

MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[Established under Central Universities (Amendment) Act, 2014]

PO Box No. 1, Motihari, District – East Champaran, Bihar – 845 401

Phone No.: 06252-230010 and E-mail ID: osdadmin@mgcub.ac.in

F. No.: 1-2/MGCUB/Estt./2016

Dated: 16th June, 2016

OFFICE MEMORANDUM

Subject: Filling up the post of OSD (Finance) in Mahatma Gandhi Central University, Motihari, District – East Champaran, Bihar on deputation / contract basis - Reg.

1. The Mahatma Gandhi Central University, Motihari is established under Central Universities (Amendment) Act, 2014. The University requires the services of a qualified person working in Central / State Government and Autonomous Bodies etc., who are well conversant with Government of India's Rules & Regulations, GFR 2005 and have experience in establishment, finance & accounts related matters.
2. Therefore, it is proposed to fill up the vacant post of OSD (Finance) on deputation / contract basis on the standard terms and conditions of Government of India / MHRD / UGC.
3. The Pay Band & Grade Pay / Pay Scale, Essential Qualification, Period of Deputation / Contract etc. are given at **ANNEXURE-1** enclosed.
4. It is therefore requested that the OM may be given wide publicity among staff and may also be circulated among Subordinate / Attached offices. The eligible and interested candidates may be instructed to apply by **8th July, 2016** on the Prescribed Performa given at **ANNEXURE - 2**.
5. The applications received after the due date will not be entertained and are liable to be rejected.

S/d
OSD (ADMINISTRATION)

Encl: ANNEXURE - I (containing total two pages) and
ANNEXURE - 2 (containing total six pages)

Copy of the above forwarded to following for information and necessary action please:

1. The Vice-Chancellor of all Central Universities.
2. University Website – for information of General Public

S/d
OSD (ADMINISTRATION)

EMPLOYMENT NOTICE NO: 02/2016 DATED 16TH JUNE, 2016

Subject: Filling up the post of OSD (Finance) in Mahatma Gandhi Central University, Motihari, District – East Champaran, Bihar on deputation / contract basis - Reg.

1.	Name of the Post	:	OSD (Finance)
2.	No. of Post	:	01 (One)
3.	Pay Band and Grade Pay / Pay Scale	:	As per UGC norms
4.	Minimum Eligibility and Essential Experience	:	<p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of Rs.7,000/- and above or with 8 years' of service in the AGP of Rs.8,000/- and above including as Associate Professor along with the experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
5.	Desirable Experience and Qualification	:	Preference will be given to candidates with M.Com / M.B.A (Finance) / CA / ICWA / SAS and / or appropriate experience of financial management.
6.	Period of Deputation / Contract	:	Two Years or till the regular appointment is made, whichever is earlier. The engagement will, however, be liable to be terminated at any time without assigning any reasons thereof.
7.	How to Apply	:	<p>Interested candidates may apply on or before 8th July, 2016 on the prescribed performa given below at ANNEXURE – 2 and also available on University Website (www.mgcub.ac.in).</p> <p>The applications should be sent to:</p> <p>OSD (ADMINISTRATION), MAHATMA GANDHI CENTRAL UNIVERSITY, PO BOX NO.1, MOTIHARI, DISTRICT – EAST CHAMPARAN, BIHAR – 845 401.</p> <p>The candidates may send the advance copy of their application directly to avoid any delay.</p>
8.	Method of Selection	:	The Selection will be made on the basis of nomination / panel received from the Service / Cadre and applications in response to advertisement, experience and interview.

9.	Place of Duty	:	The selected candidate can be deployed anywhere in the jurisdiction of MGCUB.
10.	Application Fee and Mode of Payment	:	For General/OBC candidates , the application fee is Rs.500/- and For SC / ST / PWD / Women candidates , the application fee is Rs.100/- . The said application fee is to be deposited in the form of Demand Draft drawn in favour of Mahatma Gandhi Central University and payable at Motihari, District – East Champaran, Bihar

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1. The University **reserves the right** either to fill or not to fill the post and its decision in this regard shall be final.
2. **Mere eligibility will not** entitle any candidate for being called for interview.
3. The University reserves **its right to place reasonable limit on** the total number of candidates to be called for interview.
4. **Stringent criteria may be applied for short-listing the candidates to be called for interview.**
5. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally qualified candidates by the screening / selection committee with the approval of the Vice-Chancellor.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.
7. The service conditions including pay scales and age of superannuation shall be as per UGC / University Rules / Government of India norms.
8. The applicants serving in Government / Semi-Government organization / Public Sector Undertaking / Autonomous Organizations must send their applications "**Through Proper Channel.**" **The applications received without the recommendations of the employers will not be considered.** However, an advance copy of application may be sent followed by the original application through proper channel.
9. Applications received after **8th July, 2016** shall not be considered and will be rejected straightway.
10. The list of short-listed candidates for Interview and details of Interview (i.e. DATE, TIME and VENUE) will be published on the University Website i.e., www.mgcub.ac.in. No separate call letter will be sent to the candidates. **Applicants are advised to check the University Website regularly.**
11. Candidates shall have to produce original documents at the time of Test / Interview.
12. Canvassing in any form may lead to cancellation of candidature.
13. Incomplete applications or without relevant supporting enclosures (attested copies of degree / certificates / marks sheets / experience certificate, etc) will be **out-rightly rejected.**
14. The University shall not be responsible for postal delay, if any.

S/d
OSD (ADMINISTRATION)
MAHATMA GANDHI CENTRAL UNIVERSITY

APPLICATION FORM FOR THE POST OF OSD (FINANCE)

Employment Notice No. Dated:

Details of Application Fee:

DD Number: Dated: Amount:

Drawn at Bank: Name of the Branch:

Payable at

*Fix your latest photograph and sign across***1. PERSONAL DETAILS: Use CAPITAL LETTERS and write clearly**

Name:	English						
	Hindi						
Date of Birth:	Day	Month	Year	Age as on date (08.07.2016)	Year	Month	
Place of Birth	City / Village		State		Country		
Father's Name	English						
	Hindi						
Mother's Name	English						
	Hindi						
Religion:							
Nationality :	Gender <i>(Tick, whichever is applicable)</i>		Category <i>(Tick, whichever is applicable)</i>		Marital Status <i>(Tick, whichever is applicable)</i>		
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> SC	<input type="checkbox"/> ST	<input type="checkbox"/> Single	<input type="checkbox"/> Married	
If physical challenged, indicate relevant particulars	Type of Disability			Percentage of Disability			
E-mail ID:	Mobile Number:		Phone No. (with STD Code):				

2. EDUCATIONAL QUALIFICATIONS: (Attached self-attested photocopy of marks sheet & degree of each examination)

	Name of the Board / University	Year	Marks Obtained	Maximum marks	%age of marks / CGPA with %age marks	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary / Intermediate(10+2)							
Bachelor's degree (Name of degree)							
Master's degree (Name of degree)							
M.Phil. in [.....	Title:						
Ph.D.	Title :						
Any other							

3. CURRENT POSITION:

Designation	Employer (Name of the Organisation)	Date of Joining (Date / Month / Year)	Nature of Appointment (Ad hoc / Temporary / Permanent / Contractual)	
Basic Pay p.m.	Pay Band	GP / AGP	Gross Salary p.m.	Increment Date (Date / Month)

4. PAST WORK EXPERIENCE (Start from first regular appointment to present positions)

Post held	Pay Scale / Band	Basic Pay p.m.	Gross Salary p.m.	Employer (Name & address of the Organisation)	Experience			Nature of assignment
					From	To	Total Experience in Years / Months	

5. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Any other Experience / Achievements / Qualifications considered to be relevant to the post applied for:

7. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone No.			
Fax with STDCode			

8. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:	Phone No. (With STD Code)	Mobile No.	Fax No.

9. Declaration

I, _____ son / daughter of _____ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant: _____

Name in Capital letters: _____

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

10. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent / contract / temporary capacity, the application must be endorsed / forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the OSD (Administration), Mahatma Gandhi Central University, PS Box No. 1, Motihari, Distric - East Champaran, Bihar - 845 401

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of **OSD (Finance)** in the Mahatma Gandhi Central University, has been working in this organization namely _____ as _____ (name of the post), in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of ₹_____. He /She is drawing a basic pay of ₹_____. His / Her next increment is due on_____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Mahatma Gandhi Central University.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

11. Checklist of Documents Enclosed

Sl. No.	Documents	Tick (√)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. PhilDegree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	SC / ST / OBC / Handicapped Certificate	
15.	Others, if any:	

Note: List of Documents be checked & ticked properly. Any lapse on this account is liable for rejection of your form.