



महाराजा गंगा सिंह विश्वविद्यालय

MAHARAJA GANGA SINGH UNIVERSITY

राष्ट्रीय राजमार्ग सं. 15, जैसलमेर रोड, बीकानेर-334004 (राजस्थान) भारत

NH-15, Jaisalmer Road, Bikaner-334004 (Rajasthan) INDIA

दूरभाष/Phone:0151-2212044 फ़ैक्स/Fax:2212042 ईमेल/E-mail: registrar@mgsbikaner.ac.in

क्रमांक :- प.03(01-VII)मगंसिविबी / संस्था / 2017 / 37836

दिनांक :- 18.01.2017

विज्ञापन संख्या 01/2017

महाराजा गंगासिंह विश्वविद्यालय, बीकानेर में निम्नलिखित रिक्त पदों हेतु पात्र अभ्यर्थियों से निर्धारित प्रपत्र में आवेदन-पत्र आमंत्रित किये जाते हैं :-

क्र. सं.	पद का नाम	वेतन बैंड	पदों की संख्या	पदों का श्रेणीवार विवरण							
				सामान्य		अपिव		अजा		अजजा	
				सामान्य	महिला	सामान्य	महिला	सामान्य	महिला	सामान्य	महिला
1	अतिरिक्त कुलसचिव	15600-39100+6800	01	01	-	-	-	-	-	-	-
2	परीक्षा नियंत्रक	15600-39100+6800	01	01	-	-	-	-	-	-	-
3	उप कुलसचिव	15600-39100+6600	02	01	01	-	-	-	-	-	-
4	सहायक कुलसचिव	15600-39100+5400	02	01	-	01	-	-	-	-	-

आवेदन-पत्र दिनांक 23.01.2017 से 08.03.2017 तक भरे जाएंगे। आवेदन-पत्र की हार्ड कॉपी (केवल स्पीड पोस्ट/रजिस्टर्ड डाक द्वारा) विश्वविद्यालय में पहुँचने की अन्तिम तिथि 08.03.2017 (सायं 5.00 बजे तक) है।

नोट :-

- विस्तृत विज्ञापन यथा-आवेदन-पत्र का प्रारूप, आवेदन शुल्क, शैक्षणिक योग्यता, अनुभव आदि एवं दिशा-निर्देश हेतु विश्वविद्यालय की वेबसाइट www.mgsbikaner.ac.in का अवलोकन करें।
- विज्ञापित पदों की संख्या में कमी/वृद्धि तथा भरने या रिक्त रखने का अधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।
- उक्त पदों हेतु निर्धारित आवेदन शुल्क रु. 1000/- (अनुसूचित जाति/अनुसूचित जनजाति/विशेष योग्यजन के लिए रु. 500/-) का डिमान्ड ड्राफ्ट "कुलसचिव, महाराजा गंगासिंह विश्वविद्यालय, बीकानेर" के पक्ष में आवेदन-पत्र के साथ संलग्न करना आवश्यक है।
- अनुसूचित जाति/अनुसूचित जनजाति/पिछड़ा वर्ग/विशेष योग्यजन श्रेणी के अभ्यर्थी सक्षम प्राधिकारी द्वारा जारी प्रमाण-पत्र (अपिव के लिए 6 माह से पुराना नहीं हो) आवेदन-पत्र के साथ संलग्न करें।
- उपरोक्त पदों में विशेष योग्यजन हेतु राजस्थान निःशक्तजन व्यक्तियों का (समान अवसर, अधिकारों का संरक्षण और पूर्ण भागीदारी) नियम, 2011 के प्रावधान लागू होंगे।
- प्रत्येक पद हेतु पृथक-पृथक आवेदन करना होगा तथा आवेदन शुल्क भी पृथक-पृथक देय होगा।
- निर्धारित प्रारूप में पूर्ण रूप से भरा गया आवेदन-पत्र वांछित संलग्नकों सहित विश्वविद्यालय में दिनांक 08.03.2017 (सायं 5.00 बजे) तक प्राप्त हो जाना चाहिए। निर्धारित तिथि के पश्चात प्राप्त होने वाले आवेदन-पत्रों पर कोई विचार नहीं किया जाएगा।

कुलसचिव

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

Qualifications and Eligibility conditions etc for the posts advertised under Advertisement No. 01/2017 (Estt.).

Qualifications & Experience :

(1) ADDITIONAL REGISTRAR :

Essential Qualifications:

- a. Atleast a Second Class Post Graduate Degree and,
- b. Atleast 8 year experience in a position involving supervision, control and planning at the University level with adequate knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualifications : Familiarity with the life and working of University or with the educational administration in a College, University or an Institute of Higher Learning or Research.

NOTE : One year means completed 12 months on the date of advertisement issued by the University.

(2) CONTROLLER OF EXAMINATION :

Essential Qualifications:

- a. Atleast a Second Class Post Graduate Degree and,
- b. Atleast 10 year experience of conducting University examination and other allied work at the executive level and having record justifying entrusting of confidential work.

OR

Atleast 8 years of administrative experience in a position involving supervision, control and planning.

Desirable Qualifications : Experience of University Administration and familiarity with the working of University Bodies and Institutions.

NOTE : Persons already working in the University and who do not possess post graduate degree but are graduate may be considered for the post provided that such person possess a minimum total administrative experience of 10 years of working as Deputy Registrar or Assistant Registrar.

(3) DEPUTY REGISTRAR :

Essential Qualification :

- (i) Atleast a Second Class Postgraduate Degree; and
- (ii) Atleast five years administrative experience in a position involving supervision, control and planning or atleast five years experience of teaching/research at the University level, with some knowledge and experience of Educational Research, Planning and Administration.

Desirable Qualification :

Familiarity with the life and working of University or with the Educational administration in a College, University or an institute of Higher Learning or Research.

Note : Persons who possess a Bachelor's Degree and are already working in the University as Assistant Registrar for atleast four years, possessing a minimum total administrative experience of 10 years could be considered for the post. Experience in the cadre of Section Officer or an equivalent post and above will be counted as administrative experience.

One year means completed 12 months on the date of advertisement issued by the University.

(4) ASSISTANT REGISTRAR :

Essential Qualification :

- (i) Atleast a Second Class Postgraduate Degree; and
- (ii) Three years experience of administration in a position involving supervision, control and planning or three years experience of teaching/research in a college or University or an Institute of Higher learning or three years experience in Management of a project of academic significance sanctioned by a University, UGC or the Central or State Government.

Note : Persons already working in the University on the post of Section Officer or an equivalent post and who do not possess postgraduate degree, but who are graduate, could be considered provided that such persons possess six years experience of administration in a position involving supervision, control and planning.

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

INSTRUCTIONS FOR APPLICANTS

1. The Applicant already in service should send his/her application through proper channel. However advance copy of application form can be considered subject to submission of NOC from his/her employer at the time of screening test/interview.
2. Merely fulfilling the minimum qualification or the eligibility criteria does not entitle a candidate necessarily considered or called for Screening Test/Interview.
3. The age of the applicant should not be less than eighteen years on the last date of application.
4. Reservation will be made as per roster and policy of the Government of Rajasthan.
5. Self Attested copies of all relevant documents must be enclosed along with application form including qualification/experience. Incomplete application in any respect and application received after the last date will not be entertained.
6. Certificate in support of experience should be in proper format i.e. it should be on the organization's/Institute's letter head, bear the date of issue, indicate specific period or nature of work, name and designation, Pay band with GP etc issued by the employer, failing which the same will not be considered.
7. Reference of advertisement no. and post applied for should be mentioned on the envelope compulsorily.
8. To reduce the number of candidates to reasonable size, University may adopt appropriate screening criteria based on experience/academic qualification/General knowledge and desirable skills.
9. Candidate must fulfill required minimum qualifications up to the last date for submission of application form.
10. Retired persons need not to apply.
11. No T.A./D.A. will be paid for appearing in screening test/interview.
12. The appointments will be governed by the rules & provisions notified by the Maharaja Ganga Singh University, Bikaner/State Govt. from time to time.
13. Appointment will be made on probation for two years. Such appointments are likely to be made permanent after completion of the probation period provided work of the incumbent is found satisfactory.
14. New Contributory Pension Scheme, 2004 will be applicable to the selected candidates.
15. The binding of the number of children on prescribed date as notified by the Government of Rajasthan shall be applicable.
16. Pay Fixation of incumbent already working in University/Organization of State /Central Government will be made as per University/State Government rules.
17. The candidates are required to visit the University website regularly as the informations with regard to this posts, if any, shall be notified thereon.

Registrar



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दूरभाष/Phone:0151-2212044 फैक्स/Fax:2212042 ईमेल/E-mail: registrar@mgsbikaner.ac.in

ADVERTISEMENT No. 01/2017(ESTT.)

APPLICATION FORM FOR THE POST OF

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1. Name :
2. Father's/Husband's Name :
3. Date of Birth :
4. Gender : Male () Female () Transgender ()
5. Marital Status : Married () Unmarried ()
6. Category : Gen () OBC () SC () ST () PH ()
7. Nationality :
8. Present Position :
8. Pay Band & Grade Pay :
9. Postal Address & Contact No.
& e-mail ID :
-
-
-
- PIN
- e-mail ID :-
- Mob. No. :-
10. Details of Enclosed D.D. : No. Date Rs.....
11. Academic Qualifications :

Attested by
G.O. with
Seal

Category	Name of Board/University	Subject (s)	Year	Division	% of marks	Enc. Page No.
Secondary						
Sr. Secondary						
Graduation						
Post Graduate						
Other Qualification						

12. EXPERIENCE (From beginning to latest)

Designation	Institution	Pay Band	Period		Total Experience	Nature of appointment permanent/ temporary/ fix remuneration
			From	To		

DECLARATION

Ihereby declare that the details given by me are true to the best of my knowledge and further that they are duly supported by certificates and relevant proofs.

Place :

Date :

Signature of the applicant

FORWARDING REMARKS OF THE PRESENT EMPLOYER

Name of the office :

No.

Date

Shri/Smt./Miss/Mr. is working as (Name of Post) in the pay band and grade pay with effect from on temporary/permanent/fix remuneration basis and his basic pay in the above pay band is Rs. P.M. It is also certified that in case of his/her selection, he/she will be relieved.

His/her application is hereby forwarded for necessary action.

Place :

Date :

**Signature of the Forwarding Officer
with seal**