



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

(A Central University)

Website : www.dhgsu.ac.in

Ph : + 91- 7582- 264055

VACANCIES IN ACADEMIC AND NON-ACADEMIC POSITIONS

Advt. No./R/A-NA/02/2012

Dated : 05/04/2012

Applications in the prescribed format are invited from the eligible candidates for filling up the following Academic and Non-Academic posts:-

| Sl. No | Name of the post(s) | Group | No. of Vacancies | | | | | Pay Scale(s) |
|--------|--|--------------------|------------------|-----------|-----------|----------------------------|-----------|------------------------------|
| | | | SC | ST | OBC | UR | Total | |
| 1. | Director, EMMRC | A | - | - | - | 1 | 01 | PB 04 ₹ 37400-67000 GP 10000 |
| 2. | Director, College Development Council (DCDC) | A | - | - | 1 | - | 01 | PB 04 ₹37400-67000 AGP10000 |
| 3. | Joint Director, PRC | A | - | - | - | 1 | 01 | PB 04 ₹ 37400-67000 AGP 9000 |
| 4. | Producer, EMMRC | A | - | - | 1 | 1 | 02 | PB 03 ₹ 15600-39100 GP 5400 |
| 5. | Jr. Research Officer, EMMRC | A | - | 1 | - | - | 01 | PB 03 ₹ 15600-39100 GP 5400 |
| 6. | Engineer, EMMRC | A | 1 | - | - | - | 01 | PB 03 ₹ 15600-39100 GP 5400 |
| 7. | Field Investigator, PRC | B | - | - | 1 | 1 | 02 | PB 02 ₹ 9300-34800 GP 4600 |
| 8. | Camera Person EMMRC* | B | - | - | - | 1+1* | 02 | PB 02 ₹ 9300-34800 GP 4200 |
| 9. | Graphic Artist, EMMRC | B | - | - | 1 | - | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 10. | Technical Assistant, EMMRC | B | 1 | - | - | - | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 11. | Professional Assistant (Library), EMMRC | B | - | - | - | 1 (PC) | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 12. | Section Officer, EMMRC | B | - | - | - | 1 | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 13. | Account Assistant, EMMRC | B | - | - | - | 1 | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 14. | Personal Assistant, EMMRC | B | - | - | - | 1 | 01 | PB 02 ₹ 9300-34800 GP 4200 |
| 15. | Production Assistant, EMMRC | B | 1 | - | - | 02 | 03 | PB 02 ₹ 9300-34800 GP 4200 |
| 16. | Stenographer | C | - | - | - | 02 (1PC) | 02 | PB 01 ₹ 5200-20200 GP 2400 |
| 17. | Technician, EMMRC | C | - | 1 | - | - | 03 | PB 01 ₹ 5200-20200 GP 2400 |
| 18. | Unit Asstt., EMMRC | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 2400 |
| 19. | Stenographer, EMMRC | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 2400 |
| 20. | UDC, PRC | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 2400 |
| 21. | LDC, PRC | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1900 |
| 22. | Driver | C | - | - | - | 03 | 03 | PB 01 ₹ 5200-20200 GP 1900 |
| 23. | Section Cutter | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1900 |
| 24. | Clerk EMMRC | C | - | 1 | - | - | 01 | PB 01 ₹ 5200-20200 GP 1900 |
| 25. | Driver cum Helper, EMMRC | C | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1900 |
| 26. | Unit Peon, EMMRC (Multi Tasking Staff) | C (Erstwhile D) | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1800 |
| 27. | Peon, EMMRC (Multi Tasking Staff) | C (Erstwhile D) | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1800 |
| 28. | Peon, PRC (Multi Tasking Staff) | C (Erstwhile D) | - | - | - | 1 | 01 | PB 01 ₹ 5200-20200 GP 1800 |
| | | TOTAL | 03 | 03 | 04 | 28 (2 PC) | 38 | |

Detailed information regarding Educational Qualification, Experience, Application Form, Age, etc. can be downloaded from the University website www.dhgsu.ac.in Last date for submission of application is **20th May 2012** upto **5.30 P.M.** The application should be sent only through **Registered/Speed** Post to the **Assistant Registrar (Recruitment)**, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470 003 (M.P.).

REGISTRAR

The essential, desirable qualification and experience for the above post(s), as per serial number, are as under :

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| 1. | Director, EMMRC | A Master's Degree in any subject. Eminent Teachers/Person having experience of Print/Electronic Media or Journalism/theatre, Art and culture with a total of 10 years of regular service including administrative experience. |
| 2. | Director, College Development Council (DCDC) | <p>A. i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.</p> <p>ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p>iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Appendix III of the UGC Regulation.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p> |
| 3. | Joint Director, PRC | <p>Essential :</p> <ol style="list-style-type: none"> 1. Good academic record with a Ph.D. Degree in the concerned/allied/relevant field. 2. A Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever, grading system is followed) 3. Subjects: Master's Degree in Demography/Population Studies/ Statistics/Economics/ Mathematics/ Sociology/ Geography/ Psychology/ Anthropology. Persons with P.G. Degree other than Demography/ Population Studies should have completed a minimum one year regular course in Demography/ Population Studies at a recognized institution/ University. <p>Experience :</p> <ol style="list-style-type: none"> 1. A minimum of eight years of experience of research/ teaching in an academic/ research position equivalent to that of Assistant Professor in a University/ reputed research institutes. This excludes the period spent for obtaining M. Phil/ Ph.D. degree. 2. Evidence of published work with minimum 5 publications as books and/ or research/ policy papers. 3. A minimum score as stipulated in the academic Performance Index (API) based Performance Based Appraisal System (PBAS), set out by UGC Regulations 2010 as amended from time to time. |
| 4. | Producer, EMMRC | Master's degree in any subject or Bachelor's degree in Engineering with 3 years experience in Video Production or direction preferably in Educational TV or PG Diploma in direction from FTII or equivalent qualification or Master in Communication and 2 years experience in Video Production preferably in Educational TV. |
| 5. | Jr. Research Officer, EMMRC | <p>Master's degree in any subject or Bachelor's degree in Engineering with 2 years experience in Video production related research.</p> <p>Desirable : NET qualification.</p> |
| 6. | Engineer, EMMRC | B.E. in Electronic or Telecommunication with 2 years experience in relevant field preferably in operation and Maintenance or Video broadcast quality production equipments. |
| 7. | Field Investigator, PRC | <p>At least 2nd class Post Graduate degree in Demography/ Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Social work/ Psychology/ Anthropology/ Geography</p> <p>Experience : Some experience in collection/ analysis of data.</p> <p>Desirable : Knowledge in Computer Applications.</p> |
| 8. | Camera person, EMMRC | HSC (12 th) or senior secondary (10+2) and diploma in video production/cinematography from a recognized institute or HSC with 3 year experience in broadcast quality Video Camera Work. |

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| 9. | Graphic Artist, EMMRC | Diploma in Applied Art from a recognized institute (5 years structure after 10 th) or degree in Applied Art or equivalent qualification desirably with experience in computer Graphics or Graduate with recognized diploma in computer graphics with 3 years experience. |
| 10. | Technical Assistant, EMMRC | HSC (12 th) and Diploma 3 years (structure) in electronics from recognized institute OR equivalent qualification and 1 year experience in operation/maintenance of Video equipment or SSC (10 th) plus Diploma (3 year structure) in electronics from recognized institute and 3 years experience in operation/maintenance of Video equipments. |
| 11. | Professional Assistant (Library), EMMRC | Graduate in any subject and B. Lib. Sc. with 5 years experience. Preferably in Media Library. Desirable – Experience of working in Media Library. |
| 12. | Section Officer, EMMRC | A second class Bachelor's degree/ Master's degree in any subject preferably with degree in law or post graduate diploma in Personnel Management with 5 years exp. as Senior Admn. Asstt. |
| 13. | Account Assistant, EMMRC | Commerce graduate with 5 years experience in accounting matters in reputed organization. Knowledge of Computer is essential. |
| 14. | Personal Assistant, EMMRC | Graduate with English shorthand speed of 100 WPM and typing speed of 45 WPM and 5 years experience as a Stenographer. Desirable : Experience in handling modem office equipment and word processing on computer. |
| 15. | Production Assistant, EMMRC | Master's Degree in any subject or Bachelor's degree in Engineering with 1 years experience in Video Production or Masters degree in Communication or equivalent degree with specialization in production. |
| 16. | Stenographer | Essential : i) 10+2 from a recognized Board. ii) A speed of 80/40 w.p.m. in English Stenography Or 80/30 w.p.m. in Hindi Stenography. iii) Knowledge of Computer Applications. Desirable : i) Preference will be given to Graduate. ii) Diploma/Certificate in Stenography. ii) Working experience and bilingual. |
| 17. | Technician, EMMRC | S.S.C. (10 th) with ITI or equivalent certificate in video/audio/electronics/electrician trade/air-conditioning and 2 years experience in relevant field. |
| 18. | Unit Assistant, EMMRC | Graduate in any discipline with two years experience in art/Drama/Media. |
| 19. | Stenographer, EMMRC | Graduate with English shorthand speed of 80 WPM and typing speed of 40 WPM. Desirable : Experience in handling modem office equipment and word processing on computer. |
| 20. | UDC, PRC | Graduate or equivalent in any discipline from a recognized university, Basic Knowledge of computer Application, Desirable – Typewriting speed 40 w.p.m. for English, 25 w.p.m. for Hindi, 3 years experience as Jr. Office Assistant/ Jr. Assistant in State/Central University/Working knowledge of accounting/field work related accounting and procedures. |
| 21. | LDC, PRC | (i) 10+2 or equivalent from a recognized Board. (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (10500KDPH/9000KDPH on an average of 5 key depression for each word). (iii) Excellent knowledge of computer applications like MS-Office, Internet etc. Desirable : Graduate from a recognized University and working experience in government or organization of repute. |
| 22. | Driver | Matriculate OR equivalent from recognized Board with valid license to heavy/light Motor vehicle and 3 years experience in driving such vehicle. |
| 23. | Section Cutter | Graduate in Science with 5 years experience in relevant filed or Higher Secondary in Science subjects with 8 years experience in relevant field. |
| 24. | Clerk (LDC) EMMRC | 10+2 with 2 years experience in office work. Desirable : Working knowledge of typing and experience in use of computer for data entry and word processing |
| 25. | Driver cum helper EMMRC | Matriculate OR equivalent from recognized Board with valid license to drive heavy/light vehicle and 3 years experience in driving such vehicle. |
| 26. | Unit Peon EMMRC (Multi tasking staff) | Matriculate OR equivalent from recognized Board preferably with experience in establishments using hi-tech equipment. |
| 27. | Peon EMMRC (Multi tasking staff) | Matriculate OR equivalent from recognized Board preferably with experience in establishments using hi-tech equipment. |
| 28. | Peon PRC (Multi tasking staff) | Matriculate OR equivalent from recognized Board. Desirable : Working experience in government or organization of repute. |

NOTE :

1. **PRC:** Population Research Centre established by Ministry of Health & Family Welfare, Govt. of India, New Delhi at this University under the Department of General & Applied Geography. **All the posts of PRC are sanctioned by the Ministry of Health & Family Welfare, Govt. of India and are governed by the Ministry guidelines/University rules as applicable from time to time for PRC.**
2. **EMMRC:** Educational Multimedia Research Centre, an Inter University Centre of University Grants Commission on Electronic Media. **All the posts of EMMRC are UGC posts sanctioned by the UGC and are governed by UGC rules/regulations/ guidelines/policies/directives applicable from time to time for media centres. The term of Director shall be a period of 05 years.**
*** One post of camera person is against lien.**
3. The appointment to the post of Director, College Development Council shall be for a term of 3 years, renewable for another term of 3 years but not beyond the age of 65 years. Applicants for the post of Director, College Development Council and Joint Director PRC are required to fill up API score card and send along with the application form (**Prescribed for Academic posts and uploaded at the university website**). They are advised to download API proforma from **UGC website www.ugc.ac.in**. Eligibility for these posts shall be considered as per UGC regulations on Minimum Qualification for appointment of Teaching and other Academic Staff in Universities and Colleges and measure for the maintenance of standards in higher education 2010 (F-3-1/2009 dated 20th June 2010). Candidates may visit the UGC website www.ugc.ac.in for more details.
4. **AGE :** For **posts** mentioned at Sl. No. 1 to 3 preferably below 55 years, and **posts** from Sl. No. 4 to 15 upto 40 years & for Sl. No. 16 & 19 upto 30 years and for Sl. No. 17,18, 20, 22, 23, & 25 upto 35 years and Sl. No. 21 & 24 between 18 to 27 years and for Sl. No. 26 to 28 between 18 to 27 years. Relaxation in age would be admissible as per Central Govt. Rules. A person working as Casual Labour/Daily wagers and on Muster Roll & Minimum Pay in this University will be given relaxation in upper age limit for the period he/she spent in respective capacity for recruitment in Group D (upgraded as Group C) and Group C posts provided he/she has rendered a minimum of two years' continuous service in this University and fulfils the requisite qualifications of the post applied for.

GENERAL INSTRUCTION FOR CANDIDATES

1. For appointments, preference will be given to **Physically Challenged** person(s), even where the reservation is not marked and suitable PC candidates are available.
2. The candidates applying for more than one post must use separate Application Form for each post (along with required **demand draft in original**) and send them in separate cover super-scribed with the name of the post applied for.
3. Persons serving in Govt./Semi-Govt./PSUs, should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with **DEMAND DRAFT in Original**.
4. The University reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The University reserves the right not to fill up the posts, or cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
5. Qualifications and other conditions are applicable as stipulated by the MHRD/UGC regulations from time to time.
6. Reservation Policy will be followed as per the Govt. of India Rules. SC/ST/OBC/PC candidates are required to attach the caste/relevant certificate in the format as prescribed by the Govt. of India.
7. A relaxation of 5% marks at the Master's level may be provided to the SC/ST/PC category candidates.
8. Relaxation in age, qualification etc. shall be applicable to the SC/ST, OBC, Physically challenged, Ex- serviceman and Sports person candidates as per rules of the Govt. of India, UGC. The employees of Central Govt. /State Govt./ Universities/ shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to all as on the last date for reaching the application.
9. The University reserves the right to relax any of the qualifications and or/experience in case of exceptionally qualified candidates on the recommendations of the Screening Committee. However, the candidates shall not claim it as a matter of right.
10. The process of selection may be by a presentation/seminar/written test/interview or a combination thereof.
11. Higher initial pay may be given to exceptionally qualified and deserving candidates.
12. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
13. The service conditions including pay scale and age of superannuation shall be as per UGC/ Universities rules/ norms/rules of Ministry of Health & Family Welfare, Govt. of India in case of PRC employees.
14. Canvassing in any form may lead to cancellation of candidature.
15. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc) will be out-rightly rejected.
16. Qualifications/Experiences etc. as on last date of submission of applications will only be taken into consideration.

17. 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 services shall be terminated.
18. 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.
19. Applicant must enclose with application form processing fee of Rs. 500/- for General / OBC category in the form of Demand Draft drawn in favour of "**Registrar**" Dr. Harisingh Gour University, Sagar (Madhya Pradesh) payable at State Bank of India, University Branch, Branch Code 1143. **SC/ST and Physically Challenged candidates are not required to submit the demand draft.**
20. The application should be sent only through **Registered/Speed Post** to the **Assistant Registrar (Recruitment)**, Dr. Harisingh Gour Vishwavidyalaya, Sagar-470003 (M.P.) latest by **20th May 2012** upto **5.30 pm**. Application received after this date may not be considered. The University shall not be responsible for postal delay, if any. Envelope containing application should be superscribed the post applied for.
21. SC/ST/PC candidates called for interview will be paid sleeper class TA by train or bus fare through shortest routes as per rules.

REGISTRAR