



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174



1- अधिसूचना-HNBGU/Recruitment(NT)/2023/3888 दिनांक: 25/01/2023

परीक्षा नियंत्रक पद (वेतन लेवल-14) हेतु भर्ती

विश्वविद्यालय के परीक्षा नियंत्रक पद (वेतन लेवल-14) पर सीधी भर्ती/ प्रतिनियुक्ति के माध्यम से 5 वर्षों की समयावधि अथवा 62 वर्ष की आयु प्राप्त होने तक, जो भी पहले हो, नियुक्ति हेतु योग्य एवं उच्च प्रेरित ऐसे अभ्यर्थियों जो कि क्षमता एवं सफलता का ट्रैक रिकार्ड रखते हों, से निर्धारित प्रपत्र पर ऑनलाइन आवेदन पत्र आमंत्रित किए जाते हैं। आवेदन की विस्तृत जानकारी एवं शर्तें विश्वविद्यालय की वेबसाइट www.hnbggu.ac.in पर उपलब्ध है।

2- अधिसूचना-HNBGU/Recruitment(NT)/2023/3889 दिनांक: 25/01/2023

समूह 'ख' शिक्षणोत्तर पदों पर भर्ती

विश्वविद्यालय के समूह 'ख' शिक्षणोत्तर पदों पर सीधी भर्ती/प्रतिनियुक्ति के माध्यम से नियुक्ति हेतु योग्य अभ्यर्थियों से निर्धारित प्रपत्र पर ऑनलाइन आवेदन पत्र आमंत्रित किए जाते हैं। पदों का विवरण एवं आवेदन की विस्तृत जानकारी एवं शर्तें विश्वविद्यालय की वेबसाइट www.hnbggu.ac.in पर उपलब्ध है।

ऑनलाइन आवेदन पत्र भरने की अंतिम तिथि 02-03-2023 (बृहस्पतिवार) (23:59:59 बजे तक)
आवेदन पत्र की हार्ड कॉपी जमा करने की अंतिम तिथि 10-03-2023 (शुक्रवार) (4:00 बजे तक)

Email: recruitmentcellhnbggu@gmail.com Website: hnbggu.ac.in

कुलसचिव



Hemvati Nandan Bahuguna Garhwal University
(A Central University)
Srinagar Garhwal (Uttarakhand)-246174



1. Recruitment Notification-HNBGU/Recruitment(NT)/2023/3888 Dated 25.01.2023
Recruitment on the post of Controller of Examinations (Pay Level-14)

ON-LINE applications in the prescribed format are invited from eligible and highly motivated candidates with proven track record of competence and success for the post of Controller of Examinations (Pay Level-14) on Direct recruitment/ Deputation basis for a term of 5 years or till attaining the age of 62 years, whichever is earlier. Detailed information is available on the university website: www.hnbggu.ac.in

2. Recruitment Notification-HNBGU/Recruitment(NT)/2023/3889 Dated 25.01.2023
Recruitment of Group "B" Non-Teaching posts

ON-LINE applications in the prescribed format are invited from eligible candidates for various vacant Group "B" non-teaching posts. Details of posts with necessary information and terms & conditions are available on the university website: www.hnbggu.ac.in

Last date of final submission of On-line Application Form :
02-03-2023 (Thursday) (by 23:59:59 hrs.)

Last date of final submission of hard copy of Application Form :
10-03-2023 (Friday) on or before 4:00 pm

Email: recruitmentcellhnbggu@gmail.com | Website: hnbggu.ac.in

Registrar.



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)



Recruitment Notification No. HNBGU/Recruitment/NT/2023/3889

Date: 25-01-2023

Recruitment for Group 'B' Non-Teaching Posts

ON-LINE applications for various Group 'B' non-teaching posts on Direct/Deputation basis in the prescribed format are invited from eligible candidates as per following details-

Group 'B'

S.N.	Post (s)	Pay Level	No. of Posts	UR	SC	ST	OBC	EWS	PwBD
1.	Assistant	PL-06	12	05	01	-	03	01	02 [1-VI (LV) 1-HI (HH)]
2.	Personal Secretary	PL-07	01	01	-	-	-	-	-
3.	Personal Assistant	PL-06	01	01	-	-	-	-	-
4.	Senior Technical Assistant (Auto Cad)	PL-06	01	01	-	-	-	-	-
5.	Senior Technical Assistant (HAPPRC)	PL-06	01	01	-	-	-	-	-
6.	Professional Assistant (Library)	PL-06	03	02	-	-	01	-	-
7.	Estate Officer (Civil)	PL-07	01	01	-	-	-	-	-
8.	Junior Engineer (Civil)	PL-06	02	02	-	-	-	-	-
9.	Senior Technical Assistant (ICT)	PL-06	02	02	-	-	-	-	-
10.	Horticulturist for campus development	PL-07	01	01	-	-	-	-	-
11.	Assistant Information & Public Relation Officer	PL-06	01	01	-	-	-	-	-
TOTAL			26	18	01	-	04	01	02

ABBREVIATIONS USED:

UR-Unreserved; **OBC**-Other Backward Classes; **SC**-Scheduled Caste; **ST**-Scheduled Tribe; **EWS**-Economic Weaker Section; **PwBD**- Persons with Benchmark Disability, **HI (HH)**- Hearing Impairment (Hard of Hearing); **VI (LV)**- Visually Impairment (Low Vision).

Group B (On Deputation Basis)

S.N.	Post (s)	No. of Posts	Pay Level
1.	Section Officer	20	PL 7
2.	Assistant	30	PL 6

The last date to apply online : **02-03-2023 (Thursday) (by 23:59:59 hrs.)**
The last date for submission of Hard copy : **10-03-2023 (Friday) (on or before 4:00 PM)**
For details, visit University website : **www.hnbgu.ac.in & https://hnbguent.samarth.edu.in**

Application fees-

S.No.	Category	Fee
1.	UR/OBC/EWS Category	1000/-
2.	SC/ST/PwBD Category and Women applicants	Nil

Essential qualifications-

01.	Assistant	12 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential: <ol style="list-style-type: none"> Bachelor's degree from a recognized University/ Institute At least three years experience as UDC or equivalent in Level 4 or eight years as LDC or equivalent in the Level 2 of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position. Working knowledge of computer applications, noting and drafting.
02.	Private Secretary	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4600/- (Pay level 07)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential: <ol style="list-style-type: none"> A Bachelor's Degree from a recognized University/Institute. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription : 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English/Hindi & good communication skill.
03.	Personal Assistant	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential : <ol style="list-style-type: none"> A Bachelor's Degree in any discipline from any recognized Institute/ University. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. Knowledge of Computer Applications. Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English/Hindi and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription : 40 minutes English/55 minutes Hindi
04.	Senior Technical Assistant (Auto CAD)	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential: STA Auto CAD: B.Tech. with Diploma in Auto CAD <p style="text-align: center;">OR</p> Master's degree in Physics/ Maths/Computer, with diploma in Auto CAD.
05.	Senior Technical Assistant (HAPPRC)	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification &	Essential:

	Experience	STA (HAPPRC): Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science/ Agriculture Science from a recognized University.
06.	Professional Assistant	03 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential : 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with three years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications. Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.
07.	Estate Officer (Civil)	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4600/- (Pay level 07)
	Age Limit	Not above 35 Years
	Qualification & Experience	(i) A Degree in Civil Engineering recognized by University /Institution. and (ii) At least 5 years post qualification experience in a government body/ Commercial establishment of repute as a Junior Engineer or in a similar capacity
08.	Junior Engineer (Civil)	02 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential: Bachelor's Degree of Engineering 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 Rs.200/- Crores. Desirable: Working knowledge of AUTOCAD, other relevant software.
09.	Senior Technical Assistant (ICT)	02 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 35 Years
	Qualification & Experience	Essential: i. B.E./ B. Tech. (Computer Science/ Information Technology) from a recognized university/institute. OR Master in Computer Applications (MCA) or equivalent from a recognized university/institute. OR M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. Three years of relevant experience in software development/ maintenance. Note: All qualifying degrees with at least 55% marks.
10.	Horticulturist (for campus development)	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4600/- (Pay level 07)
	Age Limit	Not above 40 Years
	Qualification &	M.Sc. in Agriculture with specialization in Horticulture/ M.Sc. in Horticulture with

	Experience	Floriculture as a subject with 3 years' experience in Oriental Gardening/ Floriculture/ Land Landscape Gardening in a University/Govt./Semi Govt. Organization. OR M.Sc.(Botany) with specialization in Horticulture with 3 years' experience in Oriental Gardening/ Floriculture/ Land Landscape Gardening in a University/Govt./Semi Govt. Organization. OR B.Sc. (Ag.) with elective in Horticulture with 5 years' experience in a University/Govt. / Semi Govt. organization.
11.	Assistant Information & Public Relation Officer (AIPRO)	01 (Direct Recruitment)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	Age Limit	Not above 40 Years
	Qualification & Experience	Essential: i. Masters' Degree in Journalism and Mass Communication from recognized University / Institute with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed OR Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute ii. At least Three years' experience in the editorial department/ Centre of any established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications

Non Teaching Group 'B' Posts (On Deputation)

01.	Section Officer	20 (On deputation)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4600/- (Pay level 07)
	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Employees from Central / State Govt., /University system or other similar organization; i) Holding analogous posts on regular basis. OR With three years regular service in Level 6. And ii). Possessing Bachelor's degree from a recognized University/ Institute iii). Working knowledge of computer applications, noting and drafting.
02.	Assistant	30 (On deputation)
	Pay Scale	P.B.-2, Rs. 9300-34800, GP Rs. 4200/- (Pay level 06)
	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Employees from Central / State Govt., /University system or other similar organization; i) Holding analogous posts on regular basis. OR With three years regular service in Level 4. And ii). Possessing Bachelor's degree from a recognized University/ Institute iii). Working knowledge of computer applications, noting and drafting.

GENERAL TERMS & CONDITIONS OF RECRUITMENT

1. Applicants are required to apply online in the prescribed format with complete, correct information and attachments. The online link (<https://hnbguntsamarth.edu.in>) will be available live from **01-02-2023 (Wednesday) (by 23:59:59 hrs.)** and will be closed on **02-03-2023(Thursday) (by 23:59:59 hrs.)**. Only online applications with required uploaded enclosures will be accepted, however, applicants must send **ONE** hard copy of the on-line application on or before **10-03-2023 [Friday] (on or before 4:00pm) along with all self-attested testimonials, certificates and all supporting documents through Registered/Speed Post only to "The Registrar, Hemvati Nandan Bahuguna Garhwal Central University, Srinagar Garhwal, Uttarakhand - 246174,"**. Please write on the top-left side of the envelope "**Application for the post of _____**". Hard copy received after last date i.e. **10-03-2023 [Friday] (on or before 4:00pm)** will not be accepted.
2. Candidate who is already in service shall submit his/her 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 or interview 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.
3. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years or as prescribed in CRR for required service in the grade and Vigilance Clearance Certificate, duly certified by the Competent Authority.
4. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he 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 termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
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 employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected and 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 forthwith.
8. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
9. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts carrying Grade Pay of Rs. 4600/- or less. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
10. 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. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

11. The terms and conditions of appointment shall be communicated to the selected candidates in the form of 'Offer of Appointment'. 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.
12. The selected candidate shall be governed by the 'Pension Scheme'/Contribution Scheme/NPS, as applicable as per rules of the Government of India as in force and as amended from time to time."
13. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
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/interview. 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 candidature may be treated as cancelled without any further communication in this regard.
16. 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 one year or resign/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. Reference: DoPT OM No. 41010/18/97-Estt (B) dated 13th June, 2000)
17. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
18. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
19. 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.
20. The Experience, Age and Qualification will be reckoned as on last date for submission of online application. No updating of qualification and experience will be entertained after the last date of submission of the on-line application.
21. In case of any suitable PwD candidate (if eligible otherwise), the University, may consider to give preference to such candidate in order to give prescribe quota to PwD category candidates, irrespective of earmarking of post for PwD candidates in the advertisement.
22. 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 will not be responsible for any postal delay at any stage.
23. The probation period for the post (wherever applicable) will be as per relevant rules/Cadre Recruitment Rules of the University.
24. All vacant posts are inclusive of backlog vacancies of SCs/STs/OBCs.
25. Any corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on the University website only. Further, the University will not send any further information by post/news papers. HN BGU will not be responsible for invalid/wrong e-mail ID and mobile numbers mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and HN BGU website www.hnbgu.ac.in for updates.
26. Age relaxation for SC, ST, PwD category candidates shall be as per DoPT/GoI rules.
27. Age relaxation for the employees of Hemvati Nandan Bahuguna Garhwal University shall be applicable as per provisions (Clause 32 (a)-Power to Relax) of Cadre Recruitment Rules of HNB Garhwal University.
28. In case of any dispute, the territorial jurisdiction for adjudication shall be the High Court of Uttarakhand.

Registrar