

**Hemwati Nandan Bahuguna Garhwal University, Srinagar
Srinagar (Garhwal), Uttarakhand – 246 174
(A Central University)**

EMPLOYMENT NOTICE NO. HNBGU/RO/2014/256 DATED 11th FEBRUARY 2014

LAST DATE OF FEE DEPOSIT THROUGH BANK CHALLAN 25-03-2014
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**LAST DATE OF RECEIVING OF APPLICATION FORM AT HNB GARHWAL
UNIVERSITY THROUGH POST 31-03-2014**
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Website www.hnbgu.ac.in, www.recruitmenthnbgu.co.in

Contact through email: recruitmentcellhnbgu@gmail.com

**MULTI TASKING STAFF (MTS)
PAY SCALE, AGE, QUALIFICATION AND EXPERIENCE ETC.**

Post	MTS (MULTI TASKING STAFF) (Erstwhile Group -D POST)
Pay Scale	Pay Band-1; Rs. 5200-20200 (Grade pay Rs. 1800/-)
Age Limit	18 to 25 years (Age relaxation for Reserved categories/Ex-serviceman/others as per GOI rules) Age relaxation will be given to the Daily wagers/Contractual employees/Employees under Self finance Scheme of the HNB Garhwal University to the extent as to be decided by the Executive Council of the University. However they may submit their application provisionally.
Qualification & Experience	Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any
Nature of Duties	The duties would broadly include: 1. Physical Maintenance of records of the Section. 2. General cleanliness & upkeep of the Sectional Unit. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Sectional Unit.

	<ol style="list-style-type: none"> 6. Assisting in routine office work like diary, despatch etc., including on computer 7. Delivering of dak (outside the building). 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures etc 13. Work related to his ITI qualifications, if it exists. 14. Driving of vehicles, if in possession of valid driving licence. 15. Upkeep of parks, lawns, potted plants etc. 16. Any other work assigned by the superior authority. <p>NOTE: The above list of duties is only illustrative and not exhaustive. The University shall add to the list from time to time, duties of similar nature ordinarily performed by employees at this level.</p>
Selection Criteria	Written Test/Skill Test and/or Personal Interview (The selection criteria may vary depending on the number of applications received and nature of erstwhile Group -D posts.)



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**Recruitment for MULTI TASKING STAFF (MTS) Pay Band - 1 (Rs. 5200-20200) +
Grade Pay Rs. 1800 (ERSTWHILE GROPU D POSTS) For Three Campuses of the
University on Regular basis.**

Applications in the prescribed format are invited from the eligible candidates for the following posts to be filled up on regular basis.

Sl No	MTS (Erstwhile Group –D Nomenclature)	No Of Posts	Reservation Category
1	Animal Catcher	4	UR-1; OBC-1;SC-1;ST-1
2	Ardali	10	UR-5;OBC-2(PH-1);SC-3
3	Bearer	18	UR-10(PH-1);OBC-4;SC-2;ST-2
4	Book Binder	4	UR-3;OBC-1
5	Book Lifter	6	UR-4;OBC-1;SC-1
6	Bundle Lifter	1	ST-1
7	Carpenter	2	UR-2
8	Choukidar -cum-Mali	1	OBC-1
9	Chowkidar	3	UR-1;OBC-1;ST-1
10	Cook	1	UR-1
11	Counter boy	1	OBC(PH)-1
12	Daftari	7	UR-3;OBC-2;SC-1;ST-1
13	Gallery Attendant	1	UR-1
14	Gardner	6	UR-1;OBC-3;SC-2(PH-1)
15	Gas Man	2	UR-1;SC-1
16	Genitor	1	UR-1
17	Lab Bearer	17	UR-8(PH-2);OBC-5, SC-1;ST-3
18	Meson Helper	1	UR-1
19	Peon	3	UR-1;OBC-2
20	Peon/Bearer	1	OBC-1
21	Plumber Helper	3	UR-2;SC-1
22	Punch Operator	2	OBC-1;SC-1
23	Security Guard	1	UR-1
24	Sweeper	3	UR-2;SC-1
25	Waterman	4	UR-3;OBC-1
26	Zamadar/Ardali	2	UR-1;OBC-1

NB: Out of above 105 MTS, 31 will be posted at Tehri Campus, 26 at Pauri Campus and 48 at Srinagar Campus on requirement basis.