



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES,
VANI ROAD, MHASRUL, NASHIK- 422 004.**

Advertisement No. 07/2013, dated 20/08/2013

Applications in the prescribed format are invited from the eligible candidates, on or before 10/09/2013, 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)	Grade Pay	Total Posts	Category wise reservation of the Posts		
					SC	ST	Open
Class-I							
01	Assistant Registrar	15,600-39,100	5,400	01	..	01	..
Class-II							
02	Statistical Officer	9,300-34,800	4,400	01	01
Class-III							
03	Stenographer (H.G.)	9,300-34,800	4,400	02	01	..	01
04	Statistical Assistant	9,300-34,800	4,300	01	01

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

Registrar

Cadre wise Qualification and Experience, Age for the above said Posts :

Sr. No.	Name of the Post	Qualification & Experience	Age Limit
01	<p align="center">Assistant Registrar</p> <p align="center">(Pay Scale-15,600-39,100 Grade Pay-5,400)</p>	<ol style="list-style-type: none"> 1) Degree of any statutory University 2) Administrative Experience of not less than 05 years as Section officer or an equivalent post/capacity. 3) Candidate should have Computer literacy. 4) Candidate should have Proficiency in Marathi. 	<p>Not less than 30 years unless already in service of Universities or affiliated colleges not more than 40 years</p>
02	<p align="center">Statistical Officer</p> <p align="center">(Pay Scale-9,300-34,800 Grade Pay-4,400)</p>	<ol style="list-style-type: none"> 1) Master's Degree in Statistics, Biometry, Economics or Mathematical Economics OR Master's Degree in Mathematics or Economics with at least two papers in Statistics, Economics OR Master's Degree in Mathematics or Economics with a post-graduate diploma in Statistical Institute or Indian Agriculture Statistics Research Institute or of any other Institute recognized by the Governments. 2) 03 years experience in statistical work in the field of Health or Educational Institution. 3) Candidate should have Proficiency in Marathi. 4) Candidate should have Computer literacy. 	<p>Not less than 25 years unless already in service of Universities or affiliated colleges not more than 40 years</p>
03	<p align="center">Stenographer (H.G.)</p> <p align="center">(Pay Scale-9,300-34,800 Grade Pay-4,400)</p>	<ol style="list-style-type: none"> 1) Degree of any statutory University 2) English Shorthand and Typing 120/50 w.p.m. and Marathi Shorthand and Typing 120/40 w.p.m. respectively. 3) 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. 	<p>Not less than 25 years unless already in service of Universities or affiliated colleges not more than 35 years</p>
04	<p align="center">Statistical Assistant</p> <p align="center">(Pay Scale-9,300-34,800 Grade Pay-4,300)</p>	<ol style="list-style-type: none"> 1) Candidate should have degree of B. Sc with Maths & Statistics OR B. Com with Statistics OR B.A. with Economics and statistics of recognised University Candidates possessing higher qualification i.e. M.A./ M. Sc with statistics and knowledge of Computer Programming shall be given preference. 2) 03 years experience in statistical work in reputed organization preference shall be given to the candidate who has worked as Statistical Assistant. 3) Candidate should have Proficiency in Marathi. 4) Candidate should have Computer literacy. 	<p>Not less than 25 years unless already in service of Universities or affiliated colleges not more than 35 years</p>

Registrar

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS

Advertisement No. 07/2013

- 1) Application should be submitted in the **prescribed format** along with 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, Nashik** payable at **Nashik**.
- 2) It is mandatory for the candidates to submit their application along with duly attested copies of certificates as mentioned below:
 - a) Date of Birth / Proof of Age
 - b) Domicile Certificate
 - c) Caste Certificate and Caste Validity Certificate, if applicable
 - d) Non-Creamy Layer Certificate, if applicable
 - e) Physically Handicapped Certificate, if applicable
 - f) Project / Earth-quake Affected Certificate, if applicable
 - g) Small Family Declaration Certificate
 - h) Discharge Certificate from Defence Service, if applicable
 - i) Educational qualification documents
 - j) Computer literacy Certificate (MS-CIT), any other Certificate as per Govt. Rules.
 - k) Experience Certificate, if applicable
 - l) Proof for change in name, if applicable
- 3) 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 10/09/2013**. 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.
- 4) 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 post, Advertisement No. **07/2013** & Category”
- 5) A recent passport size photograph duly self attested should be affixed on the application.
- 6) Incomplete applications/ applications which are not in conformity with the requirements indicated or which are not in the prescribed format, overwriting / erased applications or application without processing fees shall not be considered.
- 7) 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 conducted, as decided by the University.
- 8) The services of selected candidates are transferable to any department / section of the University or at any regional centre of the University located all over Maharashtra state.
- 9) The applications received through E-MAIL will not be considered.
- 10) Written and technical test will be conducted for posts of Group C.
- 11) It is mandatory for the candidates, who are already in the service, to send their application through proper channel. They may, however, send advance copy of the application along with enclosures and fees.
- 12) 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 and Local Self Govt. shall be considered as per State Govt. rules.
- 13) The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribes) i.e. V.J.(A), N.T. (B), N.T.(C), N.T.(D), S.B.C., O.B.C. and women 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 dated 5th June, 2006. Candidates belong to said categories are required to submit appropriate Caste Certificate and Non-Creamy Layer Certificate accordingly.

- 14) The candidates belonging to VJ(A), NT(B), NT(C), NT(D), OBC, SBC and Women Reservation categories must have to submit Non-Creamy Layer Certificate issued by the Competent Authority (on or after **01/04/2013**), failing which their applications shall be treated as Open category.
- 15) Benefit of reservation to reserve category candidates will be given to the candidates, who are Domicile of State of Maharashtra only. In such cases, applicants shall submit Domicile Certificate of the State of Maharashtra.
- 16) As per the Government Resolution No. BCC-2011/PK-1064/2011/16-B dated 12th December, 2011, selected candidates from any reserved category shall have to get the validity of caste certificate verified from the concerned authority within the period of six months from the date of his / her joining.
- 17) A candidate has to submit computer literacy document. "Computer literacy" means, certificate of 'D.O.E.A.C.' Societies 'C.C.C.' or 'O' level or 'A' level or 'B' level or 'C' level or 'M.S.-C.I.T.' or 'G.E.C.T.' certificate of Maharashtra State Higher & Technical Education Board. However, if any candidate who is selected and has failed to submit relevant certificate, then he / she has to produce requisite certificate within 2 years from date of his/ her appointment; otherwise University shall terminate appointment of such candidates as per State Govt. rules.
- 18) Applicants who are not eligible will not be informed independently / individually and applicants are not allowed to make enquiry in this behalf.
- 19) Applicants should attend Examination / Screening test / technical test / interview on his / her own expenses.
- 20) On verification, if it is found that the information received from an applicant is found incorrect / faulty / misleading and / or is based on faulty / forged certificates shall be liable for legal action and the selection shall be immediately cancelled.
- 21) Age of applicants will be determined with reference to the last date of receipt of application notified by the University.
- 22) Weightage will be given to the persons who have experience of working in the Health Sciences Universities.
- 23) Recruitment process of Group of A and B posts will be conducted as per rules prescribed by the University. Recruitment process of Group C posts will be conducted by the University as per rules prescribed by the State Govt. / University.
- 24) The services of the selected candidate shall be governed by the terms and conditions as laid down by the University and Government from time to time.
- 25) 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.
- 26) It will be solely at the discretion of the University to fill up vacant post(s).
- 27) Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
- 28) If any issue arises in this respect, it shall be fully and finally decided by the Hon'ble Vice-Chancellor.

Place : Nashik.

Date : 20/08/2013

Registrar



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

FORMAT OF APPLICATION

Category of post applied as per Advertisement:	SC	ST	VJ	NT1	NT2	NT3	OBC	SBC	Open	Women	Ex-Service-men
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(Candidate must roundup appropriate Category of post under which application is submitted as per Advertisement)

Application Fee

Open Category : Rs.500/-

Reserve Category:Rs.300/-

Name of Bank:

D. D. No.

Dated:

Paste recent Passport
Size photo duly self
attested

Advertisement No. 07 / 2013

Post applied for _____

(Please ✓ wherever applicable)

1) **Name :** _____
(In Capital letters) Surname First Name Father's / Husband's Name

Name in Devnagari : _____
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2) **Address for Correspondence :** _____

Pin Code _____

Permanent Address : _____

Pin Code _____

3) **Contact Tel. Nos. :** STD code _____ (Res.) _____ (Off.) _____
E-mail ID _____ Mobile No. _____

4) **Date of Birth :** _____ (in words) _____

5) **Age as on (10/09/2013):** _____
(Please furnish copy of S.S.C. Certificate /School leaving Certificate etc.)

6) **Nationality :** _____ 7) **Religion :** _____

8) **Caste :** _____ 9) **Category :** _____
(Please attach documentary proof.)

- 10) Whether Domicile of Maharashtra State : Yes / No (if yes, attach documentary proof)
- 11) Whether Non- Creamy Layer Certificate attached: Yes / No
(if yes, attach documentary proof)
- 12) Whether Physically Handicapped : Yes / No (if yes, attach documentary proof).
- 13) Whether belongs to Project/ Earth-quake Affected Area: Yes / No
(if yes, attach documentary proof).
- 14) Sex : Male / Female
- 15) Marital Status: Married / Unmarried
- 16) Whether candidate is Ex-Servicemen: Yes / No
(if yes, attach Discharge Certificate).
- 17) Educational Qualifications:
(Mandatory to attach all necessary copies of attested Mark sheets, e.g. SSC/HSC/Degree/Diploma/PG degree /MSCIT etc.)

Sr. No.	Examination Passed	Name of Board / University	Year of Passing	Subjects Taken	Percentage of Marks obtained	Grade
01						
02						
03						
04						
05						
06						
07						

- 18) Computer Literacy (MS-CIT, etc.) : Yes / No

- 19) Experience : (Please attach attested copies of necessary Certificates)

Sr. No.	Name of the Institution	Post held	Period			Pay Band & Grade pay	Reason for leaving services (if any)
			From	To	Total Period		
01							
02							
03							
04							
05							

20) **Any other information, which you would like to provide :** _____
(Please attach separate sheet if necessary)

: Declaration :

It is hereby declared that above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation. Further I have read and understood all the general conditions and instructions mentioned in the advertisement and I agree with those conditions and instructions.

Place :

Date :

(Name & Signature of the Candidate)

NOTE: Incomplete Application will be rejected and no correspondence will be entertained on this behalf.

CHECK LIST FOR THE CANDIDATE

Put \checkmark as applicable

- 1) Application duly completed : Yes / No
- 2) Self attested Photograph affixed on the Application : Yes / No
- 3) Application Signed : Yes / No
- 4) An attested copy of each of the following certificate is attached
 - a) Demand Draft : Yes / No
 - b) Date of Birth / Proof of Age : Yes / No
 - c) Caste Certificate and Caste Validity Certificate, if applicable: Yes / No
 - d) Non-Creamy Layer Certificate, if applicable : Yes / No
 - e) Physically Handicapped Certificate, if applicable : Yes / No
 - f) Project / Earth-quake Affected Certificate, if applicable : Yes / No
 - g) Small Family Declaration Certificate : Yes / No
 - h) Discharge Certificate from Defense Service, if applicable : Yes / No
 - i) Educational qualification documents : Yes / No
 - j) Computer literacy Certificate (MS-CIT/any other Certificate): Yes / No
 - k) Experience Certificate, if applicable : Yes / No
 - l) Domicile Certificate : Yes / No
 - m) Proof of change in name, if applicable : Yes / No

Declaration of Small Family

FORM "A"

(See Rule - 04)

I, Shri/ Smt./ Kum.
son/daughter/wife of Shri.,
aged..... years, resident of
.....

do hereby declare as follows :

1. That I have filled my application for the post of
2. I have (Number) living children as on today. Out of which number of children born after 28th March, 2005 is(Mention dates of birth, if any).
3. I am aware that, if any total numbers of living children are more than two due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature of Applicant