

**MAHATMA GANDHI UNIVERSITY,
Anneparthi, Post: Yellareddigudem,
NALGONDA - A. P. – 508 254.**



Instruction Brochure for Non-Teaching Positions

ADVT.NO.2/2011& 4/2011,DATED:15.09.2011



MAHATMA GANDHI UNIVERSITY,NALGONDA - A. P. – 508 254.
NOTIFICATION FOR NON-TEACHING POSITIONS
(Regular)
ADVT.NO.2/2011,DATED:15.09.2011

In Supersession of the Advertisement No.1/2010, dated:31.03.2010 the Regular posts mentioned there in are re-notified, keeping in view of the changes in qualifications & Guidelines.

Sl.N	Category	No.of Posts	Reservation
1	Assistant Registrar	ONE	SC(W)
2	Superintendent	TWO	OC(1) BC-A(W)(1)
3	Senior Assistant	TWO	OC (1) BC-A(W) (1)

For detailed information of this notification about posts, qualifications, brochure and other terms & conditions visit our web site: www.mguniversity.ac.in
The last date to apply 14.10.2011.

NALGONDA
Date: 15.09.2011

REGISTRAR



MAHATMA GANDHI UNIVERSITY, NALGONDA - A. P. – 508 254.
NOTIFICATION FOR NON- TEACHING POSITIONS
(Regular)

ADVT.NO.2/2011,DATED:15.09.2011

As a policy decision, the university has decided to cancel the notification No 01/2010 dated 31.03.2010 in respect of the appointments of non-teaching staff (Regular) in view of some discrepancies found in the qualifications and other criteria in comparison with that approved by Monitoring and Development Committee. This advertisement is issued in supersession of the notification No. 01/2010 dated 31.03.2010 for filling up the following posts as mentioned below :-

Sl.N	Category	No.of Posts	Reservation
1	Assistant Registrar	ONE	SC(W)
2	Superintendent	TWO	OC(1) BC-A(W)(1)
3	Senior Assistant	TWO	OC (1) BC-A(W) (1)

The candidates who had applied against the notification No.01/2010 dt 31.03.2010, need not apply again if they are eligible as per this notification and the applications submitted in response to the notification No 01/2010 dt 31.03.2010 shall be taken into consideration. However, all such candidates shall have to address a letter on or before 14.10.2011 bringing to the notice of the university that they are eligible to apply for the post for which the application was submitted in response to the notification No.01/2010 dt 31.03.2010 and on receiving such letter, the application submitted in response to the notification No.01/2010 dt 31.03.2010 shall be taken on record and considered for selection under this notification No. 02/2011 dt 15.09.2011. Any candidate who applied against the notification No 01/2010 dated 31.03.2010 is of the opinion that he/she is not eligible to apply as per the notification No 02/2011 dt 15.09.2011 is entitled to apply for refund of the fees paid earlier on or before 14.10.2011 and the university shall refund the fees (both registration fee and application fee) within a period of 90 days from the date of receipt of such application. If no such application is received within the stipulated date, it will be deemed that the applicant do not have the demand for refund of the fees.

The eligible candidates who had not applied earlier can also apply on or before 14.10.2011, after obtaining the application either from the University Administrative Office situated at Nalgonda or University College, Panagal, Nalgonda on payment of Rs.50/- to be paid in cash or demand draft drawn in favour of Registrar, Mahatma Gandhi University only. The Registration fee of Rs.500/- for General Candidates, Rs.300/- for SC/ST Candidates shall have to be paid only through demand draft favouring "the Registrar, Mahatma Gandhi University, Nalgonda". The application form and the brochure can be downloaded from the

University Website i.e. www.mguniversity.ac.in. The applicants who submit the downloaded application shall have to pay Rs.50/- extra through demand draft drawn in favour of "The Registrar, Mahatma Gandhi University Nalgonda" (i.e.,Rs.550/- in case of General Candidates and Rs.350/- in case of SC/ST Candidates).

The candidates are informed that any further change in the qualification or other guidelines introduced by Monitoring and Development Committee of the University or by the Government of AP shall bind on the applicants and any rejection on such ground shall be in terms of this notification. The candidates are advised to go through the **instructions to candidates and eligibility criteria** appended herewith.

The university reserves its right to cancel the advertisement without any notice, or may also decide not to fill up any of the posts or all of the post as per its policy decision. This condition shall bind on all the applicants including the applicants who applied earlier against notification No.01/2010 dated 31.03.2010.

Any dispute under this notification shall be subject to the jurisdiction of the courts situated at Nalgonda Only.

Any person aggrieved by any decision of the university concerning the notification No.02/2011 including the appointments to be made by the university pursuant to the recommendations of the selection committee or aggrieved by the decision of the selection committee or aggrieved by the issuance of the revised notification in supersession of the earlier notification No.01/2010 dt 31.03.2010, shall be entitled to prefer an appeal to the Governing Council within a period of 30 days from the date of the cause of action and the Governing Council shall pass appropriate orders as the appellate authority after appreciation of the question of law and facts in its true perspective. If the applicant is still not satisfied with the decision given by the Governing Council, the applicant shall be entitled to approach the Vice Chancellor for referring the dispute to an arbitrator to adjudicate the dispute and pass appropriate award. The arbitrator shall be a person not below the position of a Professor or a Central Service Officer or a retired High Court Judge. The provisions of Arbitration and Conciliation Act shall apply to the arbitration proceedings and the place of arbitration shall be the University Campus situated at Nalgonda Only.

The entire notification along with general instruction is also put in the University website i.e. www.mguniversity.ac.in.



MAHATMA GANDHI UNIVERSITY,NALGONDA - A. P. – 508 254.

NOTIFICATION FOR NON- TEACHING POSITIONS

(Backlog/Unfilled Posts)

ADVT.NO.4/2011,DATED:15.09.2011

In Supersession of the Advertisement No.2/2010, dated:31.03.2010 the Backlog and Unfilled posts mentioned there in are re-notified, keeping in view of the changes in qualifications & Guidelines.

SI.N	Category	No. of Posts	Reservation
1	Deputy Registrar	ONE	OC
2	Assistant Registrar	ONE	OC (W)
3	Superintendent	ONE	SC(W)
4	Assistant Engineer (Civil)	ONE	OC(W)
	Assistant Engineer (Electrical)	ONE	SC(W)

For detailed information about posts, qualifications, brochure and other terms & conditions visit our web site: www.mguniversity.ac.in

The last date to apply 14.10.2011.

NALGONDA
Date: 15.09.2011

REGISTRAR



**MAHATMA GANDHI UNIVERSITY, NALGONDA - A. P. – 508 254.
NOTIFICATION FOR NON- TEACHING POSITIONS
(Backlog/ Unfilled Posts)**

ADVT.NO.4/2011,DATED:15.09.2011

As a policy decision, the university has decided to cancel the notification No 02/2010 dated 31.03.2010 in respect of the appointments of non-teaching staff (Backlog/Unfilled posts) in view of some discrepancies found in the qualifications and other criteria in comparison with that approved by M&DC. This advertisement is issued in supersession of the notification No. 02/2010 dated 31.03.2010 for filling up the following posts as mentioned below :

Sl.N	Category	No.of Posts	Reservation
1	Deputy Registrar	ONE	OC
2	Assistant Registrar	ONE	OC (W)
3	Superintendent	ONE	SC(W)
4	Assistant Engineer (Civil & Electrical)	TWO	OC(W) (1) SC(W) (1)

The candidates who had applied against the notification No.02/2010 dt 31.03.2010, need not apply again and the applications submitted in response to the notification No 02/2010 dt 31.03.2010 shall be taken into consideration. However, all such candidates shall have to address a letter on or before 14.10.2011 bringing to the notice of the university that they are eligible to apply for the post for which the application was submitted in response to the notification No.02/2010 dt 31.03.2010 and on receiving such letter, the application submitted in response to the notification No.02/2010 dt 31.03.2010 shall be taken on record and considered for selection under this notification No.04/2011 dt 15.09.2011. Any candidate who applied against the notification No 02/2010 dated 31.03.2010 is of the opinion that he/she is not eligible to apply against the notification No 04/2011 dt 15.09.2011 according to the revised guidelines issued by Monitoring and Development Committee, is entitled to apply for refund of the fees paid earlier on or before 14.10.2011 and the university shall refund the fees (both registration fee and application fee) within a period of 90 days from the date of receipt of such application. If no such application is received within the stipulated date or cutoff date, it will be deemed that the applicant do not have the demand for refund of the fees.

The eligible candidates who had not applied earlier can also apply on or before 14.10.2011, after obtaining the application either from the University Administrative Office situated at Nalgonda or University

College, Panagal, Nalgonda on payment of Rs.50/- to be paid in cash or demand draft drawn in favour of the Registrar, Mahatma Gandhi University. The Registration fee of Rs.500/- for General Candidates,

Rs.300/- for SC/ST Candidates shall have to be paid only through demand draft favoring "the Registrar, Mahatma Gandhi University, Nalgonda". The application form and the brochure can be downloaded from the University Website i.e. www.mguniversity.ac.in. The applicants who submit the downloaded application shall have to pay Rs.50/- extra through demand draft drawn in favour of "The Registrar, Mahatma Gandhi University Nalgonda" (i.e., Rs.550/- in case of General Candidates and Rs.350/- in case of SC/ST Candidates).

The candidates are informed that any further change in the qualification or other guidelines introduced by Monitoring and Development Committee of the University or by the Government of AP shall bind on the applicants and any rejection on such ground shall be in terms of this notification. The candidates are advised to go through the **instructions to candidates and eligibility criteria** appended herewith.

The university reserves its right to cancel the advertisement without any notice, or may also decide not to fill up the post or any of the post as per its policy decision. This condition shall bind on all the applicants including the applicants who were applied earlier against notification No.02/2010 dated 31.03.2010.

Any dispute under this notification shall be subject to the jurisdiction of the courts situated at Nalgonda Only.

Any person aggrieved by any decision of the university concerning the notification No.04/2011 including the appointments to be made by the university pursuant to the recommendations of the selection committee or aggrieved by the decision of the selection committee or aggrieved by the issuance of the revised notification in supersession of the earlier notification No.02/2010 dt 31.03.2010, shall be entitled to prefer an appeal to the Governing Council within a period of 30 days from the date of the cause of action and the Governing Council shall pass appropriate orders as the appellate authority after appreciation of the question of law and facts in its true perspective. If the applicant is still not satisfied with the decision given by the Governing Council, the applicant shall be entitled to approach the Vice Chancellor for referring the dispute to an arbitrator to adjudicate the dispute and pass appropriate award. The arbitrator shall be a person not below the position of a Professor or a Central Service Officer or a retired High Court Judge. The provisions of Arbitration and Conciliation Act shall apply to the arbitration proceedings and the place of arbitration shall be the University Campus situated at Nalgonda Only.

That, the entire notification along with general instructions is also put in the University website i.e. www.mguniversity.ac.in.

INSTRUCTIONS TO THE CANDIDATES
&
ELIGIBILITY CRITERIA

Candidates are advised to read the instructions carefully before filling up the application form and submitting it to the Mahatma Gandhi University.

The candidates shall fulfill the required and desirable qualifications mentioned below, for consideration of their applications.

GENERAL QUALIFICATIONS

🚦 ASSISTANT ENGINEER (CIVIL)

Qualifications:

A Bachelor's/ Masters Degree in Civil or Mechanical Engineering of a University in India established or incorporated by under a Central Act, Provincial Act or a State Act or an Institution recognized by the University Grants Commission or an equivalent qualification.

Experience: A Minimum of 3 years experience in the relevant field.

🚦 ASSISTANT ENGINEER (ELECTRICAL)

Qualifications:

A Bachelor's/ Masters Degree in Electrical Engineering of a University in India established or incorporated by under a Central Act, Provincial Act or a State Act, or an Institution recognized by the University Grants Commission or an equivalent qualification or pass in Sections (A) and (B) of the Institution of Engineers in Electrical Engineering.

Experience: A Minimum of 3 years experience in the relevant field.

🚦 DEPUTY REGISTRAR

Qualifications:

- 1). Masters Degree with at least 50% of marks.
- 2). Account Test for Executive Officers or Accounts Test for Subordinate Officers Part I & II.
- 3). Proficiency in Computer knowledge in Office management and Accounting packages.

Experience:

5 years of Administrative experience as Assistant Registrar in any University or its constituent Colleges in the Scale of Rs.18030-43630 (RPS 2010)

OR

5 years of experience in any Government/ Semi government institutions in the cadre not below the rank of Assistant Registrar.

 **ASSISTANT REGISTRAR**

Qualifications:

- 1). Masters Degree with at least 50% of marks .
- 2). Account Test for Executive Officers or Accounts Test for Subordinate Officers Part I & II.
- 3). Proficiency in Computer knowledge in Office Management and Accounting packages.
- 4). 5 years of Administrative experience as Superintendent in any University or its constituent Colleges in the Scale of Rs.14860-39540 (RPS 2010)

OR

5 years of experience in any Government/ Semi government institutions in the cadre not below the rank of Superintendent.

 **SUPERINTENDENT**

Qualifications:

- 1). A Bachelor's/ Masters Degree from any University in India, established or incorporated by or under Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification.
- 2). Preference will be given to the candidates with Account Test Part I for Subordinate Officers **OR** Account Test for Executive Officers. However, if any candidate is selected without Account Test they have to complete the test within two years, failing which their increments will not be released.

3) Experience:

- a) Should have put up 5 years of total service or more, out of which 2 years as Senior Assistant or equivalent post in any University/ University College **OR** Government College **OR** any Government Department in regular Scale prescribed for such post.

'OR'

- b) Should have put up 5 years of total service or more, as Senior Assistant or equivalent post in any educational institutions recognized by Government or University. In such case the candidates have to provide SB/Service Certificate duly counter signed by the concerned Authority - DEO/ Registrar as the case may be.
- 4). The candidates , who fulfill the above criteria have to appear for the recruitment test conducted by the University and those who secure minimum of 40% marks or more will be called for interview.
(Incase of SC/ST and Physically handicapped candidates 5% relaxation would be given).

 **SENIOR ASSISTANT**

Qualifications:

- 1). A Bachelor's/ Masters Degree from any University in India, established or incorporated by or under Central Act, State Act or Provincial Act or an Institution recognized by the University Grants Commission or any equivalent qualification.
- 2). Preference will be given to the candidates with Account Test Part I for Subordinate Officers **or** Account Test for Executive Officers. However, if any candidate is selected without Account Test they have to complete the test within two years, failing which their increments will not be released.

3) Experience:

- a) Should have put up minimum of 2 years of service in any University/University College or Government College or any Government Department as Junior Assistant or equivalent post in the scale prescribed for such post.

'OR'

- b) Should have put up 5 years of service or more in any educational institutions recognized by Government or University, as Junior Assistant or equivalent post. In such case the candidates have to provide SB/Service Certificate duly counter signed by the concerned Authority - DEO/ Registrar as the case may be.
- 4). The candidates who fulfill the above criteria have to appear for the recruitment test conducted by the University and those who secure minimum of 40% marks or more will be called for interview. (Incase of SC/ST and Physically handicapped candidates 5% relaxation would be given).

5). Proficiency in computer knowledge in office management and Accounting packages.

*Note: There will be a recruitment test for the post of Senior Assistant, Superintendent and Assistant Registrar in the areas of Accountancy, Office Procedures & Rules, General English, General knowledge, and Computer skills.

Age:

The candidates below the age of 18 years and the retired employees are not eligible. However, the experienced / in service candidates should have entered into the service before the maximum age limit of 34 years with a relaxation as applicable to BC, SC, ST and Physically Disable candidates in accordance with the latest govt., orders & SSS rules, 1996.

PAY SCALES:

Asst. Engineers	:	Rs. 15280-40510 (State RSP 2010)
Deputy Registrar	:	Rs. 21820-48160 (State RSP 2010)
Assistant Registrar	:	Rs. 18030-43630 (State RSP 2010)
Superintendent	:	Rs. 14860-39540 (State RSP 2010)
Senior Assistant	:	Rs.10900-31530 (State RSP 2010)

GENERAL INSTRUCTIONS:

1. A copy of the Advertisement is displayed on the website.
2. Separate application should be submitted for each post, and for each application the registration fees should be paid as directed in the Notification/Prospectus. Registration fees once paid will not be refunded.
3. If the space provided in any column of the application is not sufficient to furnish full details relating to that column, a separate sheet may be attached mentioning the head of the column at the top of sheet.
4. Attested True Copies of all the testimonials, details of educational qualifications, Date of Birth Certificate, Caste Certificate, Experience Certificate, etc., should be enclosed to the application. Original certificate should be compulsorily produced at the time of the interview for verification and also at the time of joining, if selected.
5. Money Orders/ Postal Orders are not acceptable.
6. Candidates belonging to SC/ST/BC categories should enclose attested true copies of Integrated/ Permanent Caste Certificate issued by the M.R.O/ Tahsildar in the prescribed proforma. Candidates from other categories should enclose certificates issued by the competent authorities, failing which their claims will not be considered.
7. a) Applicants who are employed should send their applications through proper channel accompanied by a letter of consent obtained from the employer concerned.
b) If the applicant is selected for the post, he / she will be appointed to the post on the minimum pay of the time scale attached to the post and **no protection of last pay drawn in the previous employment will be given unless the Selection Committee which selects him/her specifically recommends such protection and the appointing authority accepts it.**
8. Canvassing in any form will be construed as disqualification.
9. Applications received after the due date or incomplete or not conforming to the prescribed format in any respect will not be considered and no communication will be entertained in this regard.
10. The candidates should attend the written test and interview at the place fixed and on the date and time specified at his/ her own expenses. The call for an interview conveys no assurance of selection.

11. A candidate who is found to have furnished false particulars or to have suppressed material, information or to have been found involved in unlawful activities will be disqualified, and if appointed, will be liable to be dismissed without any notice.
12. It is the responsibility of the candidate to furnish information about police cases/ pending enquires if any, in which he is involved.
13. Appointed candidates will be eligible for the **Contributory Pension Scheme of the Government of Andhra Pradesh. G.O.Ms.Nos. 653,654,655 Finance (Pension –I) Department dt.22/09/2004.**
14. The appointees are liable for transfer to any of the centers to be established by the University outside its campus at a future date.
15. Applications along with the information brochure can be had from the following Centers on payment of Rs.50/- in cash/D.D drawn infavour of Registrar, Mahatma Gandhi University, Nalgonda.
 - a. The Administrative Building, Annaparthi, Mahatma Gandhi University, Nalgonda-508254
 - b. The Principal, University College, Panagal, MGU, Nalgonda-508001
16. Filled in applications in all respects should be sent to the **REGISTRAR, MAHATMA GANDHI UNIVERSITY, ANNEPARTHY, POST: YELLAREDDIGUDEM, NALGONDA-508 254, A.P, INDIA** by Registered Post/ Speed Post with Acknowledgement due so as to reach the office on or before 14.10.2011 in a cover superscribed “ **Application for the Post of -----** with a registration fee of Rs. 500 (Rupees Five hundred only) and for candidates belongs to SCs/STs and Physically challenged the registration fee shall be Rs.300/ (Three hundred only) through D.D drawn infavour of Registrar, Mahatma Gandhi University, Nalgonda. If a candidate submits the down loaded Application from Mahatma Gandhi University Website, He/ She must enclose a D.D for Rs.50/- (Rupees Fifty only) drawn in favour of Registrar, MGU towards cost of application form.
17. The University is not responsible for postal delay.
18. Applications in closed covers superscribed “ Application for the Post of -----
----- ”Can also be submitted in person at the University Administrative Office, Annaparthi, Post: Yellareddigudem, Nalgonda - 508 254 before 5.00 p.m on or before 14.10.2011.