



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES,
VANI ROAD, MHASRUL, NASHIK- 422 004.**

Advt. No. 04/2013

Applications are invited for filling the following posts created from University fund on purely temporary yearly basis on consolidated pay.

(1) Assistant Computer Programmer (2) Assistant Accountant (3) Computer Technician (Software) (4) Computer Technician (Hardware) (5) Photographer (6) D.T.P. Operator (7) Junior Clerk / Guest House Keeper / Museum Keeper (8) Driver (9) Cook / Khansama (10) Electrician / Wireman (11) Choukidar (12) Sweeper.

Above posts are to be filled for all Regional Centers & Headquarters of MUHS Nashik. The appointments on these posts shall be transferable. Applications in prescribed form should reach the University office on or before 12/08/2013. For more details please visit to the University website www.muhs.ac.in

Date : 20/07/2013
Place : Nashik

Sd/-
Registrar
MUHS, Nashik

विद्यापीठाच्या संकेतस्थळावर प्रसिध्द करावयाच्या जाहिरातीचा मसुदा

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

ADVERTISEMENT No. 04/2013

Applications in prescribed form are invited for the following posts created from University Fund to be filled purely temporary basis on consolidated pay at all Regional Centers and Headquarters of MUHS, Nashik. :

Sr. No.	Name of Post	Consolidated Pay (in Rs)	No. of Posts	Reservation	Qualification, Experience & Age
01	02	03	04	05	06
01	Assistant Computer Programmer	23500/-	01	OPEN	<ol style="list-style-type: none">1. B. E. in Computer Science or B. E. in I. T. with 02 years experience in reputed organization in program / Software development. OR2. Master's Degree in Computer Science with 01 years experience in reputed organization in program / Software development. OR3. Master's Degree in Computer application with 01 years experience in reputed organization in program / Software development.4. Candidate should have proficiency in Marathi and English.5. Age: Not more than 33 years.
02	Assistant Accountant	13000/-	01	OPEN	<ol style="list-style-type: none">1. Degree in commerce of any statutory University with Accountancy and Auditing as special subjects.2. 03 years experience in Accounts branch in any University / affiliated college / recognized Institute, Government or Semi Government organizations or Local Self Governments or in reputed accountancy firm / organization.3. Age: Not more than 33 years.4. Candidate should have proficiency in Marathi and English.5. Computer Literacy.

03	Computer Technician (Software)	13000/-	01	OPEN	<ol style="list-style-type: none"> 1. B.C.A. / B.C.S. / B.Sc. (Computer Sci.) / 03 years diploma in Computer from recognized institute. OR DOEACC 'A' Level (S/W) OR DOEACC 'O' Level (S/W) 2. 02 years experience in Software field. 3. Candidate should have proficiency in Marathi and English. 4. Age: Not more than 33 years.
04	Computer Technician (Hardware)	13000/-	01	OPEN	<ol style="list-style-type: none"> 1. B.C.A. / B.C.S. / B.Sc. (Computer Sci.) / 03 years diploma in Computer from recognized institute. OR DOEACC 'A' Level (H/W) OR DOEACC 'O' Level (H/W) 2. 02 years experience in Hardware field. 3. Candidate should have proficiency in Marathi and English. 4. Age: Not more than 33 years.
05	Photographer	12000/-	01	OPEN	<ol style="list-style-type: none"> 1. 01 year Diploma in Photography from recognized institute. 2. Candidate should have Computer Literacy. 3. Candidate should have proficiency in Marathi and English. 4. Age: Not more than 33 years.
06	D T P Operator	12000/-	01	OPEN	<ol style="list-style-type: none"> 1. Passed H.S.C. Examination and 01 year Diploma in D T P from recognized institute. 2. 02 years experience in reputed organization. 3. Desirable: Corel and MS Office 4. Proficiency in Computer Software. 5. Candidate should have proficiency in Marathi and English. 6. Age: Not more than 33 years.

07	Junior Clerk (35)	12000/-	38	19 OPEN (5 W, 3 Ex.S & 1 Project / Earthquake affected)	1. Passed S.S.C. / H. S. C. examination. 2. Passed Govt. commercial certificate examination of typing for a speed of not less than 40/30 w.p.m. in English / Marathi respectively. 3. Preference will be given to the candidate having one year experience in Museum Keeping for the post of Museum Keeper 4. Candidate should have proficiency in Marathi and English. 5. Age: Not more than 33 years. 6. Computer Literacy.
	05 SC (1 W & 1 Ex.S)				
	02 ST (1 W)				
	01 VJ-A, 01 NT-B, 01 NT-C & 01 NT-D (1 W & 1 Ex.S)				
	07 OBC (2 W & 1 Ex.S)				
	01 SBC				
	Out of above posts 01 post is reserved for PWD				
08	Driver	12000/-	03	02 OPEN	1. Passed VII th Standard examination. 2. Experience in driving the heavy vehicle with license and badge for at least 03 years in reputed organization / Transport Company. 3. Technical knowledge of vehicle is preferable. 4. Age: Not more than 33 years.
				01 SC	
09	Cook / Khansama	12000/-	02	01 OPEN	1. Passed S. S. C. Examination. Preference will be given to those who possesses and Diploma in Cooking / Catering from ITI OR any recognized institute 2. 03 years experience as a cook in Govt. / Semi. Govt. Sector / any reputed recognized institute / organization. 3. Candidate should have proficiency in Marathi and English. 4. Age: Not more than 33 years.
				01 SC	

10	Electrician / Wireman	12000/-	03	02 OPEN	1. Passed S.S.C. Examination. 2. Certificate in Wireman course of ITI (Govt. approved) institute. 3. 03 years experience of Electrical work in reputed organization. 4. Candidate should have proficiency in Marathi and English. 5. Age: Not more than 33 years 6. Desirable: Computer Literacy.
				01 SC	
11	Choukidar	10000/-	05	03 OPEN (1 W)	1. Passed IV th Standard examination. 2. Must have capacity of doing manual work. 3. Candidate should be physically fit and fulfill all the criteria laid down in general conditions. 4. Candidate should have proficiency in Marathi. 5. Age: Not more than 33 years.
				01 SC	
				01 ST	
12	Sweeper	10000/-	02	02 SC	1. Passed IV th Standard examination. 2. Must have capacity of doing manual work. 3. Candidate should have proficiency in Marathi. 4. Age: Not more than 33 years

Note : Computer literacy means, Certificate of 'D.O.E.A.C.' Societies 'C.C.C.' or 'O' level or 'A' level or 'B' level or 'C' level or 'M.S.-C.I.T.' or 'G.E.C.T.' Certificate of Maharashtra State Higher & Technical Education Board.

Abbreviations:

W = Women

Ex.s. = Ex-serviceman

PWD = Person with disability

Posts reserved for VJ-A, NT-B, NT-C and NT-D are internally transferable as per G. R. No. सामान्य प्रशासन विभाग, बीसीसी-१०९७/प्र.क्र.२/९७/१६/-ब, दिनांक २९/०३/१९९७.

Advt. No. 04/2013

General conditions and important instructions for Applicants

- 1 All these Posts are purely temporarily yearly basis created from University Fund on consolidated pay.
- 2 Being all are temporary posts, they carry no retirement or other such benefits.
- 3 The candidates appointed on these posts will not be entitled for any leave other than Casual leave.
- 4 The nature of duties / job of the temporarily created posts are not of permanent nature. The services of selected candidates are transferable to any department / section of the University or at any regional centre of the University.
- 5 The selected candidates shall be initially given appointment for the period of one year. However, this appointment can be continued on yearly basis upto **04/06/2018, subject to satisfactory performance of the employee or as per requirement of the University.**
- 6 Number of posts may change and the decision of the Vice-Chancellor of the University in this regard shall be final.
- 7 Application should be submitted in the **prescribed format** along with processing fees through Demand Draft (Non-Refundable) of Rs. 500/- for Open category candidates and Rs. 300/- for Reserve category candidates. Demand Draft must be drawn, only from Nationalized Banks, in favour of the **Registrar, Maharashtra University of Health Sciences, Nashik** payable at **Nashik**.
- 8 Attested photocopies of following documents should be attached alongwith the applications:
 - a) Date of Birth / Proof of Age (School Leaving Certificate / S.S.C. Certificate)
 - b) Educational qualification (s) documents
 - c) Computer literacy Certificate (MS-CIT or any other equivalent Certificate)
 - d) Experience Certificate, if applicable
 - e) Caste Certificate and Caste Validity Certificate, if applicable
 - f) Non-Creamy Layer Certificate, if applicable
 - g) Physically Handicapped Certificate, if applicable
 - h) Project / Earthquake Affected Certificate, if applicable
 - i) Small Family Declaration Certificate
 - j) Discharge Certificate from Defence Service, if applicable
- 9 Only one application should be submitted for one post by one candidate. If a applicant desires to apply for more than one post, separate application should be submitted for each post. Envelope should be super-scribed as "Application for post, Advertisement No. "
- 10 Complete application duly signed by the applicant should be sent to the **Registrar, Maharashtra University of Health Sciences, Vani Road, Mhasrul, Nashik – 422004** so as to reach **on or before 12/08/2013** office hours. University shall not be held responsible for any postal delay. Applications received by the University after last date of submission will be rejected. No correspondence will be entertained by the University in this regard.
- 11 Applicants should bring all original documents with one set of attested photo copies at the time of Interview.
- 12 Incomplete applications, overwriting / erased applications / certificates not attested, etc. and applications without processing fee shall not be considered. No correspondence in this respect will be made.
- 13 For the post of Choukidar physical standard will be as per rules.
- 14 Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate for written examination / interview.
- 15 Written and technical test will be conducted for posts of Group C and D.
- 16 Knowledge of Marathi is essential.
- 17 Benefit of reservation to reserve category candidates will be given to the candidates, who are Domicile of State of Maharashtra only. In such cases, applicants shall submit Domicile Certificate of the State of Maharashtra.

- 18 In-service candidates will be required to produce 'No Objection Certificate' from the institute or should apply "through proper channel". They may, however send advance copy of the application along with enclosures & fees.
- 19 The University reserves the right to fill or not to fill any of the post(s).
- 20 Waiting List of the candidates will be valid for the period of 06 months only from the date of issuance of appointment orders of the concerned posts.
- 21 The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribe) i.e. N.T.(A), N.T. (B), N.T.(C), N.T.(D), S.B.C., O.B.C. and women as per the orders regarding the implementation of the said provisions issued by the Government vide Circular of Social Justice, Cultural Affairs and Special Assistance Department No. CBC-10/2006/PK- 15/BCC--5 dtd. 5th June, 2006. Candidates belong to said categories are required to submit appropriate Caste Certificate and Non-Creamy Layer Certificate accordingly.
- 22 As per the Government Resolution No. BCC-2011/PK-1064/2011/16-B dated 12th December, 2011, selected candidates from any reserved category shall have to get the validity of caste certificate verified from the concerned authority within the period of six months from the date of his / her joining.
- 23 Applicants who are not eligible will not be informed independently / individually and applicants are not allowed to make enquiry in this behalf.
- 24 Applicants should attend Examination / Screening test / technical test / interview on his / her own expenses.
- 25 On verification, if it is found that the information received from an applicant is found incorrect / faulty / misleading and / or is based on faulty / forged certificates shall be liable for legal action and the selection shall be immediately cancelled.
- 26 Age of applicants will be determined with reference to the last date of receipt of application notified by the University.
- 27 Relaxation to Age limit for Reserve Category, Ex-servicemen candidates, Project affected / Earthquake affected, Ward of freedom fighters & the candidates already in service of University / State Govt. / Semi Govt. / Govt. recognized institutes and Local Self Govt. shall be considered as per prevailing Govt. rules. Age relaxation for the persons working in the MUHS will be given.
- 28 Weightage will be given to the persons who have experience for working in the Health Sciences Universities.
- 29 Posting will be given to the candidates as per requirement of the University to any Department of MUHS, Nashik or Regional Centers at Mumbai, Pune, Aurangabad, Nagpur and Kolhapur etc. The selected candidates should have to submit undertaking / deed of contract as required by the University.
- 30 Applications received through email will not be entertained.
- 31 Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
- 32 **In case any issue in this respect arises, it shall be fully and finally decided by the Hon'ble Vice-Chancellor.**

Place : Nashik
Date : 20/07/2013

Sd/-
Registrar
M.U.H.S. Nashik

MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

Registration No.

(for Office use only)

Category:	SC	ST	VJ	NT1	NT2	NT3	OBC	SBC	Open	Women	Ex-Service-men	Project / Earthquake affected	PWD	Any other
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Candidate must roundup appropriate Category under which application is submitted)

FORMAT OF APPLICATION

Application Fee

Open Category : Rs.500/-

Reserve Category: Rs.300/-

Name of Bank:.....

D. D. No.

Dated :

Paste recent Passport
Size photo duly self
attested

Advertisement No. **04/2013**

Post applied for _____
Please ✓ wherever applicable

1) **Name** : _____
(In Capital letters) Surname First Name Father's / Husband's Name

Name in Devnagari : _____
आडनाव नाव वडिलांचे / पतीचे नाव

2) **Address for Correspondence** : _____

_____ **Pin Code** _____

Permanent Address : _____

_____ **Pin Code** _____

3) **Contact Tel. Nos.** : STD code _____ (Res.) _____ (Off.) _____

E-mail ID _____ **Mobile No.** _____

4) **Date of Birth** : _____ (in words) _____

5) **Age as on (12/08/2013):** _____
(Please furnish copy of S.S.C. Certificate /School leaving Certificate etc.)

6) **Nationality** : _____ 7) **Religion** : _____

8) **Whether belong to SC/ST/VJNT/OBC/SBC Category:** _____ 9) **Caste** : _____
(Please attach documentary proof.)

10) Whether Non- Creamy Layer Certificate attached: Yes / No

11) Whether Physically Handicapped: Yes / No (if yes, attach documentary proof).

12) Whether belongs to Project / Earthquake Affected Area: Yes / No (if yes, attach documentary proof).

13) Sex : Male / Female

14) Marital Status: Married / Unmarried (If married attach form 'A')

15) Whether candidate is Ex-Servicemen: Yes / No
(if yes, attach Discharge Certificate).

16) Educational / Professional / Technical Qualifications:
(Mandatory to attach all necessary copies of attested Mark sheets, e.g. SSC/HSC/Degree/Diploma/PG degree /MSCIT etc.)

Sr. No.	Examination Passed	Name of Board / University	Year of Passing	Subjects Taken	Percentage of Marks obtained	Grade
01						
02						
03						
04						
05						
06						

17) Computer Literacy (MS-CIT, etc.): Yes / No

18) Experience: (Please attach attested copies of necessary Certificates)

Sr. No.	Name of the Institution	Post held	Period			Pay Band & Grade pay	Reason for leaving services (if any)
			From	To	Total Period		
01							
02							
03							
04							
05							
06							

19) **Any other information, which you would like to provide :** _____
(Please attach separate sheet if necessary)

: Declaration :

It is hereby declared that above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation. Further I have read and understood all the general conditions and instructions mentioned in the advertisement and I agree with those conditions and instructions.

Place :

Date : _____ **(Name & Signature of the Candidate)**

NOTE: Incomplete Application will be rejected and no correspondence will be entertained on this behalf.

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(CHECK LIST FOR THE CANDIDATE (TO BE ATTACHED TO THE APPLICATION))

Put $\sqrt{}$ as applicable

- | | | |
|--|---|----------|
| 1) Application duly completed | : | Yes / No |
| 2) Self attested Photograph affixed on the Application | : | Yes / No |
| 3) Application Signed | : | Yes / No |
| 4) An attested copy of each of the following certificate is attached | | |
| a) Demand Draft | : | Yes / No |
| b) Date of Birth / Proof of Age | : | Yes / No |
| c) Caste Certificate and Caste Validity Certificate, if applicable: | | Yes / No |
| d) Non-Creamy Layer Certificate, if applicable | : | Yes / No |
| e) Physically Handicapped Certificate, if applicable | : | Yes / No |
| f) Project / Earthquake Affected Certificate, if applicable | : | Yes / No |
| g) Small Family Declaration Certificate | : | Yes / No |
| h) Discharge Certificate from Defence Service, if applicable | : | Yes / No |
| i) Educational qualification documents | : | Yes / No |
| j) Computer literacy Certificate (MS-CIT/any other equivalent Certificate) | : | Yes / No |
| k) Experience Certificate, if applicable | : | Yes / No |
| l) Numbering of each page of documents | : | Yes / No |

महाराष्ट्र नागरी सेवा नियम (लहान कुटुंबाचे प्रतिज्ञापत्र)

नियम २००५ मधील प्रतिज्ञापत्राचा नमुना "अ"

प्रतिज्ञापत्र

(विवाहीत उमेदवारासाठी)

नुमना "अ"

(नियम ०४ पहा)

मी श्री. / श्रीमती / सौ.....

श्री.यांचा / यांची मुलगा/ मुलगी/ पती /

पत्नी, वयवर्षे, राहणार

..... याद्वारे पुढील प्रमाणे असे जाहीर करतो / करते की,

१) मी या पदासाठी माझा अर्ज दाखल केलेला आहे.

२) आज रोजी मला (संख्या) इतकी हयात मुले आहेत. त्यापैकी २८ मार्च २००५ यानंतर जन्माला आलेल्या मुलांची संख्या आहे. (असल्यास जन्मदिनांक नमुद करावा).

३) हयात असलेल्या मुलांची संख्या दोन पेक्षा अधिक असेल तर दि. २८ मार्च २००६ व तदनंतर जन्माला आलेल्या अपत्यांमुळे या पदासाठी मी अपात्र ठरेल, याची मला जाणीव आहे.

ठिकाण :

दिनांक :

अर्जदाराची सही

Declaration

FORM "A"

(See Rule - 04)

I Shri / Smt
Son / Daughter/ Husband / Wife of Shri.
aged..... years resident at.....
..... do hereby declare as follows :

1. That I have filled my application for the post of
2. I have..... (Number) living children as on today, out of which no of children born after 28th March, 2005 is/are.....(Mention dates of Birth, if any).
3. I am aware that if any total numbers of living children are more than two, due to the children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature of Applicant