

Hemwati Nandan Bhuguna Uttarakhand Medical Education University

Bayakhala, New central hope town Selaqui, Dehradun-248011,Uttarakhand (India)

(Govt. of Uttarakhand Notification no. 72/XXXVI(3)/2014/ 07 (1) /2014 Dated 18 Feb. 2014)

Advt.No.: 3041 / Advt /HNBUMU/Reg/01/2022

Date : 06 Feb, 2023

Applications are invited from interested, eligible Indian Citizens for the one post ofRegistrar through service transfer basis. The post carries the pay scale 66700- 206700 with **(level-11)**

Applicants may visit our Website: www.hnbumu.ac.in for detailed advertisement including eligibility, general instructions and application form w.e.f. 09 feb2023. The last date for submission of application by speed post is 3 march 2023. The candidate must download the application form from university website and attach copies of all relevant testimonials, documents duly self-attested and submit the same with filled complete form to the "Registrar, Hemwati Nandan Bhuguna Uttarakhand Medical Education University Bayakhala, New central hope town selaqui, Dehradun-248011,Uttarakhand (India)", so as to reach him, on or before 03 march 2023 by speed Post only. Applications received only by speed post on or before 03/03/2023 will be considered for recruitment process.

Registrar



Hemwati Nandan Bhuguna Uttarakhand Medical Education University

Bavakhala. New central hope town Selaqui. Dehradun

Recruitment for the Post of Registrar

The University: -Hemwati Nandan Bhuguna Uttarakhand Medical Education University Bayakhala, New central hope town selaqui, Dehradun Uttarakhand (India) is created under an act of Govt of Uttarakand vide Notification no.72/XXXVI(3)/2014/ 07 (1) /2014 Dated 18 Feb. 2014.It is an autonomous organization functioning under the Govt. of Uttarakhand. It is spread over an area of nearly7.0650 hectare. It lies on the Chakrata – Vikas Nagar road. Administrative buildings, It is 24 KMs (approximately) away from Dehradun Railway Junction /Central Bus Stand and 45 KMs (approximately) away from Jolly Grant Dehradun Airport.

Hemwati Nandan Bhuguna Uttarakhand Medical Education University Uttarakhand is created under an act of Govt of Uttarakand vide Notification no.72/XXXVI(3)/2014/ 07 (1) /2014 Dated 18 Feb. 2014 Chapter - III Para-12(1) Information of the Post of Registrar.)

The Registrar-

- (1) The Registrar shall be a full time officer of the University and shall be appointed by the State Government.
- (2) The salary and allowance and other condition of the service of Registrar shall be such as may be prescribed by the State Government.
- (3) He shall perform such other duties as may be prescribed by the Act and Rules as required from time to time by the State Government from time to time.
- (4) The Registrar shall be a full time Chief executive officer of the University. He will exercise powers as laid down by the government from time to time.
- (5) The registrar shall have the power to authenticate records on behalf of the University.
- (6) The registrar shall be responsible for the due custody of the records and the common seal of the University. He shall be ex - officio secretary of the Executive Council/Academic/Finance Committee/ any other committee and shall be bound to place before the Executive Council all such information as may be necessary for the trans Action of its business. He shall also perform such other duties as may be prescribed or required from time to time, by the Executive Council or Vice Chancellor but he shall not, by virtue of this sub & section, be entitled to vote.
- (7) The Registrar shall have access to and may require the production of such records and documents of the University and furnishing of such information pertaining to its affairs as in his opinion may be necessary for the discharge of his duties.
- (8) All contracts shall be entered into and signed by the Registrar on behalf of the University.

(1) The Registrar shall work in direct direction, supervision and control of the Vice chancellor.

(2) Other power, duties and function of the registrar under sub-section (11) of the Section 12 of the Act shall be as follows-

(i) To be the custodian of the entire property of the University unless other arrangement have been made by the executive Council.

(ii) Issuing all information for convening the meeting and keeping minutes of all Chairman of he authority or competent authority or competent authority.

(iii) Issuing after signing on correspondence at the University level.

(iv) To exercise all such power, which are necessary or expedient for the execution or orders of Chancellor. Vice- Chancellor of various authorities or bodies of the University for whom he works as a secretary.

(v) To represent the University in the suit or proceeding by or against the University to sign the power of attorney to verify the representation.

(vi) The Registrar shall discharge all official administrative functions and liabilities given by section 12 of the act.

(vii) All such other works as may directs by the Vice chancellor from time to time.

Eligibility for the post of Registrar:

Appointments to the post of Registrar shall be by service transfer and tenure shall be maximum for period of 03 (three) years or till regular appointment, whichever will be earlier. The post carries the pay scale 66700-206700 (level-11)
The following categories shall be eligible to be considered for appointment:.

1- Essential qualification:-

(a) **Academic-** A graduate degree from any University established by law in India or any equivalent degree recognized by the Government. Candidate should have proper knowledge of

Hindi and English.

(b) **Experience:-** 15 Year experience of examination, administrative and supervisory level in a scale of (Rs 56100-177500 Level-10) or more in any University, State Government or in higher education , medical education college

or

Minimum fifteen years of teaching experience in any university or Medical education college.

2- Preferential qualification:-

(a) A post graduate degree or any degree recognized by the state Government or any equivalent degree.

(b) On being other things same, such candidates shall get preference who have experience to conduct or to be associated with the examination and work related to the authorities of the University, and of excellent work in letter writing, experience of financial and accounts related works, and experience of execution of works related to the public relations and disposal of the problems.

General Instructions

- 1- Pay, allowances and other admissible benefits are as per Rules and regulations prescribed by Government of Uttarakhand time to time. (Govt Order no- 490/XXX(2)/2015 dated 21 Dec.2015 and other govt orders).
- 2- The candidates shall be bounded by rules and regulation laid by Government of Uttarakhand for selection/appointment and service conditions.
- 3- Persons serving in Government Departments, apply through proper channel for the post of Registrar for service transfer.
- 4- The University reserves the right to withdraw advertised post at any time without giving any reason.
- 5- Mere eligibility will not entitle any candidate for being called for interview. In case the applicants are more in number, a Screening Committee shall short-list the most suitable candidates to be called for the interview.
 - (a) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of selection process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of selection.
 - (b) Only the short-listed candidates will be called for interview if required.
 - (c) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Hon'ble High court of Nainital only shall have sole and exclusive jurisdiction to try any such case/dispute.
 - (d) Any corrigendum /changes / updates shall be available only on University website :
www.hnbumu.ac.in . For the time to time information for this recruitment kindly visit the university website regularly.
 - (e) Applications not accompanied with or Incomplete, unsigned applications and those not accompanied with copies of attested certificates and application fee will be summarily rejected.
 - (f) The applicants, requires to submit following certificates/Documents in prescribed Proforma only through proper channel.
 - a. **Certificate that no vigilance case is pending/being contemplated against him/her.**
 - b. **Integrity Certificate.**
 - (g) The decision of the Govt. of Uttarakhand in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
- 6- Minimum Educational Qualifications, All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.

7- The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.

8- The selected candidate will undergo medical examination and satisfy such medical authority as University may require.

9- Candidates are requested to go through the application carefully and provide the information as required.

10- Candidate should bring all the original documents such as certificates, marks sheets, publications and testimonials supporting age, caste, qualification, experience etc, at the time of personal interview for verification. At this stage, if any information is found wrong, the candidature will be cancelled.

11- The candidates appointed in Government department, should apply through proper channel.

They may submit an advance copy of the application to meet the deadline for receiving the application and should produce a "No Objection Certificate" from the employer at the time of interview, failing which he/she shall not be interviewed.

12- Applications will be scrutinized by a scrutiny committee and a list of eligible/ not- eligible candidates will be prepared on the basis of stipulated guidelines/ criteria as decided by the University. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the selection process. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of written test or qualification/ experience higher than the minimum prescribed for the post in the same field.

13- The competent Authority reserves the right to extend the closing date for receipt of applications

and also reserves the right to postpone/cancel the recruitment process and also reserves the rights to select the candidate either under direct recruitment/deputation basis.

14- The applicants must read each instruction carefully before applying for the post of Registrar.

15- The last date for submission of application is 3 march 2023 by speed post only.

16- The envelope must be super-scribed as application for the post of "Name of the post for Registrar"

17- The candidate must download the application from university website and attach copies of all

relevant testimonials, documents duly self-attested and submit the same with filled complete form to the "Registrar, Hemwati Nandan Bhuguna Uttarakhand Medical Education University Bayakhala, New central hope town selauki, Dehradun-248011, Uttarakhand (India)", so as to reach him, on or before 3 rd march 2023 by speed Post Only.

18- Applications received only by speed post on or before 3 rd march 2023 will be considered for recruitment process. If applications are received by any other means (by hand/courier/others) it will not be considered for selection process.

REGISTRAR

(Note- Both certificates must be endorsed by authorized authority)

INTEGRITY CERTIFICATE

This is to certify that the integrity of Dr./Shri./Smt./Ms.....
S/D/W/.....working as (designation)in this State Govt.
..... is beyond the doubt and nothing adverse came to notice.

Date :

Signature:.....

Name in Block letter:.....

Competent authority/ Head of the Institution or organization /Vigilance officer

(Office seal)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either
pending or contemplated against Dr. Mr/Ms/.....
Son/Daughter of Shri..... who is a regular employee of the
department/institution/organization (Name).....
having employee ID No-.....and presently working as
..... since

Date:

Signature:.....

Name in Block letter:.....

Competent authority/Head of the Institution/Vigilance officer

(Designation with seal)



Hemwati Nandan Bhuguna Uttarakhand Medical Education University
Bayakhala, New central hope town selaqui, Dehradun
-248011,Uttarakhand (India)

Application Form for the Post of Registrar on Service transfer Basis

Passport size
Coloure Self
Signed
Photograph

1.	Name in Full (in Capital Letters)					
2.	Father's/Husband's Name					
3.	Mother's Name					
4.	Category- Unreserved/ Reserved					
5.	Date of birth (Please attach true copy of High school certificate)	DD		MM		YYYY
6.	a) Marital Status : Married/Unmarried					
	b) Gender: (Male/Female)					
7 .	a) Permanent Address	b) Correspondence Address				
	Mobile No Alternate Mobile No-	E-Mail: (In Capital letter)				
8.	Nationality					
	Religion					
9.	Name and address of present Organization/Department.					
10.	Designation and date of appointment on the said post. (Please attach latest self-Signed pay slip)					
11.	Current Pay scale/level (Please attach latest self-signed pay slip)					
12.	No objection certificate (NOC) from present employer enclosed	Yes		No		
		(Tick in appropriate box)				

13.	If not enclosed then Date of applying for No objection certificate (NOC) (Attach copy of application letter)	
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14- Educational Qualification:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets):-

S. No.	Qualification Degree/ Certificate	Stream/ Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	Ph.D.						
2.	PG						
3.	UG						
4.	HSSC (12 th)/ Intermediate						
5.	SSC (10 th) High School						

15-Details of Experience:**(a) Details of Academic Experience in University/Medical college:**

Details of experience as Assistant Professor including Associate Professor or comparable experience in research establishment and/or other institutions of higher education/Medical college. (Please attach self attested copies of proof)

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale /level
				Years	Months	

(b) Details of Administrative Experience.

Administration experience (Examination/Supervisory/University/State Govt./Higher Education) as per advertisement. (Please attach self attested photocopies of Certificate/document).

Position held	Organization	Year of experience	Years of experience	Pay & Pay Scale/level

16. Preferential Qualification and Experience as per Advertisement

(Please attach self attested photocopies of Certificate/document).

Ser No	Position held	Organization	Years of experience	Pay & Pay Scale/level
1.				
2.				

17. Did you previously apply for any post in this Institute? If yes, give particulars:

.....
.....

DECLARATION

“I hereby declare that Information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation”. I will not file any petition against this in any Hon’ble Court and I will accept the decision taken by Government of Uttarakhand /HNB Uttarakhand Medical Education University/Competent Authority.

Place:.....
Date :.....

**Signature of Applicant with
Name**.....

NO OBJECTION CERTIFICATE

(Issued by competent Authority)

Certified that Mr/Ms/Dr.....Son/Daughter of Shri

is a Regular employee of the department / institution /organisation (Name)
..... having employee ID No-..... and
presently working in the post of since
.....

The Department / Institution/ Organisation has no objection if he/she is appointed in
Hemwati Nandan Bhaguna Uttrakhand Medical Education University against the post of
Registrar vide advertisement No.:.....

Place.....

Date.....

**Signature of issuing competent
authority**

Full Name.....
Seal of competent issuing authority