



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

**Notification No.- HNBGU/Recruitment/NT/2024/828**

**Date: 18-09-2024**

Hemvati Nandan Bahuguna Garhwal University (A Central University) invites **on-line applications** for vacant Non-Teaching (Group 'A') posts from eligible candidates as per following details on **Direct Recruitment/ Deputation basis** –

#### Group- 'A'

Post Code	Name of Post (s)	Total Post (s)	Category						Pay Level
			UR	SC	ST	OBC	EWS	PwBD	
1.	Registrar	01	01	-	-	-	-	-	L-14
2.	Controller of Examination	01	01	-	-	-	-	-	L-14
3.	Finance Officer	01	01	-	-	-	-	-	L-14
4.	Librarian	01	01	-	-	-	-	-	APL-14
5.	Director of Physical Education	01	01	-	-	-	-	-	APL-14
<b>TOTAL (GROUP 'A')</b>		<b>05</b>	<b>05</b>	-	-	-	-	-	

**Applicants are required to apply online only**  
(Link for applying online <https://hnbgu.ac.in>)  
**PLEASE DON'T SEND HARD COPY OF APPLICATION FORM TO UNIVERSITY**

#### ABBREVIATIONS USED:

**UR-** Unreserved; **SC-** Scheduled Caste; **ST-** Scheduled Tribe; **OBC-** Other Backward Classes; **EWS-** Economic Weaker Section; **PwBD-** Persons with Benchmark Disability.

Opening date of submission of On-line Application Form	<b>06-10-2024 (Sunday) (by 23:59:59 hrs.)</b>
The last date to apply online	<b>06-11-2024 (Wednesday) (by 23:59:59 hrs.)</b>
For details, visit University website/link	<b><a href="http://www.hnbgu.ac.in">www.hnbgu.ac.in</a></b> <b><a href="https://hnbgu.ac.in">https://hnbgu.ac.in</a></b>

#### Application fees-

S.No	Category	Fee (in INR)
1.	UR/OBC/EWS Category	1000/-
2.	SC/ST/PwBD Category and Women applicants	500/-

Fees once paid will not be refunded under any circumstances.

Payment should be made online only, through credit/debit card/Net Banking/UPI.

Applicants applying for more than one post must apply separately and pay fees separately.



**Eligibility and other Details of (Group 'A') posts**

<b>Post Code</b>	<b>Post Details</b>	
1.	<b>Registrar</b>	<b>01 Post</b>
	<b>Scale of Pay</b>	Level 14
	<b>Age Limit</b>	Preferably below 57 years
	<b>Educational and other qualifications</b>	<p><b>Essential:</b></p> <p>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p align="center"><b>OR</b></p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
	<b>Method of Recruitment</b>	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
2.	<b>Controller of Examination</b>	<b>01 Post</b>
	<b>Scale of Pay</b>	Level 14
	<b>Age Limit</b>	Preferably below 57 years
	<b>Educational and other qualifications</b>	<p><b>Essential:</b></p> <p>iii) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>iv) At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 08 years' of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration,</p> <p align="center"><b>OR</b></p> <p>Comparable experience in a research establishment and/ or other institutions of higher education,</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
	<b>Method of Recruitment</b>	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)



3.	<b>Finance Officer</b>	<b>01 Post</b>
	<b>Scale of Pay</b>	Level 14
	<b>Age Limit</b>	Preferably below 57 years
	<b>Educational and other qualifications</b>	<p><b>Essential:</b></p> <p>i) Master's degree with at least 55%* of the marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years' of experience as Assistant Professor in the Academic level 11 and above or with 8 years' of service in the Academic level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and /or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
	<b>Method of Recruitment</b>	Direct/Deputation for a term of five years or till attaining the age of 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
4.	<b>Librarian</b>	<b>01 Post</b>
	<b>Scale of Pay</b>	Academic Level 14
	<b>Age Limit</b>	Preferably below 55 years
	<b>Educational and other qualifications</b>	<p><b>Essential:</b></p> <p>i) Master Degree in Library Science / Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant /Associate Professor in Library Science or ten years' experience as a Collage Librarian.</p> <p>iii) Evidence of innovative Library services, including the integration of ICT in library.</p> <p>iv) A Ph.D. Degree in library science/ documentation/ archive and manuscript keeping.</p>
	<b>Method of Recruitment</b>	Direct Recruitment

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5.	<b>Director of Physical Education</b>	<b>01 Post</b>
	<b>Scale of Pay</b>	Academic Level 14
	<b>Age Limit</b>	Preferably below 57 years
	<b>Educational and other qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</li> <li>ii) Experience of at least 10 years in Physical Education and Sports as University Assistant/ Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/ Associate Professor.</li> <li>iii) Evidence of organizing competition and coaching camps of at least two weeks duration.</li> <li>iv) Evidence of having produce good performance of teams/athletes for competitions like state/national/inter-university/combined university etc.</li> </ul>
	<b>Method of Recruitment</b>	Direct Recruitment

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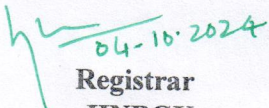
## Terms & Conditions

(Notification No.- HNBGU/Recruitment/NT/2024/828 Dated: 18-09-2024)

1. Applicants are required to register on SAMARTH Recruitment portal to apply on-line in the prescribed application format with complete, correct information and attachments through link <https://hnbgunt.samarth.edu.in>. The online link (<https://hnbgunt.samarth.edu.in>) will be available live from **06-10-2024 (Sunday) (by 23:59:59 hrs.)** and will be closed on **06-11-2024 (Wednesday) (by 23:59:59 hrs.)**. **Only on-line applications will be accepted.**
2. The date for determining the eligibility (Experience, Qualification, Age etc.) of all applicants in every respect will be the last date of submission of on-line applications. No updating of qualification and experience will be entertained after the last date of submission of on-line applications.
3. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.
4. It is the responsibility of the applicant to assess his/her eligibility for the post for which he/she is applying. Therefore, before submission of on-line application, the applicants must ensure that they fulfil all the eligibility criteria/conditions prescribed for the post applied for, otherwise, the application will be summarily rejected.
5. Recruitment/Selection for the post of "Registrar" shall be subject to final outcome of "Writ Petition (S/B) No-315/2024" pending consideration before the Hon'ble High Court of Uttarakhand.
6. The PwBD applicants with less than 40% of relevant disability shall not be considered for any concession/relaxation.
7. Applicants who desire to apply for more than one post will be required to submit separate on-line applications for all such posts with additional prescribed application fee.
8. All necessary scanned documents being uploaded with on-line application form must be of high resolution, good quality, clearly readable and should be digitally verifiable. ON-LINE application not supported with uploading of desired relevant enclosures (clearly readable self-attested copies of degree/ certificates/marks sheets/ experience certificate, reprint of important publications, etc.) will be out-rightly rejected and no further communication will be entertained in this regard.
9. 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.
10. The applicants from Non-Government organizations are required to submit Form-16 for claiming their monthly emoluments in support of their claimed experience.
11. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ not-eligible candidates will be prepared on the basis of guidelines/criteria decided by the Screening Committee.
12. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the applicants to be called for interview/further selection process. Where the number of applications received in response to an advertisement is large and it will not be feasible or convenient to interview all the applicants, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications and experience etc.
13. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall solely lie with the candidate.
14. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to the cancellation of his candidature.
15. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
16. **The University reserves the right:**
  - a. To withdraw the advertisement either partly or wholly at any time, without assigning any reason.
  - b. To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - c. Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority/UGC/MoE/GoI from time to time.
  - d. To decide criteria / procedure for short listing of the candidates.
  - e. To draw up reserve panel/waiting list(s), which will be valid for one year from the date of selection committee and may be used for appointments on consequential/ new vacancies.



17. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
18. The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his/her services shall be terminated without prejudice to any other action initiated by the University.
19. Any corrigendum/addendum/amendments/notice/updation etc. related to this recruitment notification shall be uploaded on the University website <http://www.hnbggu.ac.in> only. The University will not send any information by any other means i.e. by post/courier etc. Hemvati Nandan Bahuguna Garhwal University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway, etc.
20. No correspondence or personal enquiries will be entertained by the University regarding eligibility condition, conduct and result of interview and reasons for not being called for interview. Candidates are advised to regularly visit the University website for getting the information about progress in scrutiny work/ result, important dates for selection process etc.
21. The candidate selected and 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 such rules of the Government of India as applicable on the University employees.
22. Services of the employees shall be governed as per provisions of Act/Statutes/Ordinance of the University, as may be issued and amended from time to time.
23. Canvassing by the applicants in any form may lead to cancellation of their candidature.
24. 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 to the selected candidate, the University reserves the right to modify/withdraw/cancel any communication made to such candidates.
25. Any applicant belonging to reserved category, who wishes to apply for any unreserved (UR) post, will not be provided any relaxations of marks and age etc. as per rules of the GOI.
26. Applicants already in service must submit/upload copy of No Objection Certificate (NOC)/forwarding of the application from their employer/issued by the competent authority. Original Copy of No Objection Certificate (NOC ) along with Vigilance Clearance Certificate in a sealed cover from his/her employer is to be submitted to the University as and when desired by the University.
27. The University reserves the right to conduct Written test/Skill test for any post as per provisions of the Cadre Recruitment Rules, if it deems fit.
28. Copy of CR dossier duly certified by the competent authority for the last 5 years with forwarding of the employer is to be submitted/uploaded by the applicants who are applying on the basis of DEPUTATION.
29. The probation period for the post (wherever applicable) will be as per Cadre Recruitment Rules of the University.
30. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal.
31. In case of any dispute, the territorial jurisdiction for adjudication shall be the Hon'ble High Court of Uttarakhand.

  
04-10-2024  
Registrar  
HNBGU