

Notification

Applications are invited on prescribed enclosed format from the eligible Section Officers/Private Secretaries, Pay Level 7 (Rs. 9300 – 34800, GP-4600) in the HNB Garhwal University for recruitment to the following vacant posts under 25% quota of Limited Departmental Competitive Examination (LDCE) of Assistant Registrar, Pay Level 10 (Rs.15600-39100, GP-5400) in accordance with Cadre Recruitment Rules 2019, HNB Garhwal University.

S.No.	Name of the Post	Pay Band & Grade Pay	No. of Post	Category
1.	Assistant Registrar	Pay Level – 10 [Rs. 15600-39100, GP-5400]	02	UR

The eligibility criterion for above post under LDCE is as under:-

S.No.	Post	Eligibility Criteria
1.	Assistant Registrar	Limited Departmental Competitive Examination (LDCE): Section Officer/ Private Secretary with three years regular service in Level 7. 25% by LDCE (based on written test and skill test) failing which by deputation.

HNB Garhwal University employees who are eligible and interested to appear in the Limited Departmental Competitive Examination (LDCE) shall submit duly completed application in prescribed format to Registrar, Hemvati Nandan Bahuguna Garhwal University (A Central University), Srinagar Garhwal, Uttarakhand-246174, along with all necessary enclosures through Department Heads **latest by 20 October 2020**.

Departmental Candidates who are found eligible by the Screening Committee will be intimated accordingly in due course.

This issues with the approval of Competent Authority.

Registrar

Hemvati Nandan Bahuguna Garhwal University
Srinagar Garhwal
(A Central University)

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Ref. No. HNBSGU/Admn.(NT)/2020/441

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Date: 01 / 10 / 2020

Copy for information and necessary action -

1. All concerned.
2. JR/All DRs/All ARs/ with request to circulate this notification among all concerned.
3. PS to Hon'ble VC for kind information of Hon'ble VC.
4. PS to Registrar/Finance Officer.
5. System Manager to upload the information on University Website.
6. Notice board of the University.
7. Guard file.

01.10.2020
Registrar



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A Central University)

**Scheme of Examination for promotion through Limited Departmental Competitive Exam
(LDCE) 2020 to the Post of Assistant Registrar, Pay level - 10**

Name of Post – Assistant Registrar
Pay Level – 10
No. of Posts – 02

I. SCHEME OF THE EXAMINATION:

Written Test			ICT proficiency test	Interview	Total Marks
1			2	3	4
Paper-I Objective	Time: (01 hour)	Max. marks Allowed: (40 marks)	(20 marks) Time: 30 minutes	(10 marks) Time: 05 minutes	100 marks
Paper-II Descriptive	Time: (01 hour)	Max. marks allowed: (30 marks)			

II. TEST COMPONENTS

Components	No. of Questions	Marks	Duration
1	2	3	4
Paper-I: (Objective) General Studies	40	(each of 01 mark) 40	01 hour
Paper-II (Descriptive) University Administration	5-10	30	01 hour

Note:

1. There shall be no negative marking for wrong answers.
2. The minimum qualifying marks shall be 40% for the unreserved candidate and 35% for SC/ST/PH category candidate in the each of the paper I, II and ICT proficiency test, separately.
3. The candidates may write answers in English or Hindi.
4. Final selection will be subject to the fitness (service records) of the candidate as per the CRR/GoI service rules.

III. SYLLABUS:

A. Paper-I: General Studies:

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organization of the machinery of the Government of India and HNB Garhwal University, Educational Policy of the Government of India and its regulatory bodies, elementary Math (10th level), public administration and rules of governance.

Paper-II: University Administration:

Short answer questions based on service condition and letter drafting, preparation of minutes of the meetings, notes, applications etc. which may include reference/citation from the followings-

- (i) Central University Act- 2009, HNBSGU Statutes and Ordinances -
- (ii) Fundamental and Supplementary Rules –
- (iii) General Financial Rules
- (iv) CCS (Conduct) Rules –
- (v) CCS (Leave) Rules –
- (vi) CCS (LTC) Rules –
- (vii) CCS (T.A.) Rules –
- (viii) CCS (Pension) Rules –
- (ix) General Rules on Pay and Allowances –
- (x) Reservations and Concessions in Appointments –
- (xi) The Right to Information Act, 2005 –
- (xii) Application of Information Communication Technology (ICT) and other modern technologies in the University system –
- (xiii) UGC regulations 2009 onwards

B. ICT proficiency test: Speed and correctness in computer typing (Hindi and English) with working knowledge of ICT tools.

C. Interview

NOTE:

The following Books/websites may be helpful to the candidates for the purpose of examination-

- (1) Websites of HNBSGU, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education.
- (2) The Constitution of India.
- (3) India Year Book published by the Publications Division, Govt. of India.
- (4) Fundamental and Supplementary Rules (Swamy's compilation).

IV. GENERAL CONDITIONS FOR THE EXAMINATION:

- (i) This is a competitive examination and not a qualifying examination for promotion. The number of persons to be selected on the basis of result of the examination for appointment will be subject to the number of vacancies in the grade of Assistant Registrar, falling for departmental examination quota in that particular year. No candidate will therefore, have any claim for appointment/promotion on the basis of his performance in the examination as a matter of right on future vacancies.
- (ii) Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to his/her conduct in service that he/she is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
- (iii) Mere submission of application will not confer any right to the candidates to appear for

the Limited Departmental Competitive Examination. Only such candidates will be allowed to appear for the examination who are found eligible as per eligibility criteria mentioned in the Cadre Recruitment Rules of the University. Decision of the University in this regard shall be the final.

- (iv) A candidate who is or has been declared by the University to be guilty of:-
- a) *Obtaining support for his candidature by any means or*
 - b) *Impersonating, or*
 - c) *Procuring impersonation by any person, or*
 - d) *Submitting fabricated document or documents which have been tampered with, or*
 - e) *Making statements which are incorrect or false or suppressing material information, or*
 - f) *Restoring to any other irregular or improper means in connection with his/her candidature for the examination, or*
 - g) *Using unfair means during the examination, or*
 - h) *Writing irrelevant matter, including obscene language or pornographic matter in the script(s), or*
 - i) *Misbehaving in any other manner in the examination hall, or*
 - j) *Harassing or doing bodily harm to the staff employed by the University for the conduct of their examination, or*
 - k) *Violating any of the instructions used to candidates along with their Admission Certificates, permitting them to take the examination, or*
 - l) *Attempts to commit or as the case may be abetting the University of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-*
 - 1) *To be disqualified by the University in the examination for which he/she is a candidate, and/or*
 - 2) *To be debarred either permanently or for a specific period:-*
 - (i) *by the University from any future examination or selection;*
 - (ii) *by the University from any employment; and/or*
 - 3) *To disciplinary action under the appropriate rules.*

Provided that no penalty under this rule shall be imposed except after

- (i) *giving the candidate an opportunity of making such representation, in writing, as he/she may wish to make in that behalf, and*
- (ii) *taking the representation, if any submitted by the candidate within the period allowed to him, into consideration.*

01.10.2020
Registrar
HNBGU

10. Technical/ Professional Qualification

तकनीकी / वृत्तिक योग्यताएं:

Examination Passed परीक्षा उत्तीर्ण की	Year of Passing उत्तीर्ण होने का वर्ष	Institution संस्थान	Division श्रेणी	%age प्रतिशत	Subjects offered परीक्षा के विषय

11. Do you know type writing/ shorthand? If so, state speed (wherever applicable)

क्या आप टंकण / आशुलिपि जानते हैं? यदि हां तो, गति बताइए (जहां लागू हो):

English (अंग्रेजी)		Hindi (हिन्दी)	
Shorthand आशुलिपिw.p.m. श.प्र.मि.w.p.m. श.प्र.मि.w.p.m. श.प्र.मि.
Type writing टंकणw.p.m. श.प्र.मि.w.p.m. श.प्र.मि.w.p.m. श.प्र.मि.

12. Are you proficient for working on Computer? Yes/No

क्या आप कम्प्यूटर पर कार्य करने में कुशल हैं? हां/ नहीं

13. Any other information.....

कोई अन्य जानकारी:

Declaration:

घोषणा:

I declare that the statements made in the application form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria as contained in the forwarding Notification, my candidature/appointment is liable to be cancelled/ terminated.

मैं घोषित करता हूँ/करती हूँ कि इस आवेदन पत्र में दिया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है। मैं समझता/समझती हूँ कि किसी भी स्तर पर कोई भी तथ्य झूठा या गलत पाने पर अथवा अग्रेषण अधिसूचना अनुसार पूर्व योग्यता पूरित नहीं पाए जाने की स्थिति में मेरी उम्मीदवारी/नियुक्ति को निरस्त/रद्द करना संभाव्य होगा।

Dated:.....

दिनांक:

Signature of the Applicant

आवेदक के हस्ताक्षर

For Office use only (कार्यालय उपयोग के लिए)

Certified that Shri/Smt./Km..... (name) is presently employed to the post of (designation) in the scale of pay of Rs.w.e.f..... His/Her total regular service in the present post is..... years.months.....days.

The facts stated above have been verified and found to be correct. There is no disciplinary/vigilance case pending or contemplated against him/her and he/she has not been awarded any penalty.

प्रमाणित किया जाता है कि श्री/श्रीमती/कु..... (नाम)(पदनाम)..... परवेतनमान में दिनांक से कार्यरत हैं। इनकी वर्तमान पद पर नियुक्ति कुल सेवा अवधि वर्ष.....माह.....दिन है। ऊपर दिए गए सभी तथ्यों की जांच कर ली गयी है और वे सत्य पाए गए हैं। इनके विरुद्ध कोई अनुशासनात्मक/सतर्कता का मामला लंबित अथवा अपेक्षित नहीं है तथा इन्हें दण्डित नहीं किया गया है।

Dated:.....

दिनांक:

Signature of SO/AR Admin. / (with seal)

अनुभाग अधिकारी प्रशासन के हस्ताक्षर (मोहर सहित)