



VCSG Uttarakhand University of Horticulture & Forestry, Bharsar
(A State Government University)
Bharsar, Pauri Garhwal – 246123, Uttarakhand

ADVERTISEMENT No. UHF/DNT/F.No. 02/01 of 2016

Dated: 15-10-2016

Applications are invited from eligible candidates in the prescribed format for Non-Teaching posts given in the table below. Applications complete in all respects, including the application fee, should reach the Registrar at Project Office, Research & Extension Centre of VCSG Uttarakhand University of Horticulture & Forestry, Nigam Road, Haripur, Selaqui, Dehradun - 248011 on or before 17th **November, 2016** by Speed/ Registered Post only. Applications submitted by hand or sent by email/ fax/ courier or by any other means shall not be accepted.

TABLE 1: CATEGORY OF THE POSTS

Sl. No.	Name of the Post	No. of Posts and Category				
		SC	ST	OBC	UR	Total
1	Assistant Librarian	01	-	-	01*	02
2	Dy. Director (Works & Plants)	-	-	-	01	01
3	Public Relation Officer (PRO)	-	-	-	01	01
4	Assistant Dean Student Welfare (ADSW)	-	-	-	01	01
5	Account Officer	-	-	-	01	01
6	Assistant Registrar	-	-	-	01	01
7	Personal Assistant	-	-	-	01	01

Note:

- Abbreviations:** SC=Scheduled Caste, ST=Scheduled Tribes, OBC=Other Backward Class, UR=Unreserved. Only the domiciles of Uttarakhand State are eligible under SC/ ST/ OBC categories.
- *The post marked with asterisk (*) in the table above has been sanctioned by the State Government under Plan Budget. Thus, continuation of the services on this post is subject to the continuation of this post by the State Government. However, the post is likely to be continued.

TABLE 2: DETAILS OF POSTS & ELIGIBILITY

Sl No	Name of the Post	Pay Band + Grade Pay (in Rs)	अर्हताये	Essential & Desirable Educational Qualifications
1	Assistant Librarian	15600-39100 + 6000	<p>(1) विधि द्वारा स्थापित किसी विश्वविद्यालय से न्यूनतम 55 प्रतिशत अंकों (अथवा ग्रेड प्रणाली में समकक्ष ग्रेड) के साथ पुस्तकालय विज्ञान/सूचना विज्ञान/डौक्यूमेन्टेशन विज्ञान में स्नातकोत्तर अथवा समकक्ष व्यवसायिक उपाधि तथा अच्छे शैक्षणिक प्रदर्शन के साथ पुस्तकालय कम्प्यूटराइजेशन का ज्ञान।</p> <p>(2) सम्बन्धित विषय में यू0जी0सी0 / यू0जी0सी0 द्वारा मान्य संस्था द्वारा आयोजित राष्ट्रीय स्तर की परीक्षा उत्तीर्ण की हो।</p> <p>(3) यू0जी0सी0 रेग्यूलेशन 2009 के साथ 4th संशोधन तथा अन्य संशोधनों जो इस विज्ञप्ति के जारी होने की तिथि तक किये गये हों, द्वारा मान्य पी0एच0डी0 धारकों को NET/ SLET/ SET की अनिवार्यता से छूट अनुमन्य होगी।</p>	<p>(i) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grant Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulation 2009 read with 4th Amendment dated 11th July, 2016 or any other amendment(s) made in this regard by UGC till the date of release of this advertisement, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET.</p>
2	Deputy Director (Works & Plants)	15600-39100 + 6600	<p>अनिवार्य: (1) विधि द्वारा स्थापित किसी विश्वविद्यालय से न्यूनतम द्वितीय श्रेणी में सिविल इंजीनियरिंग की उपाधि।</p> <p>(2) राष्ट्रीय अथवा राज्य सरकार के विभाग/संस्थान/निगम में भवनों के निर्माण एवं रख-रखाव कार्य में न्यूनतम 10 वर्ष का कार्यानुभव।</p> <p>(3) मैटीरियल मैनेजमेन्ट एवं इनवैन्टरी कन्ट्रोल का अनुभव अथवा सिविल इंजीनियरिंग में डिप्लोमा के साथ राष्ट्रीय अथवा राज्य सरकार के विभाग/ संस्थान/ निगम में भवन निर्माण एवं रख-रखाव का न्यूनतम 12 वर्षों का कार्यानुभव।</p>	<p>Essential: (1) At least second class degree in Civil Engineering from any University established by Law (UGC Recognized University)</p> <p>(2) Minimum 10 years of experience in building construction & maintenance work in National/ State Government Department/ Institution/ Corporation.</p> <p>(3) Experience of material management and inventory control.</p> <p>Or</p> <p>Diploma in Civil Engineering with a minimum of 12 years experience in building construction & maintenance work in National/ State Government Department/ Institution/ Corporation.</p>

3	Public Relation Officer	15600-39100 + 5400	<p>अनिवार्य: (1) विधि द्वारा स्थापित किसी विश्वविद्यालय से पत्रकारिता एवं जनसंचार विषय में न्यूनतम 55 प्रतिशत अंको के साथ स्नातकोत्तर की उपाधि। अथवा विधि द्वारा स्थापित किसी विश्वविद्यालय से जनसम्पर्क में स्नातकोत्तर डिग्री/डिप्लोमा।</p> <p>(2) किसी विश्वविद्यालय/ शिक्षण संस्थान/ राजकीय उपक्रम में समकक्ष पद पर न्यूनतम 02 वर्ष का कार्यानुभव।</p> <p>अधिमानी: किसी मान्यता प्राप्त राष्ट्रीय समाचार पत्र/ समाचार चैनल में कम से कम 05 वर्ष का कार्यानुभव।</p>	<p>Essential: (1) A post graduate degree in Journalism & Mass Communication from any University established by Law (UGC Recognized University) with a minimum of 55% marks. OR A post graduate Degree/ Diploma in Public Relations from any University established by Law (UGC Recognized University).</p> <p>(2) A minimum of 02 years work experience on an equivalent post in a University/ Educational Institution or a Government Undertaking.</p> <p>Desirable: Minimum five years of experience in any recognized National Newspaper/ News Channel</p>
4	Assistant Dean Student Welfare	15600-39100 + 5400	<p>अनिवार्य: (1) विधि द्वारा स्थापित किसी विश्वविद्यालय से न्यूनतम 55 प्रतिशत अंको के साथ स्नातकोत्तर की उपाधि।</p> <p>(2) राष्ट्रीय सेवा योजना (एन0एस0एस0) एवं अन्य छात्र कल्याण गतिविधियों का न्यूनतम 02 वर्ष का अनुभव।</p> <p>अधिमानी: (1) विधि द्वारा स्थापित किसी विश्वविद्यालय में सामाजिक/ शोध/ अन्य सम्बन्धित कार्यक्रमों/ गतिविधियों का अनुभव। (2) नेट/ पी0एच0डी0 उपाधि धारक को वरीयता दी जायेगी।</p>	<p>Essential: (1) A post graduate degree from any University established by Law (UGC Recognized University) with a minimum of 55% marks.</p> <p>(2) A minimum of 02 years of experience in National Service Scheme (NSS) and other student welfare activities.</p> <p>Desirable: (1) Experience of social/ research/ other related programmes/ activities in any University established by Law (UGC Recognized University). (2) NET/ Doctorate degree holder shall be given preference.</p>
5	Account Officer	15600-39100 + 5400	<p>अनिवार्य : विधि द्वारा स्थापित किसी विश्वविद्यालय से वाणिज्य में स्नातक की उपाधि अथवा लेखाकार के पद पर 10 वर्ष का अनुभव एवं किसी सरकारी विभाग/ विश्वविद्यालय/ सरकारी शिक्षण संस्थान में कुल 15 वर्ष का कार्य अनुभव।</p> <p>अधिमानी : वाणिज्य विषय के साथ स्नातकोत्तर एवं कम्प्यूटर एप्लीकेशन का ज्ञान।</p>	<p>Essential: (1) B.Com Degree from any University established by Law (UGC Recognized University) or 10 years experience on the post of Accountant or a total 15 years of experience in a Government Department/ University/ Government Educational Institution.</p> <p>Desirable: M.Com with Knowledge of Computer Application.</p>

6	Assistant Registrar	9300-34800 + 4200	<p>अनिवार्य : 1- विधि द्वारा स्थापित किसी विश्वविद्यालय से स्नातक की उपाधि। हिन्दी तथा अंग्रेजी भाषा का समुचित ज्ञान।</p> <p>2-किसी विश्वविद्यालय/सरकारी विभाग में हिन्दी तथा अंग्रेजी में पत्र लेखन तथा लेखा नियमों आदि के अनुरूप कार्य करने का कम से कम 07 वर्ष का कार्यानुभव।</p> <p>3-कम्प्यूटर एम्प्लीकेशन का समुचित ज्ञान/ अनुभव।</p>	<p>Essential: (1) A graduate degree from any University established by Law (UGC Recognized University). Adequate knowledge of Hindi & English languages.</p> <p>(2) Minimum 07 years of experience in Hindi/ English letter writing and working experience/ knowledge of accounting rules etc., in any University/ Government Department.</p> <p>(3) Adequate knowledge/ experience of Computer Application</p>
7	Personal Assistant	9300-34800 + 4200	<p>अनिवार्य: विधि द्वारा स्थापित किसी विश्वविद्यालय से स्नातक की उपाधि के साथ हिन्दी में 80 शब्द प्रति मिनट की आशुलिपिक गति और हिन्दी टंकण में कम्प्यूटर पर 4000 की डिप्रेशन प्रति घण्टा न्यूनतम गति।</p> <p>अधिमानी: सरकारी/ अर्द्धसरकारी संस्था/ विश्वविद्यालय में निजी सहायक के पद पर 02 वर्ष के कार्यानुभव को वरीयता।</p>	<p>Essential: (1) A degree from any University established by Law (UGC Recognized University) with 80 words/ minute shorthand speed in Hindi and minimum 4000 key depression in Hindi typing.</p> <p>Desirable: 02 years of experience in a Government/ Semi-government organization/ University as Personal Assistant will be preferred.</p>

AGE LIMIT:

- 1- The Age Limit for the post mentioned in the table above at Sl. No. 1 has not been specified by UGC in its regulation. Hence, there is no Age Limit for the said post.
- 2- Age Limit for the posts mentioned in the table above from Sl. Nos. 2 to 5:- Minimum 35 years & Maximum 45 years. The age limit for the posts mentioned in the table above at Sl. No. 6 & 7:- Minimum 21 years & Maximum 42 years.
- 3- Age relaxation for SC/ ST candidates shall be given as per the State Government Rules.

APPLICATION FEE (NON REFUNDABLE):

Application fee of Rs 500/- (Rupees five hundred only) for General Category and Rs. 250/- (Rupees two hundred fifty only) for SC/ ST candidates shall be required to be paid in the form of Demand Draft made in favour of “Comptroller, Uttarakhand University of Horticulture & Forestry, Bharsar” payable at PNB Branch Pauri (Branch Code – 1370) alongwith the Application Form.

SELECTION PROCEDURE:

The selection procedure as prescribed in the Statutes and Service Rules of the University shall be followed. For the posts mentioned in Table-1 from Sl. Nos. 1 to 5, the shortlisted candidates shall be called for Personal Interview. If the number of Applications is large then the University may conduct written test for the posts mentioned in Table-1 from Sl. Nos. 1 to 5 to shortlist the candidates for personal interview. The contents of the written test will be from the concerned field/ subject/ discipline.

For the post mentioned in Table-1 at Sl. No. 6, the candidates shall be called for written test and/or interview.

For the post mentioned in Table-1 at Sl. No 7, the candidates shall be called for appearing in the written and shorthand tests. The Structure & Syllabus of the written test for the post mention in Table-1 at Sl. No. 6 are given below:-

“चयन के लिए 100 अंकों की लिखित परीक्षा होगी, जिसमें हिन्दी तथा अंग्रेजी में पत्र लेखन एवं लेखा नियमों से सम्बन्धित प्रश्न होंगे। लिखित परीक्षा के उपरान्त 50 अंकों का साक्षात्कार होगा। मेरिट सूची अभ्यर्थी द्वारा लिखित परीक्षा एवं साक्षात्कार में प्राप्त अंकों को जोड़कर बनाई जायेगी। चयन मेरिट के आधार पर किया जायेगा। यदि दो या उससे अधिक अभ्यर्थियों के समान अंक हो तो लिखित परीक्षा में अधिक अंक प्राप्त करने वाले अभ्यर्थी का नाम मेरिट सूची में ऊपर रखा जायेगा, यदि लिखित परीक्षा में भी समान अंक हो तो अधिक आयु के अभ्यर्थी का नाम मेरिट सूची में ऊपर रखा जायेगा।

The Structure & Syllabus of the written test for the post mention in Table-1 at Sl. No. 7 are given below:-

“चयन के लिए 100 अंकों की वस्तुनिष्ठ प्रकार (Objective Type) की एक लिखित परीक्षा होगी, जिसमें सामान्य हिन्दी, सामान्य ज्ञान और सामान्य अध्ययन का एक प्रश्न-पत्र होगा। वस्तुनिष्ठ प्रकार (Objective Type) लिखित परीक्षा के प्रश्न पत्र के मूल्यांकन में प्रत्येक सही उत्तर का एक अंक तथा प्रत्येक गलत उत्तर हेतु 1/4 ऋणात्मक अंक दिया जायेगा।

आशुलिपि परीक्षा क्वालीफाइंग प्रकार होगी, जिसमें हिन्दी आशुलिपि में न्यूनतम 80 शब्द प्रति मिनट और कम्प्यूटर पर हिन्दी टंकण में न्यूनतम 4000 Key Depressions प्रति घण्टे की गति अनिवार्य है। उक्त परीक्षा 50 अंकों की होगी। जिन अभ्यर्थियों ने विहित न्यूनतम गति प्राप्त की होगी, उनको ही अंक दिये जायेंगे। मेरिट सूची अभ्यर्थी द्वारा लिखित परीक्षा एवं आशुलिपि में प्राप्त अंकों को जोड़कर बनाई जायेगी। चयन मेरिट के आधार पर किया जायेगा। यदि दो या उससे अधिक अभ्यर्थियों के समान अंक हो तो लिखित परीक्षा में अधिक अंक प्राप्त करने वाले अभ्यर्थी का नाम मेरिट सूची में ऊपर रखा जायेगा, यदि लिखित परीक्षा में भी समान अंक हो तो अधिक आयु के अभ्यर्थी का नाम मेरिट सूची में ऊपर रखा जायेगा।

TERMS & CONDITIONS:

- 1- For the post mentioned in Table-1 at Sl. No. 7, the candidates having a valid Registration Card issued by any Employment Office of Uttarakhand Government shall only be eligible to apply. Self attested photocopy of the valid Registration Card issued by any Employment Office of Uttarakhand Government should be attached with the Application Form.
- 2- The educational qualifications & experience required for the posts as given in the table above against each post are as per the Service Rules of the University.
- 3- Before applying for the post(s), the candidates are advised to ensure that they fulfill the eligibility criteria. For further details regarding eligibility/ qualifications etc., candidates are advised to visit University website; www.uuhf.ac.in. No enquiry in this regard shall be entertained.
- 4- Eligibility of the candidate shall be determined on the basis of documents submitted along with Application Form. Any document submitted after the closing date shall not be considered.
- 5- For each post, separate Application should be sent. Name of the post applied for must be mentioned on top of the envelope.
- 6- In-service candidates should send their Application Form through proper channel. However, they may send advance copy of the same. However, they are required to submit No Objection Certificate from the competent authority at the time of the test/ interview, failing which they will not be permitted to appear in the test/ interview.

- 7- Incomplete Application Forms as well as the Application Forms not accompanied by supporting documents, self-attested copies of degree certificates/ marks sheets/ experience certificates/ category certificates etc., issued by the competent authority shall not be entertained.
- 8- Application Forms not accompanied by the prescribed Application Fee in the form of Demand Draft made in favour of “Comptroller, Uttarakhand University of Horticulture & Forestry, Bharsar” payable at PNB Branch Pauri (Branch Code – 1370) shall not be entertained.
- 9- The University shall not be responsible for postal delay, if any.
- 10- No TA/DA shall be paid to the candidates called for appearing in the test/ interview.
- 11- Canvassing in any form may lead to cancellation of the candidature.
- 12- Any change of address given in the Application Form should be communicated to the University at the earliest.
- 13- The University reserves the right:
 - a) to short-list the candidates on the basis of merit if the number of applicants are considerably large for the purpose of interview;
 - b) to fill or not to fill, any or all the posts advertised without giving any reasons thereof;
- 14- Mere fulfilling eligibility criteria will not vest any right on the candidate for being called for interview.
- 15- If at any time even after the selection and the appointment of the candidate or during the tenure of his/ her service, it is found/ detected that any document/ information submitted by the candidate is incorrect or that the candidate has concealed/ suppressed any information, then appropriate action shall be taken against him/ her as per rules which may even lead to termination of his/ her candidature/ services.
- 16- In case of any dispute/ suite/ legal proceeding against the University, the territorial jurisdiction shall be restricted to the District Court at Dehradun and High Court of Uttarakhand.
- 17- The candidates are advised to visit the University website i.e. www.uuhf.ac.in regularly for information related to recruitment of the posts advertised.
- 18- In case of any discrepancy in Hindi and English version of this advertisement, English version will be considered as valid.

कुलसचिव / Registrar



**VCSG Uttarakhand University of Horticulture & Forestry
Bharsar, Pauri Garhwal**

Application Format for Non-Teaching Posts

(Note: Please carefully go through the instructions given in the advertisement before filling up the application form)

<p>Advertisement No: UHF/ DNT/ F.No. 02/ 01 of 2016 Dated 15-10-2016</p> <p>Last Date of Receipt of Application Form: 17th November, 2016</p>	<p>Registration No: (For Office use Only)</p>	<p>Self attested latest passport size photograph is to be pasted here</p>
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1. Name of the post applied for:.....

2. Category applied for:..... (SC / SCW / ST / OBC / OBCW / URW / UR)

3. Details of payment of Application Fee:

Demand Draft Number & Date	Amount (in Rs.)	Name of the Bank Payable at	Issuing Branch's Name with Branch Code
		Punjab National Bank, Pauri (Pauri Garhwal) Branch Code: 1370	

4. **Personal Details of the Applicant:**

(a) Name (in capital letters)	First Name			Middle Name	Surname		
(b) Date of Birth	Day	Month	Year	Age as on the date of 01.07.2016	Years	Month(s)	Day(s)
c) Father's Name							
d) Mother's Name							
e) State of domicile							
f) Nationality							
g) Gender	(Male/ Female/ Transgender)						
h) Religion							
i) Marital Status	(Married/ Unmarried)						
j) Permanent address							
k) Address for Correspondence							
E-mail:							
Mobile number:							
Telephone no. with STD Code							

5. Educational Qualifications (Class X onwards):

S.N.	Examination passed	Name of the Board/ University	Passing Year	% Marks/ OGPA/ CGPA	Subjects studied	Sl. No. of proof/ documents enclosed
1.	High School					
2.	Intermediate					
3.	Graduation					
4.	Post-Graduation					
5.	Ph.D					
6.	Any other					

6. **Whether qualified ASRB/ UGC/CSIR NET or SLET/SET of Uttarakhand State:**
 Year of qualifying (Sl. No. of proof/ documents enclosed)

7. Professional Experience in Chronological Order (giving current position/employment first)

Post held	Nature of Employment *	Name, & Address of the Employer/ Institution	Basic Pay/ Pay Band & AGP	Period of Employment		No. of Years/ Months	Nature of Work/ Duties	Sl. No. of proof/ documents enclosed
				from	to			
1	2	3	4	5		6	7	8

* Please mention whether Regular / Temporary/ Contract/ Other

8. Present Position

Designation	Name & Address of the Employer/ Institution	Type of the Institution #	Present Salary			Sl No. of proof /documents Enclosed
			Pay Band	Basic Pay	AGP	

Please mention whether Organization/ Institution/ University is a State Govt./ Central Govt./ Private etc.

9. Membership of Professional Societies, if any	
10. References: Give name & address of two referees	1. 2.
11. Name & Registration No. of Employment Office (Uttarakhand Government) with Date (Only for the post of Personal Assistant)	
12. Total number of self attested testimonials attached	
13. Any other information: <i>(attach separate sheets if required)</i>	

Declaration

I Son/ Daughter/ Wife ofhereby declare that the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. If at any time even after my selection and the appointment or during the tenure of my service, it is found/ detected that any document/ information submitted by me is incorrect or that any information is concealed/ suppressed by me, then appropriate action shall be taken against me as per rules which may even lead to termination of my services.

Place :

(Signature of the Applicant)

Date :

Name (in block letters)

Endorsement by the Employer (For in service candidates)

The applicant Dr./Mr./Mrs./Ms. _____ who has submitted this application for the post of (Name of the Post)_____ has been working in this organization on the post of _____ on temporary / contract / permanent basis with effect from _____ in the pay scale of (mention present basic pay, pay band and grade pay, if applicable) _____.

Certified that no disciplinary / vigilance action is contemplated or pending against the said applicant. There is no objection to his/her application being considered by the VCSG UUHF, Bharsar. In the event of his/her selection on the said post, he/ she shall be relieved to join on the said post in VCSG UUHF, Bharsar.

Place:

(Signature of Forwarding Officer)

Date:

Name :

Designation :

Seal :