



# GANGADHAR MEHER UNIVERSITY, AMRUTA VIHAR, SAMBALPUR

***General instructions for recruitment to various Non-Teaching Posts and details of vacancies, essential/desirable qualifications and the status of reservation etc. pertaining to Advertisement No.002/REC/GMU/NTS; Sambalpur; 7<sup>th</sup> August 2018.***

Applications in online mode are invited from eligible candidates for filling up of the following Non-Teaching Posts in G.M. University, Amruta Vihar, Sambalpur on contractual basis with consolidated remuneration of Pay and Grade Pay as given below under Group-‘B’, ‘C’ & ‘D’ posts (Contractual Appointment) Rules, 2013 notified by the Govt. of Odisha in G.A. Department Notification No. GAD-SC-RULES-009-2013/32010/Gen; dated 12-11-2013 & G.A. Department Notification No. GAD-SC-RULES-009-2013/1147/Gen; dated 17-01-2014 shall apply *mutatis* and *mutandis* to the posts. However, the post at Serial number 9 is regular in nature and therefore, does not come under the above contractual appointment rules. The said post will carry Pay, Grade Pay with usual DA & other allowances as admissible from time to time.

Details of the vacancies						
Sl. No.	Post	Number	UR	SEBC	SC	ST
1.	Students Welfare Officer	1	1	0	0	0
2.	Physical Education Officer (PEO)	2	2 (1 W)	0	0	0
3.	PA to VC	1	1	0	0	0
4.	PA to Registrar	1	1	0	0	0
5.	Laboratory Assistant-cum-Store Keeper	10	5 (2 W)	1	2 (1 W)	2 (1 W)
6.	Lab Attendant for Laboratory	10	5 (2 W)	1	2 (1 W)	2 (1 W)
7.	Library Attendants	2	2 (1 W)	0	0	0
8.	System Manager	2	2 (1 W)	0	0	0
9.	Research Officer	1	1	0	0	0
10.	Matron	3	2 (2 W)	0	0	1
11.	Caretaker	6	3	1	1	1
12.	Security Officer	1	1	0	0	0
13.	Junior Assistant	18	9 (3 W)	2 (1 W)	3(1 W)	4(1 W)
	<b>Total</b>	<b>58</b>	<b>35 (12 W)</b>	<b>5 (1 W)</b>	<b>8 (3 W)</b>	<b>10 (3 W)</b>

<sup>W</sup>Includes reservation for women candidate; Reservation as per rules is applicable for PWD

### Scale of Pay, Essential/Desirable Qualifications & Mode of Selection:

S. No.	Name of the Post	Scale of Pay	Qualification	Mode of selection
1.	Students' Welfare Officer	Rs. 9,300-34,800/ + GP - Rs.5,400/	Post-Graduation in any discipline. Desirable: The candidate must possess ability to collect information and write reports with	Written test and PI

			effective communication skills	
2.	<b>Physical Education Officer (PEO)</b>	Rs. 9,300-34,800/- + GP- Rs. 4,200/-	Bachelor's degree in physical education from any recognized University; Preference will be given to experienced candidates having worked at college or university level as PEO/PET.	Physical Test, Written Test & PI
3.	<b>PA to VC</b>	Rs. 9,300-34,800/- + GP- Rs. 4,600/-	i. Graduate in any Discipline with good computer knowledge/IT skills ii. Experience in Office Management & Related Work/Effective Communication Skills  Desirable - Stenography / Shorthand	Written Test, Computer skill test & PI
4.	<b>PA to Registrar</b>	Rs. 9,300-34,800/- + GP- Rs. 4,600/-	i. Graduate in any Discipline with good computer knowledge/IT skills ii. Experience in Office Management & Related Work/Effective Communication Skills  Desirable - Stenography / Shorthand	Written Test, Computer skill test & PI
5.	<b>Laboratory Assistant-cum-Store Keeper</b>	Rs. 9,300-34,800/- + GP- Rs. 4,200/-	<b>Science:</b> B.Sc. in Physics or Chemistry or Botany or Zoology or Mathematics or Statistics or Bio-technology <b>Social Science &amp; Humanities:</b> BA in Education or Geography or Psychology	Laboratory based skill test, Written Test & PI
6.	<b>Lab Attendant for Laboratory</b>	Rs. 4,930-14,680/- + GP - Rs. 1,700/-	+2 Science (for Science Lab)/ +2 Arts (for Arts Lab)/Equivalent Examinations or HSC with 5 years of work experience in a science/arts laboratory in educational institutions	Laboratory based skill test, Written test & PI
7.	<b>Library Attendants</b>	Rs. 4,930-	+2/Equivalent /HSC or	Written Test &

		14,680/- + GP - Rs. 1,700/-	Equivalent with 5 years of work Experience in Library of a Govt. Recognized institution	PI
8.	<b>System Manager</b>	Rs. 9,300- 34,800/- + GP- Rs. 4,600/-	MCA/B.E. (CS/IT)/ B.Tech. (CS/IT)/ M.Sc. (CS/IT) Desirable: Five years' Experience in related Work	Computer lab test, Written test & PI
9.	<b>Research Officer</b>	Rs. 15,600- 39,100/- + GP- Rs. 5,400/-	Post Graduate in any discipline. Preference will be given to candidates having experience in data handling, report writing, management of research work. Desirable: Ph.D./M.Phil. in any discipline	Written test and PI
10.	<b>Matron</b>	Rs. 4,750- 14,680/- + GP- Rs. 1,700/-	HSC or Equivalent. Preference will be given to candidates having sufficient experience in managing girls' hostels in any Govt. recognized institution.	Written Test & PI
11.	<b>Caretaker</b>	Rs. 4,750- 14,680/- + GP- Rs. 1,700/-	HSC or Equivalent. Preference will be given to candidates having enough experience in managing boys' hostels in any Govt. recognized institution.	Written Test & PI
12.	<b>Security Officer</b>	Rs. 9,300- 34,800/- + GP- Rs. 4,200/-	Graduation with 5 years of experience in Police service or Paramilitary forces at the level of S.I./Retired Defense person not below the Rank of JCO with computer Knowledge	Physical Test, Written Test & PI
13.	<b>Junior Assistant</b>	Rs. 5,200- 20,200/- + GP- Rs. 1,900/-	A Graduate in any discipline. Desirable: Basic Knowledge of Computer	Written Test, Computer Test & PI

### Group & Scale of Pay

Group-A	15,600 to 39,100
Group-B	9,300 to 34,800
Group-C	5,200 to 20,200
Group-D	4,750 to 14,680 & 4930 to 14,680

## Eligibility Criteria:

1. The candidate
  - a) Must be a citizen of India.
  - b) Must have good character, sound health/ physique and mind.
  - c) Must not have more than one spouse living.
  - d) Must be able to speak, read & write Odia fluently & must have passed either the Middle School Examination with Odia as Language Subject conducted by Department of School & Mass Education, Govt. of Odisha or Matriculation or equivalent (Class 10th standard) examination with Odia as a subject/ written non-language subjects in Odia at the High School Certificate Examinations, Odisha.
  - e) Minimum age is 18 years for Group 'D' posts and 21 years for other posts and must not be above the age of 32 years as on 08.09.2018.
2. Government servants, temporary or permanent with requisite qualification, and age; must apply through their heads of office (Proper Channel) after obtaining "No Objection Certificate" (NOC).
3. For entry level of post Group C and Group D must be with a Valid Employment Exchange Registration Number with Latest Permanent Residential Certificate from the competent authority.
4. Age Relaxation\*

The upper age limit is 32 years as on 08.09.2018. However, the age limit is relaxable by 5 Years in the case of ST/ SC/ SEBC and Women candidates and 10 Years for Differently-Abled (DA) candidates and the period of entire admissible service rendered as per rules in the case of Ex-Servicemen. However, only one type of relaxation in age is permissible.

\*Upper age limit of the applicants working in Gangadhar Meher University, Sambalpur through Service provider/ Contractual /Daily wage basis will be 45 years, relaxed as per the GA department notification, 2013. They will be given 1% extra mark on the total mark of the examination for each completed year of continuous service subject to a maximum of 15%, which shall be added to the marks secured by them for deciding the merit position (GA department notification, 2013). This will be applicable in case of B, C, & D category posts only.

In extraordinary cases, for further relaxation of upper age limit the Syndicate will be the final authority to decide.

5. Eligibility for admission:

The decision of the University as to the eligibility of a candidate for admission to the competitive examination shall be final and a candidate to whom a certificate of admission has not been issued by the University, she/he shall not be admitted to the examination.

### **Preparation of the Merit List:**

- I. The qualifying mark for written test is minimum 30%.
- II. On the basis of the result of the examination, the University shall prepare a common list of successful candidates found suitable for appointment in order of merit, subject to reservation of different categories.
- III. Final ranking of the candidates shall be based on marks obtained in the written

- examination, skill test & personal interview etc., as applicable.
- IV. In case of candidates securing same marks in aggregate, the candidate securing higher marks in English & Arithmetic in the written test shall be given preference.
  - V. The selection list so prepared shall include the names of successful candidates and shall be equal to number of vacancies notified by the University.

### Schedule

#### Group -A (Research officer)

#### **Career Marking**

1	H.S.C. or equivalent (10th class)	10%
2	+2 or Equivalent	10%
3	Graduation or Equivalent	10%
4	PG	10%

#### **Written Test**

1. Total marks in written test shall be 200; (Qualifying mark 50%, i.e., 100 mark).
2. Total no of questions in written test is 200 which shall be multiple choice (MCQ) pattern.
3. No negative marking for wrong answer.
4. Duration of examination - 3 hours.
5. Syllabus: For Research officer - Research Methodology Syllabus of GM University at the M.Phil. level.

#### **Method of selection**

The selection of candidates for recruitment to the post of group A will be made on the basis of written test, career marking & personal interview. The career marking will be for 40%, 50% of written test & 10% of personal interview.

#### Group - B

(Lab. Asst-Cum-Store Keeper, Physical Education Officer, PA to VC, PA to Registrar, Security Officer, System Manager)

Paper-I (Common for all)	English & Odia	100 Marks
Paper-II (Common for all)	General Studies	100 Marks
Paper-III (Common for all)	Computer Knowledge	100 Marks
Paper-IV (only for lab assistant-cum-store keeper)	General Science/Test of Reasoning	100 Marks

#### Group - C Junior Assistant

Paper-I	English & Odia	100 Marks
Paper-II	Arithmetic	100 Marks
Paper-III	General Knowledge	100 Marks
Paper-IV	Intelligence test	100 Marks
Paper-V	Computer skill test	100 Marks

#### Group - D

(Library Attendant, Laboratory Attendant, Matron, Caretaker)

Paper-I	Read & Write Odia and English Passage	20 Marks (10+10)
Paper-II	General Knowledge	30 Marks
Paper-III	Mathematics	50 Marks

**Personal Interview for the categories where applicable - 50 marks**

**Note:**

- (a) The candidate shall answer the question in English except Odia Language paper, otherwise specified in the question paper itself.
- (b) Only those candidates who have been short listed after the written test shall be called for Skill Test in Computer and Personal Interview (as applicable) which shall be qualifying in nature.

Detailed Syllabus for Group C

1. English

- a) An essay to be written in English on one of the subjects mentioned in the question paper (approximately 400 words) - 20 marks
- b) A letter or draft to be written in English on one of the subjects mentioned in the question paper - 20 marks
- c) One Odia passage to be translated into English - 20 marks
- d) One English passage to be translated into Odia - 20 marks
- e) Summary or précis of one English passage mentioned in the question paper - 20 marks

Note: The standard shall be equal to that of the degree examination.

2. General Knowledge: Knowledge of current events and such other matters of everyday observations and experience as may be expected of an educated person.
3. Arithmetic: Simple fractions and Decimals; HCF and LCM; simple and compound practice; Simple and Compound Interests; Percentage, Profit and Loss; Mixture, Partnership; Averages; Rates and Taxes; Insurance; Square and Cubic Measurers; Problems of Time and Work and Time and Distance.

Note: The question shall be of High School Certificate standard problems more easily solvable by algebraic methods need not be solved arithmetically.

4. Intelligence Test: The purpose of this paper would be to assess the intelligence, alertness, general outlook and potential qualities necessary for appointment.
5. Skill Test in Computer Application: Windows, MS Office (Word, Excel & PowerPoint). MS Access, Usage of Internet Services etc.

**Documents to be submitted:**

- I. Downloaded online filled-in application form (Three Print copies)
- II. Two self-attested recent passport size colour photographs, one should be pasted on the application form (Master copy);
- III. Two self-addressed unstamped envelopes;
- IV. Self-attested copies of all certificates and mark sheets in support of qualifications;
- V. Self-attested copies of Valid Employment Exchange Registration Certificate
- VI. Self-attested copy of the **Latest** Permanent Residential Certificate issued by the competent

- authority
- VII. Authentic experience certificate from competent authority as per requirement with letter No. & date;
- VIII. Self-attested copy of Caste Certificate issued by competent authority, if applicable;
- IX. In the case of Ex-Serviceman, self-attested copy of Identity Card issued by the competent authority and the documents indicating the period of service rendered in armed forces. Same documents are required for police/paramilitary forces also;
- X. In the case of Differently-Abled (DA) candidates, self-attested copies of valid Disability Certificate issued by the competent authority.
- XI. Formula for conversion of Grade Point (CGPA) into % of marks be provided. Otherwise, the University will follow its own conversion formula;

**General Instructions:**

- I. The candidates intend to apply for any post(s) are required to visit the University website, i.e., [www.gmuniversity.ac.in](http://www.gmuniversity.ac.in) for online application form and other details.
- II. Separate applications for each post along with requisite fees, relevant documents should be furnished.
- III. Payment of Application fees (Non-refundable) of Rs. 600/- for General category (Rs.300/- for SC/ST/DA/Women categories) through Online mode for each post.
- IV. If at any stage of recruitment, the information submitted by the candidates is found to be false/incorrect, his/ her candidature will be cancelled.
- V. A candidate, who claims change in his/ her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading daily newspapers as well as copy of notification in the Odisha Gazette in support of his/ her change of name.
- VI. No negative marking for wrong answers for MCQ.
- VII. The candidates are required to mention the **POST APPLIED FOR** [*write name of the post here*] on the top of the envelope containing their application along with all relevant documents and dispatch the same early which must reach the **Registrar, Gangadhar Meher University, Amruta Vihar, Sambalpur-768004** only by Registered Post/ Speed Post/Courier latest by **5.00 PM on or before 18.09.2018**.
- VIII. Success in the examination confers no right to appointment.
- IX. The University reserves the right to amend/ alter/ cancel any or all conditions mentioned above, if necessary, without assigning any reason thereof.

**Postal Address:**

**To:**

**THE REGISTRAR,  
GANGADHAR MEHER UNIVERSITY  
AMRUTA VIHAR, SAMBALPUR  
ODISHA-768004**

**REGISTRAR  
Gangadhar Meher University  
Amruta Vihar, Sambalpur**