



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

Advt. No.: MGCU/2023/R/NT/01

Dated: 01/12/2023

ADVERTISEMENT FOR RECRUITMENT TO STATUTORY, NON-TEACHING AND OTHER ACADEMIC POSTS

IMPORTANT DATES	
Link for submission of Online Application Form on the portal https://mgcubnt.samarth.edu.in will be available from:	01/12/2023
Last date of submission of filled-in applications through Online Mode – 'SAMARTH Portal':	21/12/2023
Last date of submission of self-attested hard copy of the online application form along with all relevant supporting documents/enclosures: [Note: Each page of the Application Form along with annexures should be self-attested]	31/12/2023

1. Mahatma Gandhi Central University, Motihari invites applications in the "prescribed proforma" through Online Mode on 'SAMARTH Portal [<https://mgcubnt.samarth.edu.in>]', from interested and eligible candidates for various Statutory, Non-Teaching and Other Academic Posts, to be filled up on deputation/contract/permanent basis as per details given below:

Sl.	Post Code	Name of the Post	Pay Level (as per 7 th CPC Matrix)	Number of Posts Advertised
1.	A14011	First Registrar*	14	1 [Unreserved]
2.	A14021	First Finance Officer*	14	1 [Unreserved]
3.	A13031	Deputy Librarian	Academic Level 13A	1** [Unreserved]
4.	A12041	Deputy Registrar	12	1 [Unreserved]
5.	A10052	General Medical Officer	10	2 [Unreserved] [1 Female & 1 Male]
6.	A10061	Assistant Director of Physical Education	Academic Level 10	1 [Unreserved]

* To be filled up on deputation/contract basis.

** One post reserved for Person with Benchmark Disabilities (PwBD) [Blindness and Low Vision]

2. **Application Processing Fee:**

Applicants are required to deposit a **non-refundable application processing fee** through the designated payment gateway by Internet Banking/Debit Card/Credit Card etc., as per detail given below:

Category	Application Processing Fee (in INR)
Unreserved/OBC/EWS	Rs.2,000.00 [Rupees Two Thousand] only
SC/ST/Female/Transgender/ PwBD [minimum disability 40% or above]	Rs.1,000.00

[**Abbreviations:** **ST** – Scheduled Tribe; **SC** – Scheduled Caste; **OBC** – Other Backward Class; **PwBD** – Person with Benchmark Disabilities; **EWS** – Economically Weaker Section; and **UR** – Unreserved]

Note: The application processing fee once paid shall not be refunded at any stage.

3. **Minimum Eligibility Conditions:**

3.1 **Essential Eligibility Conditions for the post of **FIRST REGISTRAR**:**

Name of Post	First Registrar [Post Code: A14011]
Number of Posts Advertised	1 [Unreserved]
Classification	Group 'A'
Scale of Pay/Pay Band/Grade Pay	Level 14
Age Limit for Direct Recruits	Preferably below 57 years
Educational and other qualifications required	Essential: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 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.
Period of Probation if any	Not Applicable
Method of Recruitment	Deputation/Contract for a tenure of 3 years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.

	<p>Deputation:</p> <p>Qualifications & Experience: As required for direct recruitment.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level 12.</p>
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3.2 Essential Eligibility Conditions for the post of **FIRST FINANCE OFFICER:**

Name of Post	First Finance Officer [Post Code: A14021]
Number of Posts Advertised	1 [Unreserved]
Classification	Group 'A'
Scale of Pay/Pay Band/Grade Pay	Level 14
Age Limit for Direct Recruits	Preferably below 57 years
Educational and other qualifications required	<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 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>
Period of Probation if any	Not Applicable
Method of Recruitment	Deputation/Contract for a tenure of 3 years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.
In case of recruitment by deputation, grades from which deputation absorption 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.</p> <p style="text-align: center;">OR</p> <p>University System/Other organisation subject to fulfilment of qualification as indicated above on Deputation for a tenure of 3 years or till attaining the age of 62 years, whichever is earlier.</p>

3.3 Essential Eligibility Conditions for the post of **DEPUTY LIBRARIAN**:

Name of Post	Deputy Librarian [Post Code: A13031]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Academic Level 13A
Age Limit for Direct Recruits	Not Applicable
Educational and other qualifications required for direct recruits	Essential Qualifications: <ol style="list-style-type: none"> 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. Eight years' experience as an Assistant University Librarian/College Librarian. Evidence of innovative library services including integration of ICT in library. A Ph.D. Degree in Library Science/ Information Science/Documentation Science/Archives and manuscript keeping/ computerization of library.
Period of Probation, if any	One year

3.4 Essential Eligibility Conditions for the post of **DEPUTY REGISTRAR**:

Name of Post	Deputy Registrar [Post Code: A12041]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 12
Age Limit for Direct Recruits	50 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: <p>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>Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.</p>
Period of Probation, if any	One year

3.5 **Essential Eligibility Conditions for the post of **GENERAL MEDICAL OFFICER**:**

Name of Post	General Medical Officer [Post Code: A10052]
Number of Posts Advertised	2 [Unreserved] [One Female and One Male]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: M.B.B.S. Degree from a recognized University. Desirable: i. Post-Graduate Qualifications. ii. Experience of three years will be preferred. iii. For the post of Female Medical Officer at least 1 year hospital experience in Obstetrics and Gynaecology ward.
Period of Probation, if any	Two years

3.6 **Essential Eligibility Conditions for the post of **ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**:**

Name of Post	Assistant Director of Physical Education [Post Code: A10061]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Academic Level 10
Age Limit for Direct Recruits	Not Applicable
Educational and other qualifications required for direct recruits	Essential Qualifications: Eligibility (A or B): A. 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). ii. Record of having represented the University/College at the Inter-University/ Inter-collegiate Competitions or the State and/or national championships. iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC

	<p>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 (<i>Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree</i>) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:</p> <p><i>Provided that</i>, 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 fulfillment of the following conditions:</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in regular mode. The Ph.D. thesis has been evaluated by at least two external examiners. Open Ph.D. viva voce of the candidate has been conducted. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal. The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work. <p><i>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.</i></p> <ol style="list-style-type: none"> NET/SLET/SET shall also not be required for such Master's 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. Passed the physical fitness test conducted in accordance with these Regulations. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.
Period of Probation, if any	One year

4. HOW TO APPLY:

4.1 Interested and eligible candidates may apply in “prescribed proforma” **through Online Mode** on ‘**SAMARTH Portal** [<https://mgcubnt.samarth.edu.in>]’. Application forms must be filled only in online mode within the prescribed time limit. No offline forms would be accepted.

4.2 **Submission of hard copy of application is mandatory:** Although applications are invited by online mode through ‘**SAMARTH Portal**’, yet the candidates are to submit self-attested hard copy of the duly submitted online application form alongwith copies of all the relevant supporting documents claiming by them in their application form related to education qualification, teaching experience, API, etc. to the University through Registered/Speed Post in an envelope superscribed as “**Application for the post of [Name of the Post]**”.

Note: Each page of the Application Form along with annexures should be self-attested.

This Registered/Speed Post should reach the University (at the address given below) **within 10 days** of last date fixed for submission of application form through online mode on SAMARTH Portal:

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

4.3 Persons already in employment (*i.e., Central Government/State Government/Autonomous Bodies/PSUs etc.*) must apply “**Through Proper Channel**” and/or produce ‘**No Objection Certificate (NOC)**’ [**ANNEXURE – 1**] from their present employer at the time of interview.

4.4 The date of determining the eligibility of all candidates in every respect will be the last date of submission of online application. Changes in Regulations on qualification, experience, age, calculation/application of API scores etc. issued by the UGC/concerned Statutory Body subsequent to this Advertisement will become mandatory from the respective dates of effect prescribed. Applicants are advised to visit the University/UGC/concerned Statutory Body/Ministry of Education Websites for latest revision/changes which will be applicable at the time of interview.

4.5 **Important Notice for candidates who have applied earlier:** The positions advertised by the University earlier for aforesaid Statutory, Non-Teaching and Other Academic Posts for which Selection Committee could not be held, have now been cancelled/withdrawn.

Accordingly, the applicants who have applied earlier against these Statutory, Non-Teaching and Other Academic Posts are required to apply afresh along with requisite application processing fee.

5. OTHER CONDITIONS AND GENERAL INSTRUCTIONS:

- 5.1 The qualifications and other conditions prescribed in the present advertisement are in accordance with the latest guidelines prescribed by the University/ concerned statutory/regulatory bodies and are subject to any future regulations/norms/guidelines, including amendments in the present regulations, stipulated by the University/Ministry of Education/UGC applicable to such recruitments which may change from time to time.
- 5.2 Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts.
- 5.3 The relaxation in age, if any will be followed as per Government of India Rules, wherever applicable.
- 5.4 A relaxation of 5% shall be provided (*from 55% to 50% of the marks*) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19th September 1991 [**Note:** Applicable in respect of other Academic Posts only viz. Deputy Librarian and Assistant Director of Physical Education].
- 5.5 Applicant applying for the post of Assistant Director of Physical Education with Ph.D. Degree awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 or 2022 are required to submit a certificate in the prescribed format [**ANNEXURE – 2**] from the concerned University to the effect that their Ph.D. degree is compliant of 'UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. degree) Regulation 2009. Applicant applying for the post of Assistant Professor who have registered for the Ph.D. programme prior to July 11, 2009, shall submit a certificate in the prescribed format [**ANNEXURE – 3**] from concerned University/Institution in accordance with the University Grants Commission 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 (3rd Amendment) Regulations 2016.
- 5.6 The Selection Committee may decide its own method for evaluating the performance of the candidates in Interview.
- 5.7 The applicant will be solely responsible for the authenticity of the submitted information through online mode on 'SAMARTH Portal'.
- 5.8 If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised.
- 5.9 The prescribed qualifications and experience are minimum and mere fact that a candidate possesses the same, will not entitle him/her to be called for interview.
- 5.10 Candidates must ensure the Advt. No., Post Name, and Post Code to be applied for, before applying on 'SAMARTH Portal'.
- 5.11 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.

Suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or providing false or misleading information in the application or tampering with the documents, or providing such information relating to the achievements, caste, education qualifications, experience or domicile, the University shall reserve the right to investigate/inquire into the matter. If any of these acts is found to be true, the candidates shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated forthwith with immediate effect.

- 5.12 Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
- 5.13 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.
- 5.14 **Separate application along with application fee should be submitted for each post applied for.**
- 5.15 A candidate belonging to SC/ST/OBC/EWS/PwBD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. A candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 5.16 When a relaxed standard is applied in selecting an SC/ST/OBC/EWS/PwBD candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates, the SC/ST/OBC/EWS/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against unreserved vacancies.
- 5.17 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience, and medical fitness.
- 5.18 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. *Increase/decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.*
 - iv. *Decide criteria/procedure for short listing of the candidates, in case the University receives large number of applications, to restrict the candidates*

to be called before the Selection Committee for Interview to a reasonable number.

In case the University receives a large number of applications, the University reserve the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination. However, the final selection will be on the basis of performance of candidate in the interview only.

- v. *Offer lower post to a candidate, who may have applied for a higher post, in case the Selection Committee recommends so.*
- vi. *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.*
- vii. *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.*

5.19 **Reservation:**

- a. Reservations for SC, ST, OBC, EWS, and PwBD shall be as per existing Government of India norms as amended from time to time. Candidates applying for these reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Competent Authority as proof to this effect, without which the applications will not be considered.
- b. In case a candidate wants to claim benefits under the PwBD category, the candidate's relevant disability should be not less than 40%. Proof to this effect must be enclosed with the application, without which the application will be treated as 'General (Unreserved)'.
- c. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sl. No.	Category	Description	% of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability and mental illness	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

- d. Candidates seeking reservation under **SC/ST category** are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training, New Delhi **[ANNEXURE – 4]**.
 - e. Candidates seeking reservation under **PwBD category** are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training, New Delhi **[ANNEXURE – 5]**.
 - f. Candidate applying for the post(s) reserved for **OBC**, must submit a self-attested copy of latest/recent caste certificate specifically mentioning **Creamy Layer-exclusion** in the format prescribed by Govt. of India, issued by Competent Authority **[ANNEXURE – 6]**, vide *Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No. 36033/3/2004-Estt.(Res) dated 14.10.2008, O.M. No.36033/1/2013-Estt.(Res.) dated 27.05.2013 and O.M. No. 36033/1/2013-Estt.(Res.) dated 13.09.2017*, respectively, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India; otherwise, the application will be summarily rejected without further consideration.
 - g. Candidate applying for the post(s) reserved for **EWS**, must submit a self-attested copy of certificate in the format prescribed by Govt. of India, issued by Competent Authority **valid for the year 2023 [ANNEXURE – 7]**, vide *Column 5 of G.O.I. Deptt. of Personnel and Training O.M. No. 36039/1/2019-Estt.(Res) dated 31.01.2019*, without which applications will not be considered. The form of EWS Certificate must be in the format as prescribed by the Govt. of India; otherwise, the application will be summarily rejected without further consideration.
- 5.20 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.
- 5.21 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 applicant and the applicant shall be liable for action as per law.
- 5.22 Any change of address from the one given in the application form should at once be communicated to the University at **nt.recruitment@mgcub.ac.in**.

- 5.23 The list of eligible candidates and the list of not-eligible candidates (*indicating the reason for being not-eligible*) will be uploaded on the University Website after the scrutiny with the directions to the applicants that in case of any discrepancy/grievance they may bring the same to the notice of the University within the prescribed time period.

After taking into consideration the grievances/discrepancies, the scrutiny committee will finalise the list of eligible candidates on the basis of academic records, publications, experience and research score etc. as decided by the University. A final list of shortlisted candidates will be notified and published by the University on its website. Candidates residing abroad or having genuine reason(s) may be interviewed through Skype (or any other Video Conferencing mode) if request is made in advance.

- 5.24 The 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.**
- 5.25 **Call letter(s) 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.
- 5.26 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 in the merit, if otherwise, to reduce the delay in filling up of the vacancies. Such a vacancy shall not be treated as fresh vacancy.
- 5.27 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 either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
- 5.28 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.
- 5.29 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.
- 5.30 The person appointed against any post shall be governed by the Act/Statutes/ Ordinances/Rules of the University and 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.

- 5.31 The candidates selected shall be appointed under a written contract.
- 5.32 The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE**.
- 5.33 **Candidates must write their Email ID neatly and correctly for mailing written examination/interview/offer of 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 Email ID and check it regularly for further communication.**
- 5.34 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.
- 5.35 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/her;*
 - 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; and*
 - iv. *any other category of person disqualified for appointment by the Government of India/UGC from time to time.*
- 5.36 No interim correspondence shall be entertained.
- 5.37 The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
- 5.38 Applicants are advised to visit the University Website at regular intervals for the updates.
- 5.39 No TA/DA shall be paid for attending interview.
- 5.40 The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 5.41 Any Addendum/dedendum/corrigendum/notices to this advertisement 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.

- 5.42 Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, (s)he will be liable to serve anywhere in India.
- 5.43 **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.
- 5.44 Canvassing in any form on behalf of the candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- 5.45 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
- 5.46 In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
- 5.47 **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.**

OSD (Administration)

Mahatma Gandhi Central University

IMPORTANT NOTE:

To avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicant can mail their problem to the Email: nt.recruitment@mgcub.ac.in

NO OBJECTION CERTIFICATE

This is to certify that Dr/Sh./Smt. _____ is presently holding the post of _____ on regular/ temporary/tenure/contract basis in our Organization/Department/Institute in the Pay Scale of _____ (Level ____ as per 7th CPC) w.e.f. _____.

This Organization/Department/Institute has no objection to Sh./Smt./Ms. _____ for applying for the post of _____ in Mahatma Gandhi Central University.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified.

This Organization is a Central Government /State Government/ or any other (please specify).

Authorised Signatory with Stamp**Place:****Date:**

(On the letter head of the University/Institute)

Applicable for those candidates registered for Ph.D. Programme on or after 11th July, 2009

TO WHOMSOEVER IT MAY CONCERN

This is certify that Dr. _____ (Name) registered for Ph.D. programme on _____ (Date) has successfully completed Ph.D. programme in the Subject _____, Faculty of _____ during the year. The degree has been awarded strictly in compliance with 'UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. degree) Regulations 2009 or 2016, and I/we have the read the regulations & certify accordingly.

**Competent Authority of
the University/ Institution**

Ref. No.....

Date:

(On the letter head of the University/Institute)

Applicable for those candidates registered for Ph.D. Programme prior to 11th July, 2009

TO WHOMSOEVER IT MAY CONCERN

This is certify that Dr. _____ (Name) registered for Ph.D. programme on _____ (Date) has successfully completed Ph.D. programme in the Subject _____, Faculty of _____ during the year. The Ph.D. degree awarded to him/her is essentially fulfilling the following conditions:

- a) The Ph.D. degree of his/her has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva-voce of his/her has been conducted;
- d) He/She has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) He/She has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored by the UGC/ICSSR/CSIR or any similar agency.

**Sign & Seal of the Registrar/
Dean (Academic Affairs)**

Ref. No.....

Date:

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*
 son/daughter* of of village/town*
 in District/Division* of the
 State/Union Territory* belongs to the caste/tribe* which is
 recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. Date:

This is to certify that I have carefully examined

Shri/Smt/Kum. son/wife/

daughter of Shri. Date of Birth

Age Years, Male/Female

(DD/MM/YYYY)

Registration No. Permanent Resident of House No.

Ward/Village/Street Post Office District

State, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*LocomotorDisability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He/She has % (in figure) percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb
Impression of the person in
whose favour disability
certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)

OBC Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER
THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum*. _____ Son / Daughter* of Shri /
Smt.* _____ of Village/Town* _____ District/Division* _____
in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011//95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in
the _____ District / Division of _____ State. This is also to certify that he/she
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated: _____

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.