



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/RECT/NT/2026/55

Date: 07/08/2026

Hemvati Nandan Bahuguna Garhwal University (A Central University) invites **online applications** for vacant Non-Teaching (Group 'B') posts from eligible candidates as per the following details of posts on **Direct Recruitment basis**.

Post Code	Name of Post (s)	Pay Level	Details of posts to be filled						
			UR	SC	ST	OBC-NCL	EWS	Total Post (s)	*Reserved for PwBD
1.	Assistant	L-06	07	01	-	03	01	12*	01 (LD)
2.	Private Secretary	L-07	01	-	-	-	-	01	-
3.	Personal Assistant	L-06	01	-	-	-	-	01	-
4.	Senior Technical Assistant (Auto CAD)	L-06	01	-	-	-	-	01	-
5.	Senior Technical Assistant (HAPPRC)	L-06	01	-	-	-	-	01	-
6.	Assistant Engineer (Civil)	L-07	01	-	-	-	-	01	-
7.	Junior Engineer (Civil)	L-06	01	01	-	-	-	02	-
8.	Junior Engineer (Electrical)	L-06	01	-	-	01	-	02	-
9.	Senior Technical Assistant (ICT)	L-06	02	-	-	01	-	03*	01 (VI-LV)
10.	Horticulturist for campus development	L-07	01	-	-	-	-	01	-
11.	Assistant Information & Public Relation Officer	L-06	01	-	-	-	-	01	-
12.	Sports Coach	L-07	01	-	-	-	-	01	-
TOTAL (GROUP 'B')			19	02	-	05	01	27	02

Applicants are required to apply through ON-LINE mode only

(Link for applying online <https://hnbgunt.samarth.edu.in/>)

HARD COPY OF APPLICATION & OTHER DOCUMENTS NEED NOT BE SENT TO UNIVERSITY

ABBREVIATIONS USED:

UR- Unreserved; **SC-** Scheduled Caste; **ST-** Scheduled Tribe; **OBC-NCL-** Other Backward Classes (Non-Creamy Layer); **EWS-** Economically Weaker Section; **PwBD-** Persons with Benchmark Disability (Divyang). **LD-** Locomotor Disability; **LV-** Low Vision.

Start of submission of On-line Application	17-08-2026 (Monday)
Last date of submission On-line Application	16-09-2026 (Wednesday) (by 18:00:00 hrs.)
For details, visit University website/link	www.hnbgu.ac.in https://hnbgunt.samarth.edu.in

Application fee- Fee (in INR)		
S.No	Category	Group 'B'
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 'B') posts

Post Code	Post Details	
1.	Assistant	12 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential: - 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.
	Method of Recruitment	Direct Recruitment
2.	Private Secretary	01 Post
	Scale of Pay	Level 07
	Age Limit	35 Years
	Educational and other qualifications	Essential: - 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.
	Method of Recruitment	Direct Recruitment

3.	Personal Assistant	01 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential : 1. A Bachelor's Degree in any discipline from any recognized 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. 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
	Method of Recruitment	Direct Recruitment
4.	Senior Technical Assistant (Auto CAD)	01 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential: STA Auto CAD: B.Tech. with Diploma in Auto CAD OR Master's degree in Physics/ Maths/Computer, with diploma in Auto CAD.
	Method of Recruitment	Direct Recruitment
5.	Senior Technical Assistant (HAPPRC)	01 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential: STA (HAPPRC): Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science/ Agriculture Science /Plant Science, i.e. Medicinal and Aromatic Plants/Botany from a recognized University.
	Method of Recruitment	Direct Recruitment

6.	Assistant Engineer (Civil)	01 Post
	Scale of Pay	Level 07
	Age Limit	40 Years
	Educational and other qualifications	Essential : 1. First Class Bachelor's Degree in relevant field (Civil) from a recognised institute /University or equivalent. 2. Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD service or similar organization /University System or reputed private organizations with an annual turnover or Rs. 200/- Crores. Desirable: Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
	Method of Recruitment	Direct Recruitment
7.	Junior Engineer (Civil)	02 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential: Bachelor's Degree of Engineering in relevant field (Civil) 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.
	Method of Recruitment	Direct Recruitment
8.	Junior Engineer (Electrical)	02 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	Essential: Bachelor's Degree of Engineering in relevant field (Electrical) 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.
	Method of Recruitment	Direct Recruitment

9.	Senior Technical Assistant (ICT)	03 Post
	Scale of Pay	Level 06
	Age Limit	35 Years
	Educational and other qualifications	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.
	Method of Recruitment	Direct Recruitment
10.	Horticulturist (for campus development)	01 Post
	Scale of Pay	Level 07
	Age Limit	40 Years
	Educational and other qualifications	M.Sc. in Agriculture with specialization in Horticulture/ M.Sc. in Horticulture with Floriculture as a subject with 3 years' experience in Oriental Gardening/ Floriculture/ Land Scape 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 Scape 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.
	Method of Recruitment	Direct Recruitment

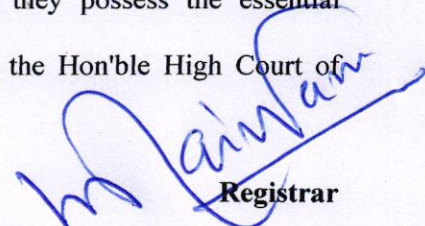
11.	Assistant Information & Public Relation Officer (AIPRO)	01 Post
	Scale of Pay	Level 06
	Age Limit	40 Years
	Educational and other qualifications	Essential: i. Masters' Degree in Journalism and Mass Communication from recognized University / Institute with at least 55% of marks or an equivalent grade 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
	Method of Recruitment	Direct Recruitment
12.	Sports Coach	01 Post
	Scale of Pay	Level 07
	Age Limit	35 Years
	Educational and other qualifications	Essential: Master Degree in Physical Education. A Diploma in Coaching from NIS or an equivalent qualification from a recognized University /Institution. Desirable: Competence in Coaching in at least any two games at National /International standing in sports. Two years Coaching experience in the pay roll of any organization /Institutions.
	Method of Recruitment	Direct Recruitment

Terms & Conditions

(Notification No.- HNBGU/RECT/NT/2026/55 Dated: 07-08-2026)

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://hnbguant.samarth.edu.in>. The online link (<https://hnbguant.samarth.edu.in>) will be available live from **17-08-2026 (Monday)** and will be closed **16-09-2026 (Wednesday) (by 18:00:00 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 application. Updating of qualification and experience will not be entertained after the last date of submission of on-line application.
3. 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.
4. The candidature of PwBD applicants shall be as per GoI rules and regulations.
5. 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.
6. 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.
7. Age relaxation for SC, ST, OBC, PwD category candidates shall be as per DoPT/GoI rules.
8. 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.
9. The applicants from Non-Government organizations are required to submit Form-16 for claiming their monthly emoluments in support of their claimed experience.
10. Applications will be scrutinized by a Screening Committee and a list of eligible/ not-eligible candidates will be prepared on the basis of guidelines/criteria decided by the Screening Committee.
11. 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.
12. 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.
13. 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.
14. 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.
15. **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.

16. The Selection Committee may decide its own method of evaluating the performance of the candidates in the interview, if applicable.
17. 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.
18. Any corrigendum/addendum/amendments/notice/update etc. related to this recruitment notification shall be published on the University website <http://www.hnbgau.ac.in>. 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.
19. 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.
20. 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.
21. 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 'B' and 'C' 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.
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. The reservations/relaxations to SC/ST/OBC-NCL/EWS/PwBD candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC-NCL/EWS/PwBD candidates must upload the relevant certificate as per format prescribed by the Government of India. OBC (Non Creamy Layer) and EWS certificate should be issued on or after 01.04.2026.
27. 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 candidate in the advertisement.
28. 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.
29. 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.
30. 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.
31. The probation period for the post (wherever applicable) will be as per Cadre Recruitment Rules of the University.
32. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal, Uttarakhand.
33. No TA/DA shall be paid for attending interview/written test at any stage of the recruitment process.
34. Hindi version of the Advertisement is available on the university website. In case of any discrepancy in translation, English version shall prevail.
35. In case of any dispute/ambiguity that may occur in the selection process, the University's decision shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
36. In case of any dispute, the territorial jurisdiction for adjudication shall be the Hon'ble High Court of Uttarakhand, Nainital.


Registrar