



MAHATMA GANDHI CENTRAL UNIVERSITY

[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.: 002/2023

Dated: 31st October 2023

ADVERTISEMENT FOR NON-TEACHING POSITION

(purely on Contract basis)

1. Mahatma Gandhi Central University, Motihari invites applications from interested and eligible candidates in the prescribed format (**ANNEXURE - 1**) for the posts of **Private Secretary [02 - Unreserved/General and 01 - UR (PwBD - Blindness and Low Vision)]** to be filled **purely on contract basis** initially for a period of **six months or till filling up the posts on permanent basis**, whichever is earlier.

2. **APPLICATION FEE:**

General/OBC Category : Rs.500/-

SC/ST/PwD/Women category : 'NIL' (Exempted from paying application fee)

3. **HOW TO APPLY AND ESSENTIAL QUALIFICATION:**

- a. The Application Form [**ANNEXURE - 1**] (available on the University Website) duly filled-in should be accompanied with a **Demand Draft of Rs.500/-** for General/OBC Category drawn in favour of "**The OSD (Administration), Mahatma Gandhi Central University, Bihar (MGCUB)**" payable at Motihari, District - East Champaran, Bihar only and reach the University on the following address on or before **21st November 2023 (Tuesday)** positively:

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

IMPORTANT NOTE: The copy of the Offline Application should be forwarded along with:

- i. Demand Draft;
 - ii. Self-attested copies of the certificates for age proof, qualifications, experience, caste, etc.; and
 - iii. Endorsement by the Employer (if, presently employed in Govt./PSU/ Autonomous/Deemed).
- b. **Applications not received through the prescribed process shall be rejected and no correspondence in this regard will be entertained.**
- c. Persons already in employment should apply “**Through Proper Channel**” and/or produce ‘**NOC**’ from their present employer at the time of written test/verification of documents.
- d. The envelope containing the Offline filled Application Form should be super-scribed as “**Application for the post of**” and **Advt. No.....** on its top.
- e. Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **21st November 2023 (Tuesday)**.

4. **MINIMUM ELIGIBILITY & QUALIFICATION:**

| | | |
|---|-----------------------------------|---|
| 1 | Name of Post | Private Secretary |
| 2 | Number of Post (s) | 03 [02 – Unreserved/General and 01 – Unreserved (PwBD – Blindness and Low Vision)] |
| 3 | Classification | Group – B |
| 4 | Scale of Pay/Pay Band / Grade Pay | Level 7 |
| 6 | Age Limit for Direct Recruits | 35 Years |

| | | |
|---|---|--|
| 7 | Educational and other qualifications required for direct recruits | <p>Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/Research establishment/Central/State Govt./PSU and other autonomous bodies. 3. English/Hindi Stenography Speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing Speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of Computer Applications. <p>Desirable:</p> <p>Proficiency in English & Good Communication Skills.</p> |
|---|---|--|

5. MODE OF SELECTION AND PATTERN OF WRITTEN EXAMINATION:

Written Examination shall be of **Objective Type** comprising **100 Multiple Choice Questions** (MCQs) divided into Two Sections (*i.e., Section - A containing 80 questions and Section - B containing 20 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks |
|---|---------------------|---------------|
| SECTION - A | | |
| Reasoning | 20 | 20 |
| English | 20 | 20 |
| Hindi | 20 | 20 |
| General Knowledge and General Awareness | 20 | 20 |
| SECTION - B | | |
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 20 | 20 |
| TOTAL | 100 | 100 |

NEGATIVE MARKING: There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (*i.e., 0.25 marks*) will be deducted for each wrong answer.

The questions in all the above components will be of **Graduation Level**.

Mode of Final Selection: Final Selection will be made based on the basis of performance/marks in the Written Examination, subject to qualifying the Skill Test.

6. **Skill Test:**

The **Skill Test** is **compulsory**. However, Skill Test will only be of qualifying nature. **Assessment will not (NOT) be done on the basis of marks of such test.**

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/60 minutes (Hindi)

7. **Syllabus of the Written Examination:**

A. **Reasoning:** Logical Reasoning (Series, Analogies, Statement Analysis, Puzzles, Syllogism, Decision-Making, etc); and Quantitative Aptitude (Data Interpretation, Numerical Ability, Ratio, Percentage, Inequalities, Algebra, Sequences, Series, etc).

B. **English:** In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Comprehension, Letter Writing, Precis, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

C. **Hindi:** In addition to the testing of candidate's understanding of the Hindi Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

D. **General Knowledge and General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and Bihar especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

E. **Domain Knowledge and/or Questions related to Statutes/Ordinances/Regulations of University and/or University Act etc.:**

Questions in this component will be aimed at testing the candidate's Domain Knowledge and/or Awareness of Rules of Government of India, Central Secretariat Manual of Office Procedures & University Act. The test will include questions relating

to Personnel Administration including Recruitment, Training, Promotion, Pay Scale and Service Matters; Medical Attendance Rules; LTC Rules; Joining Time; TA Rules; Reservation and Concessions for SC, ST, OBC, PwD etc. in Government Service; 6th Pay Commission, 7th Pay Commission, CCS (Leave Rules); Right to Information Act 2005; Grievance Redressal; General Financial Rules 2017; Fundamental and Supplementary Rules & University Act etc.

OTHER TERMS AND CONDITIONS:

1. A person whose age is less than 18 years shall not be appointed to any post in the University.
2. **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the **University will issue TDS Certificate.**
3. **Type of Appointment/Engagement:** The engagement will be **purely on contract basis** and person selected will have no claim whatsoever for absorption/regularization of service in the University.
4. **Duration of Contract:** The appointment shall be made purely on contractual basis for a period of six months, terminable even before without assigning any reasons thereof and without prior notice or till appointment on regular basis, whichever is earlier. Further the contract may be renewed based on satisfactory performance and the need for the specific post or availability of post.
5. **Salary:** The selected candidate(s) shall be entitled to draw minimum pay of the respective pay Level plus admissible DA and House Rent Allowance only. Further, the selected candidate(s) shall not be entitled to any other allowances and other facilities available for regular employees.
6. **Allowances:** The selected candidate(s) shall be paid not be entitled to any allowance such as CGHS, Medical reimbursement or any other relief etc.
7. **Leave:** The selected candidate(s) shall be eligible for 8 days Casual Leave and 2 Restricted Holiday in a year on pro-rata basis. No other leave of any kind shall be admissible to her/him. Therefore, the selected candidate(s) shall not draw any remuneration in case of absence beyond 8 days Casual Leave and 2 Restricted Holiday (calculated on a pro-rata basis). Also, un-availed leave in a year cannot be carried forward to next calendar year.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. **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. to increase/decrease the number of posts at the time of selection and make appointments accordingly.
 - iv. consider applications received after last date.
 - v. decide criteria/procedure for short listing of the candidates.
 - vi. consider the appointment on deputation/contract basis.
 - vii. relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening Committee.
 - viii. 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.
2. **The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.mgcub.ac.in) shortly. Therefore, the candidates are advised to check the University Website regularly.**
3. 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.
4. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with respect to minimum eligibility will be entertained.

NOTE - I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test.

NOTE - II: **IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, THE UNIVERSITY WILL ADOPT SHORT-LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR WRITTEN TEST TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:**

- a. "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed".
- b. On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- c. On the basis of higher experience in the relevant field than the

minimum prescribed in the advertisement.

- d. By counting experience before or after the acquisition of essential qualifications; and
 - e. Or any other criteria as Screening Committee may decide.
5. Filling all mandatory fields are required to make your application complete.
 6. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
 7. 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
 8. No interim correspondence shall be entertained.
 9. Call letters to appear in the Written Examination and Skill Test 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 Written Examination/Skill Test. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
 10. **Duties and Functions:** The selected candidate(s) will be required to discharge the duties as assigned to him by the University from time to time.
 11. No TA/DA will be paid for attending the Written Examination/Skill Test. The candidate has to appear in the Written Examination/Skill Test at own cost.
 12. Applications not accompanied by necessary supporting documents, self-attested copies of degrees, certificates/mark sheets/experience/category certificates/issues by the competent authority and incomplete applications shall be rejected summarily.
 13. Fee once paid will not be refunded under any circumstances.
 14. In case of any dispute, the decision of Vice-Chancellor shall be final and binding to all concerned.
 15. Corrigendum or Addendum or Cancellation to/of 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.
 16. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University as applicable from time to time. She/He may be assigned any duty within the University or outside depending upon the exigency of work.
 17. Relaxation, if any shall be applicable as per the UGC/Ministry of Education/Government of India rules.

18. When a relaxed standard is applied in selecting an SC/ST/OBC/PwBD candidates, for example in the age limit, experience, qualification, larger than what is provided for general category candidates, the SC/ST/OBC/PwBD candidates shall be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against unreserved vacancies.
19. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, she/he will be liable to serve anywhere in India.
20. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of engagement letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
21. **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.
22. In case of any ambiguity or lack of clarity about any clause or rules, the decision of the Competent Authority of the University shall be final.
23. In case of any dispute, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.

OSD (ADMINISTRATION)

**MAHATMA GANDHI CENTRAL UNIVERSITY**

[A Central University established by an Act of Parliament]

Applied For the post of _____

APPLICATION FORM

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Whether belongs to SC/ST/OBC Category:
7. Telephone No. :
8. Mobile No. :
9. Email :

*Photograph should
be pasted here*

8. (a) Academic/Professional Qualification:

| Degree | University | Field/ Specialisation | Year of Passing | Full Marks | Marks obtained | % of marks | Any Other Info. |
|--------|------------|--------------------------|--------------------|---------------|-------------------|---------------|-----------------------|
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(b) Details of Experience:

| Details of employment in chronological order. Enclose a separate sheet, if the space below is insufficient. | | | | |
|--|------------------|-------------|-----------|-------------------------|
| Office / Institute / Organisation | Post Held | From | To | Nature of Duties |
| | | | | |
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(c) Additional Information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.

9. I hereby certify that:

- i. the particulars furnished above are true to the best of my knowledge and beliefs. If at any stage it is found wrong, I understand that my candidature shall be automatically cancelled.
- ii. no disciplinary proceedings were pending against me on the date of application.

Date:

Place:

Signature of the Candidate

Note: *Self attested documentary proof in support of information furnished at Sl. No. 8 is to be submitted by the candidates along with the application.*