



ADVERTISEMENT NO. 62/2025

Applications are invited in the prescribed format for the following post to be filled in Gondwana University as per the provisions under Maharashtra Public Universities Act, 2016.

SPECIFICATIONS OF THE STATUARY OFFICER'S POST.

DIRECTOR of Board of Examinations and Evaluation	
Number of Post	ONE
Category	OPEN
Pay Band	As per U.G.C. and Government of Maharashtra norms.
Tenure of Appointment	Appointment shall be for a term of FIVE years from the date of appointment or till the age of superannuation, whichever is earlier.
Qualifications & Experience	(a) Master's Degree with at least 55% marks of any statutory University or its equivalent grade of B in U.G.C. 7 points scale. (b) Relaxation i) The minimum requirement of 55% marks at the Master's Degree level is relaxable up to 5% for the existing incumbents who are already in the University system. ii) A relaxation of 5% may be provided, from 55% to 50% of the marks at the Master's level for the S.C./S.T. and OBC category candidates. iii) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th September, 1991. (c) Experience i) At least 15 years of experience as Lecturer (Senior Scale)/Lecturer with 8 years experience in Reader's/Associate Professor's grade along with experience in educational administration commensurate with revised pay scale and designation of the UGC. OR ii) Comparable experience in Research Establishment and / or other Institution of Higher Education. OR iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. iv) Good knowledge of computer is necessary. (d) Minimum aggregate experience of 5 year in the examination work of University. (e) Shall have proven experience of use of technology in education and examination systems.

INTRUCTIONS, TERMS AND CONDITIONS:-

1. Candidates must read all the instructions before filling the application form in a prescribed format of Application (to be downloaded by the candidate) which is available on the University website <https://unigug.ac.in>. Candidates must ensure that no column is wrongly filled in Application form as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, incomplete or as per the instructions are liable to be rejected and the responsibility of such rejection would be on the candidate himself/herself.
2. Application made on plain paper shall not be entertained under any circumstances, whatsoever. Also, applications received by E-mail & Fax shall not be entertained.
3. Candidate shall not be less than 45 years of age unless already in the service of the University or affiliated college.
4. Self-attested copies of the certificates should be attached in support of information given in the form where necessary and serial No. of enclosure attached should be indicated in the respective column given in the form. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form.
5. Do not attach any original document with the application.
6. Knowledge of Marathi Language is desirable.
7. Qualification, Experience & all other eligibility conditions should be fulfilled as on the last date of application.
8. Appointment on Contract, Daily wages, Temporary, Ad-hoc basis will not be counted as experience.
9. The Candidate appointed in the University services after 1st Nov., 2005 would be covered under National Pension Scheme.
10. Candidates belonging to the reserved categories specified by the state Government of Maharashtra only shall be considered for the posts reserved in this advertisement. The candidates from reserved category who are domiciled outside the State of Maharashtra will be treated as Open category candidates as per Maharashtra Govt. Circular No. CBS-1290/23116/Pra. Kra. 378/Mapak. 5, dated 24-08-1995.
11. The reservation for Female candidates will be in accordance with Government Resolution Dated 25 May, 2001 issued by the Women's and Child Welfare Department.
12. The reservation for Physical Disabled candidates will be in accordance with Government Resolution Dated 29 May, 2019 issued by the General Administration Department.
13. Candidate should possess a "Certificate of D.O.E.A.C. Societies "C.C.C". or "O" level or "A" level or "B" level or "C" level or MS-CIT or GECT Certificate of Maharashtra State Higher & Technical Education Board" OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not possessing the said Certificate, they will have to produce the Certificate within two years from the date of their appointment. However, relaxation in the computer literacy will be considered as per Govt. Resolution No. सेप्रनि-२००२/प्र.क्र.१४/०२/१२, दि.०२ सप्टेंबर, २०१३.

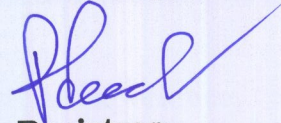
14. Teaching experience as an approved full-time teacher will only be considered.
15. DULY FILLED IN "PROFORMA-A", SUPPLIED ALONGWITH THE APPLICATION FORM, SHOULD ALSO BE SUBMITTED ALONGWITH THE APPLICATION FORM. FAILURE TO SUBMIT WOULD MAKE THE APPLICATION LIABLE FOR REJECTION.
16. Applications not filled correctly or as per the instructions are liable to be rejected.
17. Paste (do not staple/pin) a passport size colour photograph in the space provided on the right top portion of the application duly attested by the applicant.
18. Please obtain the endorsement of your Employer on the page enclosed in the application form (in case the applicant is in service). This is mandatory.
19. Prescribed application fees of Rs. 1,000/- shall be submitted through NEFT/RTGS, account details are given below.

Account No.	964810210000022
Account Name	Finance and Accounts Officer GUG payment Gateway Online Transaction
Branch Name	Bank of India, Gondwana University
IFSC Code	BKID0009648

20. Canvassing in any form throughout the Selection Process will be a disqualification.
21. The right to fill or not to fill the posts or to modify/alter/cancel the advertisement is reserved by the University.
22. All disputes arising out of this advertisement are subject to Gadchiroli jurisdiction.
23. Applicants shall not be entitled for any TA/DA towards attending the interview.
24. Selection will be made on the basis of candidate's previous record and performance during his/her interview. The University may also utilize seminar/colloquium and/or any other mode as a method of selection.
25. If required, University Shall Conduct the examination for shortlisting the candidates.
26. The University shall not be held responsible for postponement or cancellation of scheduled interview for any unforeseen/unavoidable reasons.
27. Application form of in-service candidate must be signed and forwarded by his/her present employer. However, in case of an "anticipated delay" an applicant may submit the advance copy of his/her application in nine sets along with application fees. In the event of applications duly forwarded by the employer not reaching the Registrar within the stipulated time, the applicant concerned shall be required to furnish a "No Objection Certificate" from his/her employer, at the time of interview, in the absence of which he/she shall not be entitled to appear for the interview.
28. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay

- or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
29. Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.
30. No correspondence will be made with applicants who are not shortlisted/not called for interview.
31. The set of nine copies of the prescribed application form either handwritten or neatly typed, alongwith the clear and legible self-attested copies (not originals) of all relevant certificates/publications/pre-prints /reprints etc. in proof of all information (date of birth, qualifications, experience, publications, etc.) shall be submitted on or before the last date. 'Enclosure Sr.No._____' (as mentioned/filled in the application) shall be written at the right top corner of each copy of the certificate/document enclosed with the application.
32. The prescribed application form, complete in all respect, shall be submitted in a cloth lined envelope, writing at the center of the envelope the name of the post to the "The Registrar, Gondwana University, Gadchiroli, M. I. D. C. Road, Complex, Gadchiroli Dist- Gadchiroli Pin 442605 (M.S.), India" on or before **23/01/2026 up to 5.30p.m.**
33. All updates, corrigendum (if any), instructions regarding this recruitment from time to time shall be updated on University website only. Hence, applicants are advised to visit university website regularly for further updates / details.
34. The Government Resolutions / Circulars issued by the Government of Maharashtra from time to time and the Provisions of Maharashtra Public Universities Act, 2016 will be applicable.
35. As per the General Administration Department, Mantralaya, Mumbai 400 032 Notification No. SRV 2000/(CR(17/2000)/XII, dated 28th March' 2005 in respect of "Small Family", A person who desires to apply for any post in Group A, B, C, and D in any Government Service shall submit, along with the application, a declaration in prescribed FORM.
36. Applications with incomplete information or / and erased / wrong information, in respect of educational qualifications, experience, age etc., if the certificates attached with application are not attested and / or application without prescribed fee will not be considered. No correspondence in this respect will be made.
37. The Government Resolutions / Circulars issued by the Government of Maharashtra from time to time and the Provisions of Maharashtra Public University Act, 2016 will be applicable.
38. All the appointments under this advertisement are subject to the final order of Hon'ble Bombay High Court Nagpur Bench, Nagpur, Writ Petition No. 2508/2023.

Place :- Gadchiroli
Date :- 24/12/2025


Registrar
Gondwana University, Gadchiroli

42