

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



ADVERTISEMENT NO. 08/2013, dated 24/12/2013

Applications in the prescribed format are invited from the eligible candidates, on or before **15/01/2014**, for filling up the following posts for a period of five years.

Sr. No.	Name of Post	No. of Posts	Pay Band (In Rs)	Grade Pay
*1	Registrar	01	37400-67000	8900
2	Finance and Accounts Officer	01	37400-67000	8900

* The post will vacant from 01st March, 2014.

Details of eligibility, age and other conditions along with application format are available at University website: **www.muhs.ac.in**

Sd/-
Registrar

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Applications in the prescribed format are invited from the eligible candidates, on or before **15/01/2014**, for filling up the following posts for a period of five years.

Sr. No.	Name of Post	No. of Posts	Pay Band (in)	Grade Pay
*1	Registrar	01	Rs. 37400-67000	Rs. 8900
2	Finance and Accounts Officer	01	Rs. 37400-67000	Rs. 8900

* The post will vacant from 01st March, 2014.

Post : Registrar

1. Qualification

A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale OR Master's Degree in Health Sciences.

A relaxation of 5% may be granted from 55% to 50% of the marks at the Master's for the S.C./S.T. category.

2. Experience

At least 15 years of experience as Lecturer (Senior scale) in Health Science along with the experience in educational administration

OR

Teaching experience of 15 years in which 08 years as Lecturer (Asst. Prof.) and 07 years as Reader (Asso. Prof.) along with the experience in educational administration.

OR

15 years comparable experience in Health Sciences research establishment and / or other institutions of higher education related to Health Sciences

OR

15 years of administrative experience of which minimum of 08 years as Deputy Registrar or as equivalent post.

3. Proficiency in Marathi is essential.

4. Age Limit

Candidate shall not be less than 45 years of age unless already in the service of Government, Universities and affiliated colleges or recognized institutes of MUHS, Nashik.

Post : Finance and Accounts Officer

1. Qualification

Masters Degree in faculty of commerce (with at least 55% of marks)

OR

A Chartered Accountant or ICWA (with at least 55% of marks or equivalent grade)

OR

M.B.A. (Finance Management) (with at least 55% of marks or equivalent grade)

A relaxation of 5% may be granted from 55% to 50% of the marks at the Master's for the S.C./S.T. category. Those candidates who possess Ph.D. Degree and who have passed their Master's Degree prior to 19th September, 1991, additional 5% marks shall be considered in their marks of Master's Degree.

2. Experience

At least 15 years of experience as Lecturer (Senior scale) in Health Science along with the experience in educational administration or financial administration.

OR

Teaching experience of 15 years in which 08 years as Lecturer (Asst. Prof.) and 07 years as Reader (Asso. Prof.) along with the experience in educational administration or financial administration.

OR

15 years comparable experience in research Establishment and / or other Institutions of Higher Education

OR

15 years of Administrative experience of which 8 years as a Deputy Registrar or an equivalent post.

3. Age

Candidate shall not be less than 45 years of age unless already in the service of Government, Universities and affiliated colleges or recognized institutes of MUHS, Nashik.

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS

Advertisement No. 08/2013

- 1) Application should be submitted in the **prescribed format** along with 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**.
- 2) It is mandatory for the candidates to submit their application along with duly attested copies of certificates as mentioned below:
 - a) Date of Birth / Proof of Age
 - b) Domicile Certificate, if applicable
 - c) Caste Certificate and Caste Validity Certificate, if applicable
 - d) Non-Creamy Layer Certificate, if applicable
 - e) Declaration of Small Family
 - f) Discharge Certificate from Defence Service, if applicable
 - g) Educational qualification documents
 - h) Computer literacy Certificate(MS-CIT), any other Certificate as per Govt. Rules.
 - i) Experience Certificate
 - j) Proof for change in name, if applicable
- 3) Complete application duly signed by the candidate should be sent to **The Registrar, Maharashtra University of Health Sciences, Vani Road, Mhasrul, Nashik –422004** so as to reach **on or before 15/01/2014**. University will 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.
- 4) Only one application should be submitted for one post. If a candidate wishes to apply for more than one post, separate application should be submitted for each post. Envelope should be superscribe as “Application for post, Advertisement No. **08/2014**.”
- 5) A recent passport size photograph duly self attested should be affixed on the application.
- 6) Incomplete applications/ applications which are not in conformity with the requirements indicated or which are not in the prescribed format, overwriting / erased applications or application without processing fees shall not be considered.
- 7) Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate for short-listing / interview. In case more applications are received, the applicants possessing higher experience will be short listed for interview by observing the ratio as 1:5 or as decided by the Vice-Chancellor.
- 8) The applications received through E-MAIL will not be considered.
- 9) It is mandatory for the candidates, who are already in the service, to send their application through proper channel. They shall, however, send advance copy of the application along with enclosures and fees before cutoff date.
- 10) Upper age limit is relaxable, as per State Govt. rules, for Reserve Category / Project Affected / Earth-quake affected / Ward of Freedom Fighter / Ex-Serviceman candidates. The application of the candidates already in service of University/State Govt./Semi Govt./ Govt. recognized institutes and Local Self Govt. shall be considered as per State Govt. rules.
- 11) The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribes) i.e. V.J.(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 dated 5th June, 2006. Candidates belong to said categories are required to submit appropriate Caste

Certificate and Non-Creamy Layer Certificate accordingly.

- 12) The candidates belonging to VJ(A), NT(B), NT(C), NT(D), OBC, SBC and Women Reservation categories must have to submit Non-Creamy Layer Certificate issued by the Competent Authority (on or after **01/04/2013**), failing which their applications shall be treated as Open category.
- 13) 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.
- 14) A candidate has to submit computer literacy document. "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. However, if any candidate who is selected and has failed to submit relevant certificate, then he / she has to produce requisite certificate within 2 years from date of his/ her appointment; otherwise University shall terminate appointment of such candidates as per State Govt. rules.
- 15) Applicants called for an interview will have to attend the interview at their own cost.
- 16) 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 at any stage.
- 17) Age of applicants will be determined with reference to the last date of receipt of application notified by the University.
- 18) Weightage will be given to the persons who have experience of working in the Health Sciences Universities.
- 19) The services of the selected candidate shall be governed by the provisions of MUHS Act, 1998, the terms and conditions as laid down by the University and Government from time to time.
- 20) Waiting list of the candidates will be valid for the period of 06 month only from the date of issuance of appointment order.
- 21) It will be solely at the discretion of the University to fill up vacant post(s).
- 22) Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
- 23) If any issue arises in this respect, it shall be fully and finally dealt and decided by the Hon'ble Vice-Chancellor.
- 24) The University reserves the right to cancel, amend or modify any clause of this advertisement.

Place : Nashik
Date : 24/12/2013

Sd/-
Registrar



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

FORMAT OF APPLICATION

Category of candidate: SC ST VJ NT1 NT2 NT3 OBC SBC Open Women Ex-Service-men

(Candidate must roundup his appropriate Category)

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. **08 / 2013**

Post applied for _____

(Please \sqrt 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 (15/01/2014): _____
(Please furnish copy of S.S.C. Certificate /School leaving Certificate etc.)

6) Nationality : _____ 7) Religion : _____

8) Caste : _____ 9) Category : _____
(Please attach documentary proof.)

10) Whether Domicile of Maharashtra State : Yes / No (if yes, attach documentary proof)

11) Whether Non- Creamy Layer Certificate attached: Yes / No
(if yes, attach documentary proof)

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

13) Whether belongs to Project/ Earth-quake Affected Area: Yes / No
(if yes, attach documentary proof).

14) Sex : Male / Female

15) Marital Status: Married / Unmarried

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

17) Educational 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						
07						

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

19) 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							

20) 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.

Declaration of Small Family

FORM "A"
(See Rule - 04)

I, Shri/ Smt./ Kum.
son/daughter/wife of Shri.
aged..... years, resident of
.....

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 number of children born after 28th March, 2005 is(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