



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES,
VANI ROAD, MHASRUL, NASHIK- 422 004.
Advertisement No.06/2011, dated 12/12/2011**

Applications in the prescribed format are invited from the eligible candidates, on or before **02/01/2012**, for filling up the following non-teaching vacant posts that are sanctioned by the State Government.

Sr. No.	Name of The Post	Pay Scale (in Rs)		Total Posts Vacant	Category wise reservation of the Posts					
		Pay Band	Grade Pay		SC	ST	NT(C)	OBC	SBC	General
1	2	3	4	5	6	7	8	9	10	11
Statutory Posts										
01	Controller of Examinations	37,400-67,000	8900	01	01
02	Finance and Accounts Officer	37,400-67,000	8900	01	01
Non-Statutory Posts										
03	Assistant Registrar	15,600-39,100	5,400	02	..	01	01#
04	Computer Programmer	15,600-39,100	5,400	01	01	01*
05	Section Officer	9,300-34,800	4,400	01	01
06	Stenographer (H.G.)	9,300-34,800	4,400	02	01	01
07	Steno – Typist	5,200-20,200	2,400	02 @	..	01	01	..

Details of eligibility, age and other conditions along with application format are available at University website: www.muhsnashik.com

@ 1 Post reserved for Persons with Disability (B / PS / LV) from ST or SBC category.

Post reserved for NT(C) category, if a candidate of this category is not available then candidates belongs to VJNT other category shall be considered as per rules.

* Lean vacancy (Temporary)

Sd/-
Registrar

[Application Form.](#)

Advertisement No. 06/2011
Cadre wise Qualification and Experience, Age

01. Controller of Examinations

Qualification & Experience:

1. Qualification :

A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale OR Master's Degree in Health Sciences.

2. Experience :

At least 15 years of experience as Lecturer (Sr. Scale) in Health Sciences/Lecturer in Health Services with 08 years in Reader's grade along with the experience in educational administration.

OR

Comparable experience in Health Sciences research establishment and / or other institutions of higher education related to Health Sciences

OR

15 years of administrative experience of which minimum of 08 years as Deputy Registrar or an equivalent post.

3. Candidate should have proficiency in Marathi.

4. Candidate should have Computer literacy.

5. **Age Limit** Candidate should not be above 50 years of the age unless already in the service of affiliated colleges or recognized institutes of MUHS, Nashik.

02. Finance and Accounts Officer

Qualification & Experience:

1. Qualification :

A Master's Degree with at least 55% of the marks or its equivalent grade of "B" in the UGC 7 point scale.

Condition of 55% of marks at master's degree examination is relaxable in case of applicants who are already in the university system.

A relaxation of 5% from 55% of the marks at master's degree examination is permissible to the Ph.D. degree holders who have passed their master's degree prior to 19th September, 1991.

A relaxation of 5% may be provided i.e. from 55% to 50% of the marks at the masters degree exam, for the candidates belonging to SC/ST category

2. Experience :

At least 15 years of experience as Lecturer (Senior Scale)/ Lecturer with 8 years experience in Selection Grade / Reader's Grade along with experience in Educational administration.

OR

Comparable experience in research establishment and / or other institutions of Higher Education.

OR

15 years of Administration Experience of which 8 years as Deputy Registrar or as equivalent post.

3. **Age Limit:** Candidate should not be less than 45 years of the age.

03. Assistant Registrar

1. **Qualification :** Degree of any statutory University

2. **Experience :** Administrative Experience of not less than 05 years as Section officer or an equivalent post/capacity.

3. **Age Limit** Not less than 30 years unless already in service of Universities or affiliated colleges. However, not more than 40 years

4. Candidate should have Computer literacy.

5. Candidate should have Proficiency in Marathi.

04. Computer Programmer

1. Qualification & Experience :

B. E. in Computer Science or B. E. in I. T. with 03 years experience in reputed organization in Software development

OR

Master's Degree in Computer Science with 02 years experience in reputed organization in Software development

OR

Master's Degree in Computer application with 02 years experience in reputed organization in Software development

OR

M. Tech or M. E. in Computer Science.

2. Candidate should have Proficiency in Marathi.

3. **Age Limit** : Not less than 30 years and not more than 40 years

05. Section Officer

1. **Qualification** : Degree of any statutory University

2. **Experience** : Administrative Experience of not less than 03 years as Senior Assistant or an equivalent post / capacity.

3. **Age Limit** : Not less than 25 years unless already in service of Universities or affiliated colleges. However, not more than 40 years

4. Selected Candidates shall be on Probation for a period of 02 years during which he shall have to pass the Departmental Examination as prescribed.

5. Candidate should have Proficiency in Marathi.

6. Candidate should have Computer literacy.

06. Stenographer (H.G.)

1. **Qualification** : Degree of any statutory University and

English Shorthand and Typing 120/50 w.p.m. and Marathi Shorthand and Typing 120/40 w.p.m. respectively.

2. **Experience** : 03 years experience as a Stenographer (lower grade) in any reputed organization preferably in an educational institution.

4. Proficiency in both Marathi & English is essential.

5. Candidate should have Computer literacy.

6. **Age Limit** : Not less than 25 years unless already in service of Universities or affiliated colleges. However, not more than 35 years

07. Steno – Typist

1. **Qualification** : Candidate should have passed SSC/HSC Examination and

English Shorthand and Typing 80/40 w.p.m. and Marathi Shorthand and Typing 80/30 w.p.m. respectively.

3. Candidate should have Computer literacy.

4. Candidate should have proficiency in Marathi & English is essential.

5. **Age Limit**: Not less than 18 years and not more than 33 years.

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS FOR APPLICANTS

ADVT. 06/2011

- 1) Application should be submitted in the **prescribed format** alongwith processing fees via Demand Draft (Non-Refundable) of Rs. 500/- for Open category candidates and Rs. 300/- for Reserve category candidates. Demand Draft must be drawn, only from Nationalized Banks, in favour of the **Registrar, Maharashtra University of Health Sciences** payable at **Nashik**.
- 2) Complete application duly signed by the candidate should be sent to the **Registrar, Maharashtra University of Health Sciences, Vani Road, Mhasrul, Nashik – 422004** so as to reach **on or before 02/01/2012**. University will not be held responsible for any postal delay. Applications received by the University after last date of submission will be rejected. No correspondence will be entertained by the University in this regard.
- 3) Only one application should be submitted for one post. If a candidate wishes to apply for more than one post, separate application should be submitted for each post. Envelope should be superscribe as “Application for the post of, Advertisement No. **06/2011** & Category”
- 4) Number of posts may change and the decision of the University in this regard will be final.
- 5) Applications with incomplete information, erased/ wrong information, in respect of educational qualifications, experience, age, caste certificate, if certificates are not attested, delayed through postal Departments etc. and without processing fee will not be considered. No correspondence in this respect will be made.
- 6) Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate for written examination / interview. In case the response is more, the screening of the candidates will be, as decided by the University. No correspondence will be entertained by the University in this regard.
- 7) The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribe) i.e. V.J.(A), N.T. (B), N.T.(C), N.T.(D), S.B.C. and O.B.C. as per the orders regarding the implementation of the said provisions issued by the Government vide Circular of Social Justice, Cultural Affairs and Special Assistance Department No. CBC-10/2006/PK-15/BCC--5 dtd. 5th June, 2006. Candidates belong to said categories are required to submit their Caste Certificate and Non-Creamy Layer Certificate accordingly.
- 8) As per the Government Resolution from Tribal Development Department No. 14/2000/PK-43/10 dated 24 May, 2001. Selected candidate belongs to Scheduled Tribe Category shall be given appointment order only after producing Caste Validity Certificate issued by Competent Authority.
- 9) As per the Government Notification, Department of Social Justice, Cultural Affairs and Special Assistance Department No.CBC-10/2010/PK-47/MVK-5, dtd.26-3-2010 and General Administration Department Notification No.BCC-2009/PK-291/09/16-B dated. 5/11/2009, selected candidate belongs to reserved category shall be given appointment order only after producing Caste Validity Certificate issued by Competent Authority.
- 10) Applicants who are not eligible will not be informed independently/ individually.
- 11) Applicants are not allowed to make enquiry in this behalf.
- 12) Applicants should attend Examination/ test/ interview on his/ her own expenses.

- 13) On verification, if it is found that the information received from an applicant is faulty and/ or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled.
- 14) Applicants already in the employment either in temporary capacity or in permanent capacity in the University, outside the University in government agencies should submit their applications through proper channel on or before last date prescribed for the purpose. They may, however, send advance copy of the application along with enclosures and fees.
- 15) A recent passport size photograph duly self attested should be affixed on the application.
- 16) Age of a candidate will be determined with reference to the last date for receipt of application notified by the University.
- 17) Upper age limit is relaxable, as per State Govt. rules, for Reserve Category / Project Affected / Earth-quake affected / Ward of Freedom Fighter / Ex-Serviceman candidates. The application of the candidates already in service of University/State Govt./Semi Govt./ Govt. recognized institutes/affiliated Colleges / Local Self Govt. shall be considered as per State Govt. rules.
- 18) Benefit of reservation to reserve category candidates will be given to the candidates, who are Domicile of State of Maharashtra only.
- 19) As per the Government Resolution from G.A.D. No. Training 2000/ P.K.61/2001/39, dated 19th March, 2003, the candidate should submit anyone of the 'C.C.C.' or 'O' level, 'A' level or 'B' or 'C' level passing certificate from recognized D.O.E.A.C.C. Society or **MS-CIT** passing certificate from recognized institute of Maharashtra State within a period of two years from the date of his/ her appointment.
- 20) Candidates should have proficiency in Marathi.
- 21) Recruitment process of Group of A and B posts will be conducted as per rules prescribed by the University.
- 22) The services of the selected candidate shall be governed by the terms and conditions as laid down by the University from time to time.
- 23) Waiting list of the candidates will be valid for the period of 06 month only from the date of issuance of appointment orders of the cadre.
- 24) The reservation for handicapped candidates will be in accordance with Government Circular dated 04 August, 2011 issued by the Department of Social Justice, Cultural Affairs and Special Assistance, It will be solely at the discretion of the University to fill up vacant post(s).
- 25) Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
- 26) If any issue arises in this respect, it shall be fully and finally decided by the Honorable Vice-Chancellor.

Place : Nashik.
Date : 12/12/2011.

Sd/-
Registrar