



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
(A Central University)

Advt.No.R/NT/2025/02

Date 27.01.2025

ADVERTISEMENT

Online applications are invited from eligible candidates for the various Non-teaching posts of Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh, India.

Eligible candidates should fill in Online applications form through University website (Link-<https://dhsuntsamarth.edu.in/>) and must submit hard copy of application form through Speed/ Registered post only alongwith self-attested photocopies of all supporting documents/testimonials.

Start date of online application: 01.02.2025

Last date of online application: 02.03.2025

Last date of receiving of Hardcopy of application form: 10.03.2025

Details of Non-Teaching Positions (Post Name, Group, Pay Scale, No. of vacancies):

Post code	Post name	Pay Level	Group	UR	SC	ST	OBC	EWS	PwBD	ESM	Total vacancy
1.	Section Officer	7	B	3	1*	0	2*	0	1(a)#	-	06
2.	Private Secretary	7	B	1	0	0	0	0	0	-	01
3.	Security Officer	7	B	1	0	0	0	0	0	-	01
4.	Assistant	6	B	8	1	0	3	1	1(b)#	-	13
5.	Personal Assistant	6	B	1	0	0	0	0	0	-	01
6.	Junior Engineer (Civil)	6	B	2	0	0	1*	0	0	-	03
7.	Semi Professional Assistant	5	C	1	0	0	0	0	0	0	01
8.	Security Inspector	5	C	3	0	0	0	0	0	0	03
9.	Technical Assistant	5	C	3	1	0	1	0	0	0	05
10.	Upper Division Clerk	4	C	8	2	1	4	1	0	1	16
11.	Laboratory Assistant	4	C	7	1+1*	1*	2+1*	2	1(b)#	1	15
12.	Lower Division Clerk	2	C	21	7+6*	5+3*	15+4*	7	6#	5	68
13.	Hindi Typist	2	C	1	0	0	0	0	0	0	01
14.	Driver	2	C	1	0	0	1	1	0	0	03
15.	Cook	2	C	1	0	0	0	0	1(c)#	0	01
16.	Multi-Tasking Staff	1	C	4	0	0	4	0	0	0	08
17.	Laboratory Attendant	1	C	14	6+2*	2+1*	9	4	3#	3	38
18.	Library Attendant	1	C	4	1	0	2	1	0	0	08
Total:				84	29	13	49	17	13	10	192

*Backlog vacancy

#Persons with Benchmark Disabilities (PwBD): Details of Horizontal Reservation alongwith number of vacancies, categories identified suitable for PwBD are as under:

Name of post	PwBD Vacancy	PwBD categories identified suitable
Section Officer	1-(a) [2 nd Attempt]	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, Dw, AAV, MDy d) SLD,MI e) MD involving (a) to (d) above
Assistant	1-(b)	b) D, HH
Laboratory Assistant	1-(b) [2 nd Attempt]	a) B, LV b) D, HH c) OA, OL, BL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Lower Division Clerk	1-(a) [2 nd Attempt] 1-(b) [2 nd Attempt] 1-(b) 2-(c), 1-(d&e)	a) B, LV b) D, HH c) OA,OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Cook	1-(c)	c) OL, BL, CP, LC, Dw, AAV
Laboratory Attendant	1-(a) [2 nd Attempt] 1-(d&e)[2 nd Attempt] 1-(d&e)	a) B, LV b) D, HH c) OL, CP, Dw, AAV d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above

2nd Attempt = These vacancies are reserved for the PwBD category mentioned/advertised. If a suitable candidate does not become available in the same category, it shall be treated as reserved for another category of PwBD. Further, if a suitable candidate does not become available from these categories, the vacancy shall be filled as Unreserved (UR). Hence, Unreserved candidates may also apply.

Abbreviations: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, NCL-Non-Creamy Layer, EWS- Economically Weaker Section, PwBD – Persons with Benchmark Disability, ESM- Ex-Service Men.

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD=Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

For any Query please E-Mail: rcell.su@gmail.com
For any Technical Query: ssa@dhsusu.edu.in

(2) Age limit, Minimum Qualifications and Experiences– The qualifications (essential and desirable), experiences and upper age limit for appointment to various posts shall be as indicated below. The crucial date for determining the age and possession of minimum qualifications, experiences etc. shall be the closing date of the online application-

Post code	Post name	Upper Age limit	Minimum Qualifications/Experiences etc.
1.	Section Officer	35	<p>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</p> <p>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central/State Govt. / University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.</p> <p>iii) Proficiency in Computer Operation, noting and drafting.</p>
2.	Private Secretary	35	<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>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)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
3.	Security Officer	35	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more</p> <p>OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p>AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p>

Post code	Post name	Upper Age limit	Minimum Qualifications/Experiences etc.
4.	Assistant	35	Bachelor Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.
5.	Personal Assistant	35	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central/ State autonomous Institution/ reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi
6.	Junior Engineer (Civil)	35	Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
7.	Semi Professional Assistant	32	Master's Degree in Library Science and Information Science from any recognized University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

Post code	Post name	Upper Age limit	Minimum Qualifications/Experiences etc.
8.	Security Inspector	32	<p>Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV / Motor cycle)</p>
9.	Technical Assistant	32	<p>Essential Qualifications: Bachelor's degree (with any one subject – Physics, Chemistry, Botany, Zoology, Geology) with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
10.	Upper Division Clerk	32	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute /University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
11.	Laboratory Assistant	32	<p>Essential Qualifications: Bachelor's degree (with any one subject – Physics, Chemistry, Botany, Zoology, Geology) with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

Post code	Post name	Upper Age limit	Minimum Qualifications/Experiences etc.
12.	Lower Division Clerk	32	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
13.	Hindi Typist	32	Essential Qualifications: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
14.	Driver	32	Essential Qualification: i. 10th Class from a recognized Board. ii. Possession of a Valid Commercial Driving License for Light/Medium/ Heavy Vehicles issued by the Competent Authority having no adverse endorsement. iii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicles). iv. Experience of driving motor vehicles for at least 05 years in an organization.
15.	Cook	32	Qualifications: 1. 10thClass from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
16.	Multi-Tasking Staff	32	Essential Qualifications: 10th Pass from a recognized Board. OR ITI Pass.
17.	Laboratory Attendant	32	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
18.	Library Attendant	32	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.

(3) How To Apply:

- 1 Interested eligible candidates have to submit the online application available in the University website (www.dhgsu.edu.in). Link of online applications are also available on Samarth Portal (<https://dhgsunt.samarth.edu.in/>). Application form in any other mode shall not be considered.
- 2 Candidates are advised to read the advertisement carefully and check their eligibility before applying.
- 3 Email Id and Mobile number registered in the portal shall be used for future communication, if any. The University shall not be responsible for any loss of email, loss of any communication due to wrong address provided by the candidates.
- 4 Applicants are advised to submit the documents related to their Change of Name /Surname (if applicable) (i.e. Marriage Certificate, Gazette notification etc.).
- 5 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.
- 6 Hard copy of application form along with all supported documents duly self-attested should reach to the address given below within stipulated time in a closed envelope super-scribing "Application for the post of Category and the advertisement No. of the post" as prescribed in the advertisement by speed or registered post only. Suggestive sample given below:

By Speed/Registered post only
Application for the post of Category
Advertisement No
To, The Registrar, Doctor Harisingh Gour Vishwavidyalaya, Sagar Madhya Pradesh-470003 India.
From:

(4) Application processing fees:

- 1 Application processing fees for online application for various category are as under-

Category	Application Processing fees
UR/OBC(NCL)/EWS	₹ 1000/- (One Thousand) only
SC/ST/PwBD/ESM/Women	₹ 500/- (Five Hundred) only

- 2 Application processing fees will be accepted only through online mode.
- 3 Application processing fees shall be non-refundable and non-adjustable under any circumstances.
- 4 Candidate who wishes to apply for more than one post will be required to submit separate Online applications and separate processing fees.
- 5 Applications without the prescribed fee would not be considered and will be summarily rejected. No representation against such rejection would be entertained.
- 6 Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and must produce a **No Objection Certificate (NOC) and Vigilance Clearance Certificate (in closed cover)** from the employer at the time of Written test/skill test failing which he/she shall not be entertained for the Written test/skill test.
- 7 Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.

(5) TERMS & CONDITIONS:

- 1) Mere fulfilling of minimum qualification does not entitle a candidate to be called for written test/skill test etc.
- 2) The reservations/relaxations to the SC/ST/OBC/PwBD/EWS/Ex.-Serviceman shall be provided as per the existing Govt. of India / UGC policy, wherever applicable.
- 3) The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/ class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected. The OBC(NCL) and EWS candidates shall also ensure:-
 - i. **OBC (NCL) certificate** – a latest and valid OBC (NCL) certificate in the format prescribed by the Govt. of India for “Appointment to posts under Govt. of India” from a competent authority at the time of application. The OBC candidates applying for the post of must produce OBC (Non-Creamy Layer) certificate issued on/after 01.04.2024 (after the completion of FY 2023-24).
 - ii. **EWS Certificate** – a latest EWS Certificate in the prescribed format issued by a Competent Authority at the time of application. A candidate will be eligible to get the benefit of the Economically Weaker Section reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) 2023-2024 and issued on/after 01.04.2024 (after the completion of FY 2023-24).
- 4 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his 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, his appointment shall be liable to be terminated forthwith as per this clause.

- 5 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the service. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
- 6 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 employees by the Executive Council of the University.
- 7 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.
- 8 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature. Interim enquiries shall not be entertained.
- 9 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts. While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts. Exam pattern and syllabus shall be issued by the University separately in due course of time.
- 10 Hall Tickets/Call letters and other correspondence for attending the Examination/Skill Test etc., will be sent only to the eligible candidates by email only.
- 11 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 his joining.
- 12 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within stipulated time, the offer shall be treated as withdrawn.

- 13 The selected candidates shall be required to perform duties as per the Rules 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.
- 14 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 15 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidatures may be treated as cancelled without any further communication in this regard.
- 16 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
- (ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
- (iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
- (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
17. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor/Competent Authority in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/ her agency.
18. Any corrigendum/ changes/ updates related to the post(s) and recruitment process shall be placed on the University website. It is the responsibility of the candidate to check the update (if any) on University Website www.dhgsu.edu.in .
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the

University reserves the right to modify /withdraw / cancel any communication made to the candidates.

20. In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Madhya Pradesh, Jabalpur (M.P.)

Sd/-
Registrar