



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
(A Central University)

Advt.No.R/A-NT/2025/03

Date 26.04.2025

ADVERTISEMENT

Online applications are invited from eligible candidates for the various Non-teaching and other academic posts of Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh, India.

Eligible candidates should fill in online applications form through University website (Link mentioned below) and must submit hard copy of application form through Speed/ Registered post only alongwith self-attested photocopies of all supporting documents/testimonials.

Start date of online application: 28.04.2025

Last date of online application: 28.05.2025

Last date of receiving of Hardcopy of application form: 02.06.2025

Link for online applications-

For post code 1 to 7 - <https://dhsgsunt.samarth.edu.in>

For post code 8 to 10 - <https://curec.samarth.ac.in>

Details of Vacancies (Post Name, Group, Pay Scale, No. of vacancies):

Post code	Post name	Pay Level (7 th CPC)	Group	No. of vacancy and reservation	Mode of Recruitment
1.	Finance Officer*	14	A	01-UR	Tenure
2.	Controllor of Examinations	14	A	01-UR	Tenure
3.	Executive Engineer (Civil)	11	A	01-UR	Deputation
4.	Public Relations Officer	10	A	01-UR	Direct
5.	Technical Officer	10	A	1-UR**, 1-PwBD#	Direct
6.	System Analyst	10	A	1-UR	Direct
7.	Hindi Officer	10	A	01-UR	Deputation/ Contract
8.	Deputy Librarian	AL-13A	A	01-UR	Direct
9.	Assistant Librarian	AL-10	A	01-UR	Direct
10.	Assistant Director (Physical Education)	AL-10	A	01-UR	Direct

*First Finance Officer on tenure basis for a residuary period (01 year 8 months 27 days).

**Lien Vacancy – Lien Vacancies are likely to be regularized if the regular incumbent (Lien Holder) does not join back to his substantive post within the granted period. If the regular incumbent will repatriate to his substantive post, the Lien Vacancy shall be terminated immediately and the person engaged will be relieved.

#PwBD vacancy – detail mentioned below

#Persons with Benchmark Disabilities (PwBD): Details of Horizontal Reservation alongwith number of vacancies, categories identified suitable for PwBD are as under:

Name of post	PwBD Vacancy	PwBD categories identified suitable
Technical Officer	1-(ii) [2 nd Attempt]	i) D, HH ii) OA,BA, OL, CP, LC, Dw, AAV iii) ASD (M), SLD, MI iv) MD Involving (i) to (iii) above

2nd Attempt = This vacancy is reserved for the PwBD category mentioned/advertised. If a suitable candidate does not become available in the same category, it shall be treated as reserved for another category of PwBD. Further, if a suitable candidate does not become available from these categories, the vacancy shall be filled as Unreserved (UR). Hence, Unreserved candidates may also apply.

Abbreviations: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, NCL-Non-Creamy Layer, EWS- Economically Weaker Section, PwBD – Persons with Benchmark Disability, ESM- Ex-Service Men, AL-Academic Level, UGC- University Grants Commission.

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD=Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

For any Query please E-Mail: rcell.su@gmail.com
For any Technical Query: ssa@dhsgsu.edu.in

(2) Age limit, Minimum Qualifications and Experiences– The qualifications (essential and desirable), experiences and upper age limit for appointment to various posts shall be as indicated below. The crucial date for determining the age and possession of minimum qualifications, experiences etc. shall be the closing date of online application-

Post code-01:

1.	Name of Post	Finance Officer
2.	Pay Scale	Level-14 (144200-218200)
3.	Age limit	Preferably below 57 years
4.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Method of recruitment	Direct/Deputation for a tenure 01 year 8 months 27 days or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
6.	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level-12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation subject to fulfilment of qualification as indicated under col. 4 on Deputation for a tenure 01 year 8 months 27 days or till attaining the age of 62 years, whichever is earlier.</p>

Post code-2:

1.	Name of Post	Controller of Examinations
2.	Pay Scale	Level-14 (144200-218200)
3.	Age limit	Preferably below 57 years
4.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p>or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Method of recruitment	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
6.	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 4.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p>

Post code-3:

1.	Name of Post	Executive Engineer (Civil)
2.	Pay Scale	Level-11
3.	Age limit	56 Years
4.	Educational and other qualifications required	First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent.
5.	Method of recruitment	Deputation
6.	In case of recruitment by deputation, grades from which deputation to be made	<p>Deputation: Officers holding analogous post or <u>one below category</u>* with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System.</p> <p><i>*One below category: it means one below post in the respective cadre hierarchy carrying pay scale of Pay Level-</i></p>

		<i>10 (GP 5400), if it doesn't exist in the concerned organisation, then in further lower pay scale available i.e. Pay Level-9/8/7 not below Pay Level-7 (GP-4600).</i>
--	--	---

Post code-4:

1.	Name of Post	Public Relations Officer
2.	Pay Scale	Level-10 (56100-177500)
3.	Age limit	40 Years
4.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute.</p> <p>ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable:</p> <p>Good working knowledge of computer applications.</p>
5.	Method of recruitment	Direct

Post code-5:

1.	Name of Post	Technical Officer
2.	Pay Scale	Level-10
3.	Age limit	40 Years
4.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) Master's Degree with 55% marks in the relevant subject(Physics, Chemistry, Electronics & Instrumentation)</p> <p>(ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent.</p> <p>OR</p> <p>Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
5.	Method of recruitment	Direct

Post code-6:

1.	Name of Post	System Analyst
2.	Pay Scale	Level-10
3.	Age limit	40 Years
4.	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>1. B.E./B.Tech. in Computer Science & Engineering /Electronics Engineering.</p> <p>2. 05 years programming experience in languages like C/ C++/JAVA etc. databases:MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.</p> <p>OR</p> <p>1. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/MCA.</p> <p>2. 03 years' programming experience in languages like C/ C++/JAVA etc. databases:MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/UNIX platforms from a recognized Public/ PUS/ Private organization.</p>
5.	Method of recruitment	Direct

Post code-7:

1.	Name of Post	Hindi Officer (On Contract/Deputation for a period of one year)
2.	Salary	For Contract -Rs.50,000/- p.m. Consolidated For Deputation - Level-10
3.	Age limit	40 Years for Contract OR 56 years for deputation
4.	Educational and other qualifications required	<p>Essential Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and</p>

		<p>Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p> <p>AND</p> <p>Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice- versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p>OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p>Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
5.	Method of recruitment	On Contract/Deputation initially for one year or until further order whichever is earlier. Engagement period may be extendable as per performance and requirement basis.

Post code-8:

1.	Name of Post	Deputy Librarian
2.	Pay Scale	Academic Level-13A
3.	Age limit	50 Years
4.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.</p> <p>ii) Eight years experience as an Assistant University Librarian/College Librarian.</p> <p>iii) Evidence of innovative library services including integration of ICT in library.</p> <p>iv) A Ph.D. Degree in library science/Information science/ Documentation Science/Archives and manuscript keeping/ computerization of library.</p>
5.	Method of recruitment	Direct

Post code-9:

1.	Name of Post	Assistant Librarian
2.	Pay Scale	Academic Level-10
3.	Age limit	40 Years
4.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <ul style="list-style-type: none"> i. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed) ii. A consistently good academic record, with knowledge of computerization of a library. iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:- <ul style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in the regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

		<p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
5.	Method of recruitment	Direct

Post code-10:

1.	Name of Post	Assistant Director (Physical Education)
2.	Pay Scale	Academic Level-10
3.	Age limit	40 Years
4.	Educational and other qualifications required for direct recruits	<p>Eligibility (A or B):</p> <p>A.</p> <p>i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:</p> <p>Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/Institutions, subject to the fulfilment of the following conditions:-</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p>

		<p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.</p> <p>Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>v. Passed the physical fitness test conducted in accordance with these Regulations.</p> <p>OR</p> <p>B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.</p> <p><u>Physical Fitness Test Norms-</u></p> <p>(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.</p> <p>(b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:</p> <table><tr><th colspan="4">Norms for Men</th></tr><tr><th colspan="4">12 Minutes Run/Walk Test</th></tr><tr><th>Upto 30 Years</th><th>Upto 40 Years</th><th>Upto 45 Years</th><th>Upto 50 Years</th></tr><tr><td>1800 metres</td><td>1500 metres</td><td>1200 metres</td><td>800 metres</td></tr></table> <table><tr><th colspan="4">Norms for Women</th></tr><tr><th colspan="4">8 Minutes Run/Walk Test</th></tr><tr><th>Upto 30 Years</th><th>Upto 40 Years</th><th>Upto 45 Years</th><th>Upto 50 Years</th></tr><tr><td>1000 metres</td><td>800 metres</td><td>600 metres</td><td>400 metres</td></tr></table>	Norms for Men				12 Minutes Run/Walk Test				Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years	1800 metres	1500 metres	1200 metres	800 metres	Norms for Women				8 Minutes Run/Walk Test				Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years	1000 metres	800 metres	600 metres	400 metres
Norms for Men																																		
12 Minutes Run/Walk Test																																		
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years																															
1800 metres	1500 metres	1200 metres	800 metres																															
Norms for Women																																		
8 Minutes Run/Walk Test																																		
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years																															
1000 metres	800 metres	600 metres	400 metres																															
5.	Method of recruitment	Direct																																

(3) How To Apply:

- 1 Interested eligible candidates have to submit the online application available in the University website (www.dhsgsu.edu.in). Link of online applications are also provided below:

For post code 1 to 7	(Link- https://dhsgsunt.samarth.edu.in/)
For post code 8 to 10	(Link- https://curec.samarth.ac.in)

Application form in any other mode shall not be considered.

- 2 Candidates are advised to read the advertisement carefully and check their eligibility before applying.
- 3 Email Id and Mobile number registered in the portal shall be used for future communication, if any. The University shall not be responsible for any loss of email, loss of any communication due to wrong address provided by the candidates.
- 4 Applicants are advised to submit the documents related to their Change of Name /Surname (if applicable) (i.e. Marriage Certificate, Gazette notification etc.).
- 5 Candidate who is already in service shall submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and in case application is not forwarded due to whatever reasons till the time of Interview as the case may be, he/she, should produce a "No Objection Certificate" from the employer. *For deputation posts Vigilance Clearance Certificate and Employer Certificate (Annexure-D1) along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years, duly certified by the Competent Authority should also be submitted additionally.*
- 6 Hard copy of application form along with all supported documents duly self-attested should reach to the address given below within stipulated time in a closed envelope super-scribing "Application for the post of Category and the advertisement No. of the post" as prescribed in the advertisement by speed or registered post only. Suggestive sample given:

By Speed/Registered post only	
Application for the post of Category	
Advertisement No	
 To, The Registrar, Doctor Harisingh Gour Vishwavidyalaya, Sagar Madhya Pradesh-470003 India. From:	

(4) Application processing fees:

- 1 Application processing fees for online application for various category are as under—

Category	Application Processing fees
UR/OBC(NCL)/EWS	₹ 1000/- (One Thousand) only
SC/ST/PwBD/ESM/Women	₹ 500/- (Five Hundred) only

- 2 Application processing fees will be accepted only through online mode.
- 3 Application processing fees shall be non-refundable and non-adjustable under any circumstances.
- 4 Candidate who wishes to apply for more than one post will be required to submit separate Online applications and separate processing fees.
- 5 Applications without the prescribed fee would not be considered and will be summarily rejected. No representation against such rejection would be entertained.
- 6 Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.

(5) TERMS & CONDITIONS:

- 1 Mere fulfilling of minimum qualification does not entitle a candidate to be called for Interview.
- 2 The reservations to the SC/ST/OBC/PwBD/EWS shall be as per the existing Govt. of India / UGC policy, wherever applicable.
- 3 The relaxations/concession in age limit etc. shall be as per the Govt. of India / UGC policy, wherever applicable.
- 4 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/ class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India subject to verification at a later date), failing which the application shall be rejected.
- 5 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to be terminated forthwith as per this clause.
- 6 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the service. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may

- be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 7 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- 8 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
- 9 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature. Interim enquiries shall not be entertained.
- 10 Call letters and other correspondence for attending the Interview etc., will be sent only to the eligible candidates by email only.
- 11 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital for Group A post as the case may be prior to his joining.
- 12 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within stipulated time, the offer shall be treated as withdrawn.
- 13 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 14 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 15 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidatures may be treated as cancelled without any further communication in this regard.
- 16 **Additional terms & conditions for Deputation:**
i. Terms and conditions of deputation will be regulated in accordance with the department of Personnel & Training O.M. No.6/8/2009-Estt(Pay) dated 17th

- June 2010 and O.M. No.2/6/2016-Estt (Pay-II) dated 17.02.2016, as amended from time to time. A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix).
- ii. The scale/pay grade/level of regular post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis. Pay Scale and Grade Pay received on Financial up-gradation under MACP will not be considered for deputation.
 - iii. Deputation shall be governed as per CRR-2022 (Revised Ordinance -17)/ DoPT O.M. No.6/8/2009-Estt(Pay) dated 17th June 2010 amended time to time.
 - iv. Candidate working in Institutions/ Universities/ Organizations which are funded by private resources are not eligible to apply for the post advertised on deputation. Tenure of candidates served in Private Institutions/ Universities/ Organizations will not be counted as part of experience as prescribed in the "Educational Qualifications and experience" prescribed for the respective post.
- 17 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
- (ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
- 18 In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor/Competent Authority in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/ her agency.
- 19 Any corrigendum/ changes/ updates related to the post(s) and recruitment process shall be placed on the University website. It is the responsibility of the candidate to check the update (if any) on University Website www.dhsgsu.edu.in .
- 20 In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify /withdraw / cancel any communication

- made to the candidates.
- 21 The term and conditions of other academic posts (Deputy Librarian, Assistant Librarian and Assistant Director-Physical Education) shall be regulated as per the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 as amended time to time.
- 22 Those candidates who have already applied earlier against the Advt. No. R/NT/2024/01 dated 07.03.2024 for Group-A posts (Controller of Examinations, Public Relation Officer and Hindi Officer only) need to APPLY AFRESH online, their fresh application will be considered for the purpose of eligibility. They are not required to pay any fee. However, they must provide details of fees paid earlier to claim waiver and upload copy of the fee receipt to get the fee waiver.
- 23 In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Madhya Pradesh, Jabalpur (M.P.)

Sd/-
Registrar (Offg.)