

**Hemwati Nandan Bahuguna Garhwal University, Srinagar
Srinagar (Garhwal), Uttarakhand – 246 174
(A Central University)**

Employment Notice No. HNBGU/Recruitment/01/2015 Dated 2nd February, 2015

LAST DATE OF FEE DEPOSIT THROUGH BANK CHALLAN 25-02-2015

LAST DATE OF SUBMISSION OF ONLINE APPLICATION FORM 28-02-2015

**Website www.hnbgu.ac.in, www.recruitmenthnbgu.co.in
Contact through email: recruitmentcellhnbgu@gmail.com**

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

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. Age of Superannuation-62 years</p>

Post	Finance Officer -01 (UR) (Tenure post for 3 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>3) Master's degree with at least 55%* of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>4) 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>Desirable: Experience with financial management/ accounts. In case of Deputation preference may be given to the Officers working in organized Accounts Services of GOI. Age of Superannuation-62 years</p>
Post	Controller of Examinations -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 <u>in the GP of Rs. 7600/</u></p> <p>*Relaxation of 5% of marks at PG level for SC/ST candidates as per UGC guidelines.</p> <p>Desirable: 1. Ph.D. and /or Experience of University administration; Examination System and familiarity with the working of University bodies and Institutions. Age of Superannuation-62 years</p>

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO POSTS:

1. The University reserves the right to:
 - (a) Define the Good Academic Record and subjects covered under relevant/allied/concerned disciplines.
 - (b) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - (c) Draw reserve panel(s) against the possible vacancies in the future;
 - (d) Consider the applications received after the last date;
 - (e) Not to fill up any of the advertised positions.
2. **Qualifications and other conditions applicable as stipulated by the MHRD/UGC/GOI regulations from time to time.**
3. **For Group-A posts for which suitable candidates are not coming up in direct recruitment, the appointment may be made on deputation basis.**
4. The University may not process further recruitment process/ withdraw the advertised posts in case qualification of the posts not approved by the executive council of the University. In that case University will only refund the application fee to the candidates.
5. 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.
6. 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.
7. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
8. Services of the employees shall be governed as per provisions of Act/Statutes/Ordinance, as may be issued and amended from time to time.
9. Canvassing in any form may lead to cancellation of candidature.
10. Application not submitted through ON-LINE, incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) may be out-rightly rejected.
11. Qualifications/Experiences/Age etc. as on last date of submission of applications will only be taken into consideration. Any addition in qualification/ experience in eligibility condition shall leads to fresh application with fee of Rs. 500/- or Rs.200/- as applicable.
12. 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.
13. 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.
14. 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.
15. 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.
16. SC/ST candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.

17. 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.
18. Those already in Govt. service should forward their applications through proper channel.
19. **PAYMENT OF APPLICATION FEE & SUBMISSION OF FILLED IN APPLICATIONS:**

The prescribed application fee is Rs. 500/- for candidates under 'General' and 'OBC' category and Rs. 200/- for SC, ST and PWD category. For candidates applying from abroad and wishing to pay the amount in foreign currency, is U.S. \$ 10/- (U.S. Dollars).

Those applicants who have applied against our Advt. No. HNBGU/Recruitment-01/2013 Dated 01/02/2013 for the post of Registrar and HNBGU/Recruitment/01/2014 Dated 14th February, 2014 for the post of Finance Officer and Controller of Examinations are also required to apply again in the application form through ON-LINE and make payment of Rs. 50/- as re-registration fee, however they are exempted from application fee of Rs. 500/- for UR/OBC category or Rs. 200/- for SC/ST/PWD category.

Application Fee/Re-registration Fee must be submitted through Bank Challan (to be generated after registration from the University website). The Bank details are as follows:

Name of the A/c - "HNBGU POWER JYOTHI RECRUITMENT"

A/c No. - 33508574475

Name of the Bank : STATE BANK OF INDIA (HNBGU) SRINAGAR GARHWAL UTTARAKHAND

IFS Code No. : SBIN0010583

Swift Code No. : SBININBB380 (For US Dollar)

The Bank Challan (non-refundable) must be placed/tagged **at top** of the application. Please write Name of the post applied for with subject and specialization (if any), reserved post or unreserved post, and applicant's name with full postal address on the back of the Bank Challan without fail.

Applications not received through ONLINE (even the candidates have applied earlier) or accompanied by the prescribed fee shall not be considered for recruitment and shall be summarily rejected. No representation there so after against such rejection will be entertained. It must be noted that the fee sent through Demand Draft/ Money Order/ Indian Postal Orders/ Crossed Cheques/Currency Notes/ Treasury Challans etc. will not be accepted by the University and such applications will be treated as without fee and will be summarily rejected. Separate Application Form along with Bank Challan and enclosures has to be submitted for each post, in case a candidate wishes to apply for more than one post.

After Submitting the online application, the printed proforma of the Online application duly signed on all sheets and enclosures along with Photograph and Challan copy be submitted through Speed Post/Registered Posts only to the office of the Registrar, HNBGU, Srinagar Garhwal, Uttarakhand-246174 on or before. **The applications received after the last date i.e. shall be summarily rejected without any consideration.**

**Sd/-
Registrar**