



## Gurukula Kangri (Deemed to be University), Haridwar

(NAAC Accredited 'A' Grade Deemed to be University u/s of UGC Act 1956)

VACANCIES

Adv. No. GKV/Estt.-II/01/2021

### Non- Teaching Posts Under Maintenance Scheme

#### A. Main Campus, Haridwar

(For Male candidates only)

| S.N. | Name of Post                 | No. of Post  |
|------|------------------------------|--|
| 1.   | System Manager               | 01   |
| 2.   | Deputy Registrar             | 02 (01 Deputation for 02 Years-likely to be extended)  |
| 3.   | Public Relation Officer      | 01   |
| 4.   | Assistant Registrar          | 03 (01 Deputation for 03 Years- likely to be extended) |
| 5.   | Section Officer              | 02   |
| 6.   | Assistant Engineer (Civil)   | 01 (Deputation for 03 years- likely to be extended)    |
| 7.   | Private Secretary            | 01   |
| 8.   | Coach (Hockey)               | 01   |
| 9.   | Manager Guest House          | 01   |
| 10.  | Assistant                    | 03   |
| 11.  | Junior Engineer (Electrical) | 01   |
| 12.  | Security Officer             | 01 (Deputation for 03 years- likely to be extended)    |
| 13.  | Upper Division Clerk (UDC)   | 01   |
| 14.  | Lower Division Clerk (LDC)   | 05 (01 SC, 01 ST and 01 OBC)                           |
| 15.  | Multi Tasking Staff (MTS)    | 22(04 SC, 03 ST and 04 OBC)                            |
| 16.  | Cook                         | 01   |
| 17.  | Stenographer                 | 01   |
| 18.  | Driver                       | 01   |
| 19.  | Lab Attendant                | 04 (01 ST and 01 OBC)                                  |
| 20.  | Library Assistant            | 01   |
|      | <b>Total</b>                 | <b>54</b>  |

## **B.Kanya Gurukul Campus,Dehradun**

**(For female candidate only)**

| <b>S.N.</b> | <b>Name of Post</b>        | <b>No. of Post</b> |
|-------------|----------------------------|--------------------|
| 1.          | Coach (Athletics)          | 01                 |
| 2.          | Lower Division Clerk (LDC) | 01                 |
| 3.          | Multi Tasking Staff (MTS)  | 01                 |
|             | <b>Total</b>               | <b>03</b>          |

## **C.Kanya Gurukul Campus, Haridwar**

**(For female candidate only)**

| <b>S.N.</b> | <b>Name of Post</b>       | <b>No. of Post</b> |
|-------------|---------------------------|--------------------|
| 1.          | Multi Tasking Staff (MTS) | 01(EWS)            |

**Abbreviations:** **SC** = Scheduled Caste; **ST** = Scheduled Tribe; **OBC** = Other Backward Classes; **PWD**=Persons with Disabilities; **EWS** = Economically Weaker Section.

### **Note:-**

1. Appointment on Non-teaching posts shall be made according to the Gurukula Kangri (Deemed to be University) Recruitment Rules.
2. **Details regarding essential qualifications, pay level, age limit, relaxation of age limit for departmental candidates etc. are available in the Recruitment Rules of Gurukula Kangri (Deemed to be University), Haridwar posted on the website.**

### **GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO POSTS:**

1. The candidates, if selected, shall have to follow the principles of Arya Samaj and Gurukula System of education.
2. Candidates possessing foreign degrees should submit Equivalence Certificate issued by the Association of Indian Universities (AIU) at the time of interview, if called for.
3. Only matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
4. Candidates belonging to SC/ST/OBC/EWS category should submit prescribed certificate as per the proforma of Govt. of India.
5. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
6. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled without any notice.

- Hiding/suppression of information or furnishing false information will lead to cancellation of candidature at any stage of recruitment.
7. In case of any dispute, any suite or legal proceeding against the Gurukula Kangri (Deemed to be University), the territorial jurisdiction shall be Uttarakhand High Court at Nainital.
  8. The Gurukula Kangri (Deemed to be University) reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the Gurukula Kangri (Deemed to be University) shall be final and no appeal in this regard shall be entertained.
  9. Any corrigendum/ changes/ updates related to the recruitment process shall be placed only on the official website of Gurukula Kangri (Deemed to be University) of Haridwar.
  10. The candidate must attach copies of all relevant documents which they have claimed in the application form. The original certificates would be required at the time of interview only.
  11. Candidates desirous of applying for more than one post should submit separate application for each post along with requisite application fee.
  12. The Gurukula Kangri (Deemed to be University) will issue call letters to the shortlisted candidates and other correspondence through email only. Candidates are requested to mention their email ID neatly and clearly in their applications.
  13. Any errors and omissions detected in the advertisement and the process of selection are subject to rectification by the Gurukula Kangri (Deemed to be University).
  14. Candidates in Govt./Semi Govt./Govt. undertakings/Autonomous Bodies/Universities/Colleges should apply through proper channel and a **“No-objection Certificate”** from the employer be furnished at the time of interview. If original application is routed through proper channel, a copy of the application should be sent in advance before the prescribed/ stipulated last date.
  15. Selection will be made on the basis of candidates' performance at the written test and interview (whenever applicable). The Gurukula Kangri (Deemed to be University) may utilize seminar and/or colloquium as a method of selection.
  16. The pay of the selected candidates will be fixed in the minimum scale/level of pay in the pay matrix. However, the candidates may apply for protection of pay and the Gurukula Kangri (Deemed to be University) may consider the same strictly as per GoI rules for fixation of pay. Fixation of pay for re-employed pensioners shall be strictly as per pay fixation rules of re-employed pensioners.
  17. The decision of the Vice-Chancellor, Gurukula Kangri (Deemed to be University) of Haridwar in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
  18. Incomplete applications shall be summarily rejected without any notice.
  19. Canvassing in any form and will be treated as a disqualification for the post.

20. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Gurukula Kangri (Deemed to be University) may require.
21. The Gurukula Kangri (Deemed to be University) reserves the right to change the number and nature of posts/vacancies in case of any discrepancy without assigning any reason.
22. The Candidates should keep a copy of Application along with fee submission receipt. The candidates are required to send **Six hard copies** of application Form along with **01 set of certificate & documents** etc. to the **Registrar, Gurukula Kangri (Deemed to be University), Haridwar 249404 (U.K.)**. However, the original documents of the same will have to be produced by the candidates at the time of Interview in the Gurukula Kangri (Deemed to be University), Haridwar.
23. Any **changes/amendments/updation/notice** in this regard shall be posted on Gurukula Kangri (Deemed to be University) website only. Candidates are advised to check the Gurukula Kangri (Deemed to be University) Website regularly.
24. The University reserves the right:
  - a. To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
  - b. To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - c. To increase/decrease the number of posts after due procedure as per directions of UGC from time to time.
  - d. Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority/UGC/MHRD/Gol from time to time.
25. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit, which may vary from post to post, on the basis of qualifications, experience, publications etc.
26. The Gurukula Kangri (Deemed to be University) shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background for which he has been convicted by any court and has suppressed the said information, then his/her services shall be terminated.

**Registrar**