



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in | **Website:** www.mgcub.ac.in

Employment Notice No.: 018/2020

Dated: 13th October 2020

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION

[updated on 15th October 2020]

Mahatma Gandhi Central University, Motihari, Bihar invites application from interested and eligible citizens of India for following other Academic Post to be filled on direct basis as per details given below:

Sl.	Name of the Post	No. of Posts	Level in Pay Matrix (as per 7 th CPC)
1.	Assistant Director of Physical Education	01 – UR	Academic Level – 10

[Abbreviations: OBC – Other Backward Class & UR - Unreserved]

Note:

- The number of posts advertised may be treated as tentative.
- The University shall have the right to increase/decrease the number of posts at the time of Written Test/Skill Test/interview/selection and make appointments accordingly.

IMPORTANT DATES TO REMEMBER	
Link for Submission of Online Application Form will be available from	13th October 2020 (Tuesday)
Closing date for submission of Online Application Form	2nd November 2020 (Monday) Upto 23:59:59 hrs
Last date for submission of Hard Copy of printed application form along with self-attested enclosures	12th November 2020 (Thursday)

APPLICATION FEE:

General/OBC/EWS Category	:	Rs.750/-
SC/ST/PwD/ESM/Women category	:	Rs. 100/-

HOW TO APPLY:

1. Interested and eligible candidates have to submit the **ONLINE APPLICATION FORM** through Link available on the University website following the instructions given therein before the last date i.e., **2nd November 2020 (Monday)**.

IMPORTANT NOTE: The hard copy of the online application along with:

- i. Self-attested copies of the certificates for age proof, qualifications, experience, caste, etc.; and
- ii. Endorsement by the Employer (if, presently employed in Govt./PSU/ Autonomous/Deemed).

should reach to the following address on or before **12th November 2020 (Thursday) upto 5:00 P.M:**

OSD (Administration)
Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Raghunathpur, Near OP Thana, Motihari – 845 401
District – East Champaran, Bihar (INDIA)

2. **Applications not received through the prescribed process shall be rejected and no correspondence in this regard will be entertained.**
3. Persons already in employment should apply **“Through Proper Channel”** and/or produce **‘No Objection Certificate’** from their present employer at the time of written test/skill test/interview.
4. The envelope containing the Online filled Application Form should be super-scribed as **“Application for the post of**” and **Employment Notice. No.....** on its top.
5. Qualifications/eligibility conditions, age and other documents will be determined as on the closing date of submission of online application i.e., **2nd November 2020 (Monday)**.

6. The qualifications, Pay Scales and other conditions for the post of Assistant Director of Physical Education shall be in accordance with the UGC Regulations on [Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 \(herein after referred to as UGC Regulations, 2018\)](#) issued in the year 2018 published in the Gazette of India, and are subject to any future regulations/norms, including amendments in the present regulations, stipulated by the MHRD/UGC/AICTE applicable to such recruitments which may change from time to time.

GENERAL TERMS AND CONDITIONS:

1. Before filling-up the Online Application Form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions carefully.
2. The candidate should fill all details while filling the Application Form through Online mode.
3. **The hard copy of the Online Application Forms along with required documents must reach the University office on or before the scheduled date and time at the address mentioned at Page No. 3 above. Applications received after last date will not be considered. University will not responsible for any postal delay.**
4. **Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth and Category, Qualification, Photo & Signature etc. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.**
5. Fee once paid will not be refunded under any circumstances.
6. The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy shall not be treated as fresh vacancy.
7. **Separate application along with application fee should be submitted for each post applied for.**
8. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
9. 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 joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

10. The University reserves the right to:
- i. withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - ii. fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - iii. number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
 - iv. draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential/new vacancies.
 - v. consider applications received after last date.
 - vi. decide criteria /procedure for short listing of the candidates.
 - vii. consider the appointment on direct recruitment/on deputation/ contract basis.
 - viii. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and selection committee.
 - ix. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.
13. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.
- Provided that if "No Objection Certificate" from the employer is not received till the date of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:
- i. No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
 - ii. No disciplinary action/ vigilance case is pending or is contemplated, against the candidate.
- However, the joining of the candidate on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which the candidate shall not be allowed to join.
14. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the 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, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
15. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of academic score which may be higher than the minimum prescribed as decided by

duly constituted Screening Committee(s) and approved by the Competent Authority.

16. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
17. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/ documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
18. All papers/complete set of the application (including the enclosures) shall be tied with a strong thread at the left top corner properly.
19. Any change of address from the one given in the application form should at once be communicated to OSD (Administration) of the University at osdadmin@mgcub.ac.in
20. No interim correspondence shall be entertained.
21. The list of short-listed candidates for Interview or any other information related to Date, Time and Venue of Interview/Written Examination shall be published on the University Website i.e., **www.mgcub.ac.in ONLY.**
22. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his/her appointment, as the case may be.
23. The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.
24. The selected candidates shall be required to perform duties as per the Statutes, Ordinances and Regulations 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.
25. 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 employee by the Executive Council of the University.
26. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC, New Delhi rules.
27. The candidates selected shall be appointed under a written contract.
28. The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE.**
29. Information uploaded on the University Website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University Website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for

future reference. In midway of recruitment process neither any application under Right to Information Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.

30. 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.
31. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
32. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
33. Application Forms without self-attested copies of all relevant certificates will be rejected.
34. The University shall verify the antecedents or documents submitted at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
35. **Candidates must write their Email ID neatly and correctly for mailing written examination/ interview/appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check it regularly for further communication.**
36. **Call letters to attend the interview will be sent to the shortlisted candidates by Email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
37. The following categories of persons shall not be eligible to apply for any position in the University:
 - i. Who has been convicted by any Court of Law or if any criminal proceedings are pending against him;
 - ii. Who has entered into or contracted a marriage with a person having a spouse living;
 - iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - iv. Who is not a citizen of India; and
 - v. Any other category of person disqualified for appointment by the Government of India/UGC from time to time.
38. Canvassing in any form may lead to cancellation of candidature.
39. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, he/she will be liable to serve anywhere in India.
40. Addendum/dedendum/corrigendum/notices to this advertisement, if any, shall be published

only on the University Website (www.mgcub.ac.in) and will not be published in the newspapers. Therefore, candidates are advised to check the University Website regularly.

41. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
42. Regarding any ambiguity or lack of clarity in any clause or rules, the decision of the University shall be final.
43. In case of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court Motihari and High Court at Patna.
44. Applicants not found suitable for higher positions may be considered for lower positions in the same area of specialization.
45. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 01.01.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT TILL SUCH TIME, THEY RETAIN LIEN WITH THE PARENT ORGANIZATION.**

Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

**OSD (Administration)
Mahatma Gandhi Central University**