** nt.recruitment@mgcub.ac.in | **Website:** www.mgcub.ac.in

**Advt. No.:** MGPU/2025/R/NT/01

**Dated:** 10<sup>th</sup> February 2025

## ADVERTISEMENT FOR RECRUITMENT TO VARIOUS NON-TEACHING POSITIONS

IMPORTANT DATES	
Link for submission of Online Application Form on the portal <a href="https://mgcubnt.samarth.edu.in">https://mgcubnt.samarth.edu.in</a> will be available from:	10 <sup>th</sup> February 2025 (Monday)
Last date of submission of filled-in applications through Online Mode - 'SAMARTH Portal':	2 <sup>nd</sup> March 2025 (Sunday) [23:55 hrs]

1. Mahatma Gandhi Central University, Motihari invites applications in the "prescribed proforma" **through Online Mode** on 'SAMARTH Portal [<https://mgcubnt.samarth.edu.in>]', from interested and eligible candidates for following **Non-Teaching and Other Academic Positions** to be filled up on **permanent/regular basis**:

Sl.	Name of the Post	Pay Level	Category					Total
			UR	OBC	SC	ST	EWS	
<b>Group - 'A' Posts</b>								
1.	System Analyst	10	1	-	-	-	-	1
2.	Public Relation Officer	10	1	-	-	-	-	1
3.	Hindi Officer	10	1	-	-	-	-	1
4.	Assistant Registrar	10	2	-	-	-	-	2

Sl.	Name of the Post	Pay Level	Category					
			UR	OBC	SC	ST	EWS	Total
<b>Group – ‘B’ Posts</b>								
5.	Assistant Engineer (Civil)	7	1	-	-	-	-	<b>1</b>
6.	Private Secretary	7	3*	-	-	-	-	<b>3*</b>
7.	Security Officer	7	1	-	-	-	-	<b>1</b>
8.	Hindi Translator	6	1	-	-	-	-	<b>1</b>
9.	Junior Engineer (Civil)	6	1	-	-	-	-	<b>1</b>
10.	Junior Engineer (Electrical)	6	1	-	-	-	-	<b>1</b>
11.	Personal Assistant	6	1	-	-	-	-	<b>1</b>
12.	Professional Assistant	6	1	-	-	-	-	<b>1</b>
13.	Senior Technical Assistant (Computer)	6	1	-	-	-	-	<b>1</b>
<b>Group – ‘C’ Posts</b>								
14.	Technical Assistant	5	1	-	-	-	-	<b>1</b>
15.	Statistical Assistant	5	1	-	-	-	-	<b>1</b>
16.	Upper Division Clerk	4	2	-	-	-	-	<b>2</b>
17.	Laboratory Assistant	4	3	1	-	-	-	<b>4</b>
18.	Lower Division Clerk	2	3*	-	1	-	-	<b>4*</b>
19.	Hindi Typist	2	1	-	-	-	-	<b>1</b>
20.	Driver	2	2	-	-	-	-	<b>2</b>
21.	Multi-Tasking Staff (MTS)	1	1	-	-	-	-	<b>1</b>
22.	Library Attendant	1	1	-	-	-	-	<b>1</b>
<b>TOTAL NO. OF POSTS ADVERTISED</b>			<b>31</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>33</b>

[Abbreviations: *ST* – Scheduled Tribe; *SC* – Scheduled Caste; *OBC* – Other Backward Class; *EWS* – Economically Weaker Section; and *UR* – Unreserved/General].

\* One post reserved for Person with Benchmark Disabilities (PwBD) [Blindness and Low Vision].

## 2. **Application Processing Fee:**

Applicants are required to deposit a **non-refundable application processing fee** through the designated payment gateway by Internet Banking/Debit Card/Credit Card etc., as per detail given below:

Fee Details to be paid by the Candidates				
Category	Application Processing Fee			Remarks
	Group 'A' Posts	Group 'B' Posts	Group 'C' Posts	
General (Unreserved)/ OBC/EWS	Rs.1,500.00	Rs.1,000.00	Rs.750.00	Processing Charges & Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable
SC/ST/Female/ Transgender/PwBD [minimum disability 40% or above]	Rs.1,000.00	Rs.750.00	Rs.500.00	

**Note:** The application processing fee once paid shall not be refunded at any stage.

## 3. **Detail of Posts and Minimum Eligibility Conditions:**

Please refer Ordinance No. 18 of the University dealing with "Manner of Appointment and Emoluments of Non-Teaching and Other Academic Posts". A copy of the same is also available on the University Website.

### A. **The appointment on the posts detailed below [Sl. No. 1 to 3] shall be made on the basis of performance in the Interview to be conducted by the MGCU:**

**Note:** In case the University receives a large number of applications for recruitment to the posts given below [Sl. No. 1 to 3], the University reserves the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination. However, the final selection will be on the basis of performance of candidate in the Interview only.

#### 1. **System Analyst:**

Name of Post and Post Code	<b>System Analyst [Post Code: A10011]</b>
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years

Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.E./B.Tech. in Computer Science &amp; Engineering/Electronics Engineering.</p> <p>ii. 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> <p style="text-align: center;"><b>OR</b></p> <p>i. M.E./M.Tech. in Computer Science &amp; Engineering/ Electronics Engineering/M.Sc. Computer Science/MCA.</p> <p>ii. 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.</p>
Period of Probation, if any	Two years

## 2. Public Relation Officer:

Name of Post and Post Code	<b>Public Relation Officer</b> <b>[Post Code: A10021]</b>
Classification	Group - A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>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.</p> <p>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> <p><b>Desirable:</b> Good working knowledge of computer applications.</p>
Period of Probation, if any	Two years

**3. Hindi Officer:**

Name of Post and Post Code	<b>Hindi Officer [Post Code: A10031]</b>
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></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;"><b>OR</b></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;"><b>OR</b></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;"><b>OR</b></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;"><b>OR</b></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;"><b>AND</b></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</p>

	<p>institutes.</p> <p style="text-align: center;"><b>OR</b></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><b>Desirable Qualifications:</b> Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised board.</p>
Period of Probation, if any	Two years

**B. The appointment on the post detailed below [Sl. No. 4] shall be made on the basis of performance in the (i) Written Examination; and (ii) Interview:**

**NOTE:** The final selection will be done on the basis of performance in Written Examination and Interview.

**4. Assistant Registrar:**

Name of Post and Post Code	<b>Assistant Registrar</b> <b>[Post Code: A10042]</b>
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.
Period of Probation, if any	Two years

**C. The appointment on the posts detailed below [Sl. No. 5 to 22] shall be made on the basis of performance in the Written Examination subject to qualifying the Skill Test (wherever applicable):**

**5. Assistant Engineer (Civil):**

Name of Post and Post Code	<b>Assistant Engineer (Civil)</b> <b>[Post Code: B07051]</b>
Classification	Group – B

Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. First Class bachelor's degree in relevant field from a recognised Institute/University or equivalent.</p> <p>ii. Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

#### 6. Private Secretary:

Name of Post and Post Code	<b>Private Secretary [Post Code: B07063]</b>
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A bachelor's degree from a recognized University/ Institute.</p> <p>ii. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/Central/ State Govt. /PSU and other autonomous bodies.</p> <p>iii. English/Hindi Stenography Speed: 120 wpm in English or 100 wpm in Hindi.</p> <p>iv. English/Hindi Typing Speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</p> <p>v. Knowledge of computer applications.</p> <p><b>Skill Test Norms on Computer:</b>  <b>Dictation:</b> 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi.  <b>Transcription:</b> 50 minutes (<i>English</i>)/60 minutes (<i>Hindi</i>).  <b>Desirable:</b> Proficiency in English &amp; good communication skills.</p>
Period of Probation, if any	Two years

#### 7. Security Officer:

Name of Post and Post Code	<b>Security Officer [Post Code: B07071]</b>
Classification	Group - B

Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> 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 Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10<sup>th</sup> standard pass or Army Class I Examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License (LMV/Motorcycle).</p>
Period of Probation, if any	Two years

#### 8. Hindi Translator:

Name of Post and Post Code	<b>Hindi Translator [Post Code: B06081]</b>
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b> 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;"><b>OR</b></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;"><b>OR</b></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;"><b>OR</b></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</p>



	<p>level;</p> <p style="text-align: center;"><b>OR</b></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;"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
Period of Probation, if any	Two years

### 9. Junior Engineer (Civil):

Name of Post and Post Code	<b>Junior Engineer (Civil)</b> <b>[Post Code: B06091]</b>
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/University with one-year relevant experience.</p> <p style="text-align: center;"><b>OR</b></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 at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

**10. Junior Engineer (Electrical):**

Name of Post and Post Code	<b>Junior Engineer (Electrical)</b> <b>[Post Code: B06101]</b>
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Bachelor's Degree of Engineering/ Technology in relevant field from a recognised Institute/ University with one- year relevant experience. <b>OR</b> 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 at least Rs.200/- Crores or more.
Period of Probation, if any	Two years

**11. Personal Assistant:**

Name of Post and Post Code	<b>Personal Assistant</b> <b>[Post Code: B06111]</b>
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. A bachelor's degree in any discipline from any recognised Institute/ University. ii. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. iii. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. iv. Knowledge of Computer Applications. v. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations/ University Research Institution or Central/State autonomous Institution/reputed

	<p>private institutions having a turnover 200 Crores.</p> <p><b>Desirable:</b> Proficiency in English and good communication skills.</p> <p><b>Skill Test Norms on Computer:</b>  <b>Dictation:</b> 10 minutes @100 w.p.m.  <b>Transcription:</b> 40 minutes English/55 minutes Hindi</p>
Period of Probation, if any	Two years

## 12. Professional Assistant:

Name of Post and Post Code	<b>Professional Assistant [Post Code: B06121]</b>
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Master's Degree in Library &amp; 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> <p style="text-align: center;"><b>OR</b></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> <p>ii. Knowledge of Computer Applications.</p>
Period of Probation, if any	Two years

## 13. Senior Technical Assistant (Computer):

Name of Post and Post Code	<b>Senior Technical Assistant (Computer) [Post Code: B06131]</b>
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6

Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.E./B.Tech. in Computer Science &amp; Engineering/ Electronics Engineering.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.C.A./M.Sc. in Computer Science.</p> <p>ii. 02 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>
Period of Probation, if any	Two years

#### 14. Technical Assistant:

Name of Post and Post Code	<b>Technical Assistant</b> <b>[Post Code: C05141]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Bachelor's degree in Physical or Life Sciences with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory.</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>
Period of Probation, if any	Two years

#### 15. Statistical Assistant:

Name of Post and Post Code	<b>Statistical Assistant</b> <b>[Post Code: C05151]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Bachelor's Degree in Statistics.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Mathematics with Statistics as one of the subjects.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Economics with Statistics as one of the subjects.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Commerce with Statistics as one of the subjects.</p>
Period of Probation, if any	Two years

### 16. Upper Division Clerk:

Name of Post and Post Code	<b>Upper Division Clerk</b> <b>[Post Code: C04162]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A bachelor's degree from any recognized Institute/University.</p> <p>ii. Two-year experience as Lower Division Clerk/ Equivalent posts in University/Research Establishment/ Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.</p> <p>iv. Proficiency in Computer Operations.</p>
Period of Probation, if any	Two years

### 17. Laboratory Assistant:

Name of Post and Post Code	<b>Laboratory Assistant</b> <b>[Post Code: C04174]</b>
Classification	Group – C

Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Bachelor's degree in Physical or Life Sciences with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</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>
Period of Probation, if any	Two years

### 18. Lower Division Clerk:

Name of Post and Post Code	<b>Lower Division Clerk [Post Code: C02184]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Bachelor's Degree from any recognized Institute/University.</p> <p>ii. English Typing @ 35 wpm <b>OR</b> Hindi Typing @ 30 wpm <i>(35wpm and 30wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work).</i></p> <p>iii. Proficiency in Computer Operations.</p>
Period of Probation, if any	Two years

### 19. Hindi Typist:

Name of Post and Post Code	<b>Hindi Typist [Post Code: C02191]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University/Institute.</li> <li>ii. 30 words per minute in Hindi Typing Speed.</li> <li>iii. Knowledge of Computer Applications.</li> </ol>
Period of Probation, if any	Two years

## 20. Driver:

Name of Post and Post Code	<b>Driver [Post Code: C02202]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>i. 10<sup>th</sup> Pass from any recognised Board.</li> <li>ii. Possession of a Valid Commercial Driving License for Light/Medium/Heavy Vehicles issued by the Competent authority having no adverse endorsement.</li> <li>iii. Knowledge of motor mechanism (<i>the candidate should be able to remove minor defects in vehicles</i>).</li> <li>iv. Experience of driving motor vehicles for at least 05 years in an organization.</li> </ol>
Period of Probation, if any	Two years

## 21. Multi-Tasking Staff (MTS):

Name of Post and Post Code	<b>Multi-Tasking Staff [Post Code: C01211]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 10 <sup>th</sup> Pass from a recognized Board. <b>OR</b> ITI Pass.
Period of Probation, if any	Two years

## 22. Library Attendant:

Name of Post and Post Code	<b>Library Attendant</b> <b>[Post Code: C01221]</b>
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> 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.
Period of Probation, if any	Two years

#### 4. **Scheme of Written Examination; Manner and Mode for Drawing Final Merit List:**

Detailed information, with respect to (i) Scheme of Written Examination for different Posts, which indicates the following; and (ii) Manner and Mode for Drawing Final Merit List; shall be uploaded on the University Website separately:

- Components of Written Test
- Break up of marks for Written Examination, Interview/Skill Test as applicable, and
- Syllabus

#### 5. **HOW TO APPLY:**

- 5.1 Interested and eligible candidates may apply in “prescribed proforma” **through Online Mode** on ‘SAMARTH Portal [<https://mgcubnt.samarth.edu.in>]’. Application forms must be filled only in online mode within the prescribed time limit. No offline forms would be accepted.
- 5.2 Persons already in employment (*i.e., Central Government/State Government/Autonomous Bodies/PSUs etc.*) must apply “**Through Proper Channel**” and/or produce ‘**No Objection Certificate (NOC)**’ [**ANNEXURE – 1**] from their present employer at the time of interview.
- 5.3 The date of determining the eligibility of all candidates in every respect will be the last date of submission of online application. Changes in Regulations on qualification, experience, age, calculation/application of API scores etc. issued



by the UGC/concerned Statutory Body subsequent to this Advertisement will become mandatory from the respective dates of effect prescribed. Applicants are advised to visit the University/UGC/concerned Statutory Body/Ministry of Education Websites for latest revision/changes which will be applicable at the time of interview.

**6. INSTRUCTIONS FOR CANDIDATES WHO HAVE ALREADY APPLIED FOR THE POST OF SYSTEM ANALYST/PUBLIC RELATION OFFICER/HINDI OFFICER/ASSISTANT REGISTRAR:**

- 6.1 The candidates who have already applied for the posts of **(i)** System Analyst; **(ii)** Public Relation Officer; **(iii)** Hindi Officer; and **(iv)** Assistant Registrar; against earlier advertisement No.MGCU/R/NT/2023/02 dated 1<sup>st</sup> December 2023 issued by the National Testing Agency (*on behalf of Mahatma Gandhi Central University*) **need not to apply afresh**. Their applications submitted earlier shall be considered for further recruitment process.

**IMPORTANT NOTE:**

- a. The date of determining the eligibility of all candidates who have applied against advertisement No.MGCU/R/NT/2023/02 dated 1<sup>st</sup> December 2023 issued by National Testing Agency (*on behalf of Mahatma Gandhi Central University*), in every respect will be **26<sup>th</sup> December 2023** (*i.e., the last date prescribed for submission of online application*).
- b. However, those who desire to update their basic details (*i.e., excluding minimum qualification required for the post*), may do the same by writing to the University on **Email:** nt.recruitment@mgcub.ac.in

**7. OTHER CONDITIONS AND GENERAL INSTRUCTIONS:**

- 7.1 The qualifications and other conditions prescribed in the present advertisement are in accordance with the latest guidelines prescribed by the University/concerned statutory/regulatory bodies and are subject to any future regulations/norms/guidelines, including amendments in the present regulations, stipulated by the University/Ministry of Education/UGC applicable to such recruitments which may change from time to time.
- 7.2 Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts.
- 7.3 The relaxation in age, if any will be followed as per Government of India Rules, wherever applicable.
- 7.4 The Selection Committee may decide its own method for evaluating the performance of the candidates in Interview.
- 7.5 The applicant will be solely responsible for the authenticity of the submitted information through online mode on '**SAMARTH Portal**'.

- 7.6 If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised.
- 7.7 The prescribed qualifications and experience are minimum and mere fact that a candidate possesses the same, will not entitle him/her to be called for interview.
- 7.8 Candidates must ensure the Advt. No., Post Name, and Post Code to be applied for, before applying on 'SAMARTH Portal'.
- 7.9 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.
- Suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or providing false or misleading information in the application or tampering with the documents, or providing such information relating to the achievements, caste, education qualifications, experience or domicile, the University shall reserve the right to investigate/inquire into the matter. If any of these acts is found to be true, the candidates shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated forthwith with immediate effect.
- 7.10 Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
- 7.11 Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth and Category, Qualification, Photo & Signature etc. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.
- 7.12 **Separate application along with application fee should be submitted for each post applied for.**
- 7.13 A candidate belonging to SC/ST/OBC/EWS/PwBD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. A candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 7.14 In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Written Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per the advertisement before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.

- 7.15 When a relaxed standard is applied in selecting an SC/ST/OBC/EWS/PwBD 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/EWS/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against unreserved vacancies.
- 7.16 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience, and medical fitness.
- 7.17 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 or not to fill up some or all the posts advertised for any reasons whatsoever.*
  - iii. *Increase/decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.*
  - iv. *Decide criteria/procedure for short listing of the candidates, in case the University receives large number of applications, to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number.*  
*In case the University receives a large number of applications, the University reserve the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination. However, the final selection will be on the basis of performance of candidate in the interview only.*
  - v. *Offer lower post to a candidate, who may have applied for a higher post, in case the Selection Committee recommends so.*
  - vi. *Restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be higher than the minimum prescribed as decided by duly constituted Screening Committee(s) and approved by the Competent Authority.*
  - vii. *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.*
- 7.18 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 joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

- 7.19 Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the applicant and the applicant shall be liable for action as per law.
- 7.20 Any change of address from the one given in the application form should at once be communicated to the University at **nt.recruitment@mgcub.ac.in**.
- 7.21 The information related to Date, Time and Venue of Interview/Written Examination shall be published on the University Website i.e., **www.mgcub.ac.in ONLY**.
- 7.22 **Call letter(s) 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.
- 7.23 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 next candidate in the merit, if otherwise, to reduce the delay in filling up of the vacancies. Such a vacancy shall not be treated as fresh vacancy.
- 7.24 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
- 7.25 The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.
- 7.26 The selected candidates shall be required to perform duties as per the Statutes, Ordinances and Regulations 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.
- 7.27 The person appointed against any post shall be governed by the Act/Statutes/ Ordinances/Rules of the University and 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 employee by the Executive Council of the University.

- 7.28 The candidates selected shall be appointed under a written contract.
- 7.29 The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE**.
- 7.30 **Candidates must write their Email ID neatly and correctly for mailing written examination/interview/offer of appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an Email ID and check it regularly for further communication.**
- 7.31 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.
- 7.32 The following categories of persons shall not be eligible to apply for any position in the University:
- i. *who has been convicted by any Court of Law or if any criminal proceedings are pending against him/her;*
  - ii. *who is a person of unsound mind and questionable conduct or not medically fit to perform his/her duties;*
  - iii. *who has entered into or contracted a marriage with a person having a spouse living;*
  - iv. *who having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; and*
  - v. *any other category of person disqualified for appointment by the Government of India/UGC from time to time.*
- 7.33 No interim correspondence shall be entertained.
- 7.34 The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
- 7.35 Applicants are advised to visit the University Website at regular intervals for the updates.
- 7.36 No TA/DA will be paid for appearing in any Written Examination/Interview/Skill Test/Practical/ Trade Test for any post.
- 7.37 The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to 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.
- 7.38 Any Addendum/dedendum/corrigendum/notices to this advertisement 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.

- 7.39 Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, (s)he will be liable to serve anywhere in India.
- 7.40 **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.
- 7.41 Canvassing in any form on behalf of the candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- 7.42 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
- 7.43 In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
- 7.44 **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 01.01.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT TILL SUCH TIME, THEY RETAIN LIEN WITH THE PARENT ORGANIZATION.**

**Chairman**  
**Recruitment and Assessment Cell**  
Mahatma Gandhi Central University

**IMPORTANT NOTE:**

**To avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicant can mail their problem to the Email: [nt.recruitment@mgcub.ac.in](mailto:nt.recruitment@mgcub.ac.in).**

**NO OBJECTION CERTIFICATE**

This is to certify that Dr/Sh./Smt. \_\_\_\_\_ is presently holding the post of \_\_\_\_\_ on regular/ temporary/tenure/contract basis in our Organization/Department/Institute in the Pay Scale of \_\_\_\_\_ (Level \_\_\_\_ as per 7<sup>th</sup> CPC) w.e.f. \_\_\_\_\_.

This Organization/Department/Institute has no objection to Sh./Smt./Ms. \_\_\_\_\_ for applying for the post of \_\_\_\_\_ in Mahatma Gandhi Central University.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified.

This Organization is a Central Government /State Government/ or any other (please specify).

**Authorised Signatory with Stamp**

**Place:**

**Date:**