

Recruitment on Non-Teaching Post

Details of Vacant Positions, Name, Nature and Number of posts, pay scales, category, minimum eligibility for direct recruitment to the Statutory posts Advertised vide Advt. No-6757/Rec/Admn/2025 dated 13-12-2025.

SN	Name , Nature & Number of post/s / Pay Scales /Category/Age Limits	Minimum Qualifications
Other GROUP –A Position		
1.	Post :- Deputy Registrar- 01 Category:- UR Pay Scale: - Level 12 (78800 – 209200) After 5 years Level 13A Age Limits:- 50 Years. Probation: 01 Year	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
2.	Post :- Deputy Registrar- 01 (leave Vacancy) Category:- UR Pay Scale: - Level 12 (78800 – 209200) After 5 years Level 13A Age Limits:- 50 Years. Initially for one year which may be continued on the similar terms and conditions.	Essential Qualifications: i.Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
3.	Post :-Assistant Registrar- 01 Category:- OBC Pay Scale: - Level 10 (56100 – 177500) Age Limits:- 40 Years. Probation: 02 Years	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Note: 1. Those candidates who have applied for the positions of Deputy Registrar(leave Vacancy) and Assistant Registrar, under earlier Advt. No. 205/Rec/Admn/2024 dated 04-09-2024 **have to apply again** under this advertisement. These candidates need not submit the fee again.

GROUP –B Positions		
1.	Post :-Senior Technical Assistant (ICT Cadre) - 01 Category:- 01 UR Pay Scale: - Level 6 (35400 - 112400) Age Limits:- 35 Years. Probation: 02 Years	Essential Qualification : (1) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. OR M.C.A./M.Sc. in Computer Science (2) 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.

GROUP -C Positions	
1.	<p>Post :- UDC (Upper Division Clerk) - 01 Category:- 01EWS Pay Scale: - Level 4 (25500-81100) Age Limits:- 32 Years. Probation: 02 Years</p>
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
2.	<p>Post :- LDC (Lower Division Clerk) - 01 Category:- 01 UR Pay Scale: - Level 2 (19900-63200) Age Limits:- 32 Years. Probation: 02 Years</p>
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
3.	<p>Post :- Library Assistant - 01 Category:- 01 UR Pay Scale: - Level 4 (25500 – 81100) Age Limits:- 32 Years. Probation: 02 Years</p>
	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
4.	<p>Post :- Laboratory Assistant - 02 Category:- 02 ST Pay Scale: - Level 4 (25500 – 81100) Age Limits:- 32 Years. Probation: 02 Years</p>
	<p>Essential Qualification: Bachelor's degree in any Science and/or Engineering/ Technology subjects, with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p>The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>

General Instructions to the Candidates

1. **Online applications are invited, for Non-Teaching and tenure post in the University till 26-01-2026.**
2. Applications can be submitted online at Samarth portal on the University Website www.ggu.ac.in till 26-01-2026. The scrutiny and further processing on the application shall be done only on the basis of online submitted applications. However, after submitting the application form, the candidate must send a copy of application form along with supporting documents within 15 days of submitting the application by registered/speed post to "**Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (CG) - 495009**".
3. Candidates are required to submit a non-refundable application fee for Group A Post -Rs. 2500/- (Rs. 1,000/- for SC/ST/Pwd/Female candidates) and for Group B and C Post – Rs. 500/ (Exempted for SC/ST/Pwd/Female candidates).
4. No TA/DA shall be paid to the candidates for attending the interview/written/practical test. However, the outstation candidates belonging to the SC& ST categories shall be reimbursed **to and fro rail fare (sleeper class) for self only by the shortest route by NEFT/RTGS only on submission of proof of such journey undertaken by the candidate.**
5. *Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on date of closing for the particular post.*
6. **The candidature for the different posts shall not be considered, if the candidate do not upload the appropriate documents clearly and specifically showing the required educational qualifications, work experience showing scale of pay along with corresponding Form -16/ITR as a single PDF for each experience claimed.**
7. Application fees once paid shall not be refunded under any circumstances.
8. The University will not be responsible for delay in submission of the application forms of the candidates.
9. (i) Application incomplete in any respect, (ii) without substantial proof of statements/information filled in application form shall not be considered.
10. No deletion / alteration will be permitted in the application form after submission of applications.
11. If more than one application is submitted by the candidate for the same post, **only** the application submitted earlier shall be considered.
12. 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, then his services shall be terminated.
13. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. Applicants who are in employment should route their applications through proper channel.
17. Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.
18. Candidates are advised to satisfy themselves before applying that they possess at least the minimum

essential qualifications laid down in the advertisement.

19. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

20. Canvassing in any form will be a disqualification.

21. The rules of UGC/ Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.

22. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

23. The relaxation in age shall be as per GoI Rules and details of which are given in University Cadre Recruitment Rule available at University website

24. The University will have the right to relax any of the conditions such as experience, age, etc., in deserving cases of all posts, if so permitted by the UGC or Central Universities Act 2009. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded.

25. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.

26. Number. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number and/or nature of posts at the time of selection and make appointments accordingly. Separate application for each post is required.

27. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview/written/practical test. The University may design its own criteria for shortlisting and will have the right to restrict the candidates and shortlist most suitable candidates to be called for interview/written/practical test to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.

28. University may call any suitable person(s) to appear in the Interview/written/practical test who may not have applied in response to the University's Notification.

29. The Selection Committee, after considering the candidate for the post applied for may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendations.

30. 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 six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

31. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.

32. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Bilaspur (C.G.) which is the headquarters of the University.

33. Mere eligibility will not entitle any candidate for being called for interview/written/practical test. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.

34. The University reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeals shall be entertained.

35. Scheme of Written/Practical Test/Skill Tests/ Interview for different positions shall be as per University Cadre Recruitment Rule available at University website

36. Various vacant positions under different categories (roster) may be changed if any, in the future as per the directions of the MHRD/UGC on the reservations in non-teaching cadre posts (Roster positions)

37. Any change or amendment in this advertisement shall be displayed on the university website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated.