

UNIVERSITY  OF MYSORE

Vishwavidyanilaya Karya Soudha,
Crawford Hall, Mysore-570 005,

DV3/17/2010-11

Dated 27-12-2011

NOTIFICATION

Applications are invited in the prescribed form in Eight sets from the qualified candidates for the following posts in the Educational Multimedia Research Centre, Manasagangotri, Mysore.

Sl. No.	Name of the post & scale of pay	No. of posts	Reserved for
1	Section Officer (Admn.) [9300-34800 GP4600]	01	Unreserved
2	Professional Assistant [9300-34800 GP4200]	01	Unreserved
3	Stenographer [5200-20200- GP2400]	01	Unreserved
4	Technician [5200-20200- GP2400]	01	Unreserved

Minimum Qualification and Experience:

- 1. Section Officer (Administration):** 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 experience as Senior Administrative Assistant.
- 2. Professional Assistant: (Library):** Graduate in any subject and B.Lib.Sc with 5 years experience preferably in Media Library. Desirable: Experience of working in a media library.
- 3. Stenographer:** Graduate with English shorthand speed of 80 wpm and typing speed of 40 wpm. Desirable: Experience in handling modern office equipment and word processing on computer

- 4. Technician:** (Sound/Video/Electronics/Electrician/Trade/Air Conditioning): S.S.L.C (10th) with ITI or equivalent certificate in video/audio/electronics/electrician/trade/Air-conditioning and 2 years experience in relevant field.

General Information and Instructions

- All posts are purely temporary for the duration of the project
- Candidates appointed against these posts shall have no claim /right for absorption into the University service upon termination of the project.
- The prescribed application forms may be obtained from the Registrar, University of Mysore, Mysore – 570 005, on payment of [non-refundable] fee of Rs. 100/- for the post
- The said amount may be paid in cash at the office of the Registrar/ Finance Officer, University of Mysore, Mysore; or be credited to any branch of State Bank of Mysore to the Head of Account “**Mysore University Funds –General Revenue Account**” stating in the challan “**Fee towards Application Form for the post of “**..... “ or may be sent in the form of a Crossed Demand Draft drawn in favour of the Registrar, University of Mysore, Mysore.

Note: Postal Orders, Money Orders and Cheques will not be accepted.

- A Self addressed envelope of the size 12” X 6” along with D.D. for Rs.175/- has to be sent, If the application forms are required to be sent by post.
- The application forms will be issued/posted only on the production of the Receipt/Challan/DD for having paid the application fees.
- The last date for issuing the Application forms is 20-01-2012
- Fee for submission of application { non-refundable } is Rs.500/-

- SC/ST applicants are eligible for 50% of the concession for submission of applications.
- The Last date for receiving the duly filled in application forms in the office of the Registrar, University of Mysore, Mysore is 20-01-2012 [upto 4.00pm]
- The true copies of Testimonials/Certificates/Caste Certificates Marks Cards and bio-data form provided with the application should be enclosed to all the eight sets which will not be returned.
- Those who are employed should send their application through their employer so as to reach this office on or before the last date prescribed.
- All belated, incomplete and the applications which are not in the prescribed form in eight sets will be rejected and no intimation in this regard will be sent to the candidates.
- Age limit: As per Government Order No.1C₂AE-55₂EP/2008, 11AUM/RegA, CEAPPA 15-01-2009, the persons below 18 years of age and above 35 years (in case of GM candidates), below 18 years of age and above 38 years (in case of other backward classes), below 18 years and above 40 years (in case of SC/ST candidates) need not apply for the said posts.
- Separate applications are to be submitted for each post
- No TA/DA will be paid either for attending the Interview or for joining the post
- The right is reserved with the University either to fill or not to fill the posts advertised.

- The applicants shall carefully fill in the “Bio-data form” enclosed with the prescribed application form and enclose it to all sets of applications without fail.

The applicants claiming the benefit of reservation shall enclose Caste Certificates issued by the competent authorities not below the rank of Tahsildar, along with the application and this Certificate should not have been issued earlier than one year before the date of this advertisement. Further, the Certificates should be in the proforma prescribed vice. G.O.No. SWD 40 BCA 95 dated 08-02-1995.

The recruitment will be made by open selection.

By Order,

REGISTRAR,

To:

1. The Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.
2. The Director, Consortium for Educational Communication, NSC Campus, Aruna Asaf Ali, New Delhi- 110 067.
3. The Joint Secretary, UGC, Bahadur Shah Zafar Marg, New Delhi.

4. The Secretary Association of India Universities, Agu House, 16, Kotla Marg, New Delhi-110 002.
5. The Principal Secretary, Educational Department, MS building , Government of Karnataka, Dr.Ambedkar Road, Bangalore.
6. The Director, EMMRC, University of Mysore, Mysore.
7. The Registrar, Indian Universities for favour of wide publicity
8. The Director, Educational Multimedia Research Centre, - All Media Centers
9. The Chairpersons of all the Post Graduate Department of Studies, Manasagangotri, Mysore.
10. The Principals of Constituent Colleges of University of Mysore, Mysore
11. The Finance Officer, University of Mysore, Mysore
12. The Government Auditor, University of Mysore, Mysore
13. The Administrative Officer, Manasagangotri, Mysore.
14. The Director, Post Graduate Centers at Mandya and Hassan
15. The Co-ordinator, Post Graduate Satellite Centre, Chamarajanagar.
16. All the Deputy Registrars, University of Mysore, Mysore
17. The Assistant Registrars, Administrative Branch, University of Mysore, Mysore
18. The PA to the Vice-Chancellor/Registrar/Registrar [Evaluation]/Finance Officer, University of Mysore, Mysore
19. Office copy.