



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA
Rawatbhata Road, Kota-324021 (Raj.)

No. F./VMOU/Estt./2013/ 7801

Date : 8 /07/2013

Advertisement No. 03/2013

Applications in the prescribed proforma are invited from the eligible candidates for the following posts :-

1. Professor :Education (1-UR)
2. Director, Planning & Development (1-UR) , Director, Regional Centre (2- 01 OBC & 01 UR), Deputy Registrar(2-UR),
3. Stenographer (2- 01 OBC & 01 UR) -01 in Hindi & 01 in English.
Last date of submission of applications 31-07-2013

Note : -

1. For the posts mentioned at Sr. No. 2, those who have applied in pursuance to university advertised No. 01/2013 dated 14-2-2013 need not apply. However, if they want to add any achievement/documents obtained during this period, can submit it separately alongwith plain application.
2. The Prescribed application form, qualifications, and other terms & conditions as prescribed by UGC / Govt of Rajasthan and VMOU are available at University's website www.vmou.ac.in and can be downloaded from 08-7-2013

Sd/—

REGISTRAR



VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

Rawatbhata Road, Kota-324021 (Raj.)

Advertisement No. 03/2013 Dated 08-7-2013

S.No	Name of posts	No. of post	For category	Pay Band & Grade Pay	Fixed remuneration
1.	Professor in Education	01	UR	37400-67000 + AGP 10000/-	43000/- per month
2.	Director, Planning & Development	01	UR	37400-67000 + AGP 10000/-	43000/- per month
3.	Director, Regional Centre	02	01 UR 01 OBC	37400-67000 + AGP 9000/-	39000/- per month
4.	Deputy Registrar	02	UR	15600-39100+ AGP 6600/-	20200/- per month
5.	Stenographer	02	01 OBC 01 UR	9300-34800 + GP 3600/-	Rs. 10000/- per month

Qualifications & Experience :-

Minimum qualifications & experience for the post of **Professor** is as prescribed by UGC Regulations 2010, which is as under: -

Professor :-

(A)

- (i) An eminent scholar with Ph.D qualification(s) in the concerned/allied relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic, Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the Regulation in Appendix III

OR

- (B) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

Amended qualifications for the post of Director, Planning & Development

- a. PG in any discipline with Ph.D Degree

OR

An outstanding professional with established credentials in the field of planning in educational institutions/Govt./PSUs, who has made significant contributions to the knowledge in the concerned field/relevant discipline to be substantiated by credentials.

- b. At least 10 years experience in teaching/research and/or education extension including 5 years of professional experience at senior supervisory level (AGP/GP Rs. 8000 and above) in the areas of educational planning, management and development including institution building, systems development etc.

Desirable :

- a. Relevant experience in the Distance Education System.
- b. Administrative experience at senior supervisory level.

Amended qualifications for the post of Director, Regional Centre

- (i) Good academic record with a Ph.D Degree 1- the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks for an equivalent grade in a point scale wherever grading system is followed)
- (iii) A minimum of eight year of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses , and technology-mediated teaching learning process with evidence of having guided doctorat candidates and reseach students.

Amended qualifications for the post of Dy.Registrar

- (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- (ii) Five years of administrative experience as Assistant Registrar or Fifteen years of experience as Section Officer or equivalent post in any university.

OR

Three years of administrative experience as Dy. Registrar.

qualifications for the post of Stenographer :-

- (A) Senior Secondary from a recognised Board or its equivalent examination , and
- (B) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

OR

Computer Operator & Programming Assistant (COPA)/Data Preparation and computer software (DPCS) certificate organized under National/State Council of Vocational Training scheme.

OR

Diploma in Computer Science/Computer Application from a University established by law in India or from an institution recognized by the Government.

OR

Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.

- (C) The above qualification with a minimum speed of 100 words per minute in English or Hindi shorthand and 40 words per minute typing in English OR 35 words per minute typing speed in Hindi.

Other Terms and Conditions

1. The prescribed application form can be downloaded from the University web site www.v mou.ac.in w.e. f. 09-7-2013
2. A separate application should be submitted for each post.
3. Candidates should remit a sum of Rs. 1000 (SC/ST/Persons with Disability (PWD) or Physically Challenged (PH) candidates are requested to pay Rs. 500/- as application fee to the University's Account Number 0895201000020 (Oriental Bank of Commerce, VMOU Branch) IFSC Code ORBC0100895
4. Those already employed should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the applications. Retired persons need not apply.
5. The qualifications, emoluments and conditions of service, including age of superannuation, pension shall be as prescribed by the Government of Rajasthan/VMOU from time to time.
6. The prescribed form duly filled in must be dispatched by **Registered or Speed Post Only** to the office of the **Registrar, Vardhaman Mahaveer Open University, Kota 324021** on or before 31 July, 2013.
7. Any candidate, who has more than 2 children on or after 01/06/2002 will not be eligible. Provided that the person having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002, does not increase. Provided further that where a candidate has only one child from the earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
8. The selected candidate will be appointed as 2 years probationer trainee. A fixed remuneration will be paid during the period of probation training as per State Government notifications. No other allowances will be admissible. The pay band & grade pay of such posts shall be permitted from the date of completion of probation training period satisfactorily according to rules.
9. The pay protection will be made to those who are already in employment of approved services as per rules.
10. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
11. The prescribed essential qualifications are the minimum qualifications and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidate, the University at its discretion, may restrict the number of candidates to be called for interview to a reasonable limit on the basis of written test/qualifications/experience higher than the minimum prescribed for the post. The University, however, encourages candidates possessing higher qualifications and experience.

12. The selection procedure for the above posts shall be as approved by the Board of Management of the university.
13. For the post of Director, Regional Centre and Deputy Registrar, there will be a screening test. For Director, Regional Centre and Deputy Registrar the screening test will be based on the nature of their job. These screening tests will be of objective type question paper, maximum marks 100 and 2 hours duration. There will be no negative marking.
14. For the post of Stenographer there will be written examination in General knowledge, General Hindi/English. as well as shorthand, typing test & interview. This written test will be of objective type question paper, maximum marks 100 and 2 hours duration. There will be no negative marking.
15. The University reserves the right to consider the appointment on direct recruitment/on deputation/contract basis.
16. Experience and qualification will be reckoned as on last date of submission of application i.e. on 31/7/2013. **Clear quality self attested photocopies (from Xth onwards) of all important documents related to qualifications, experience and other related submissions must be attached with the application.**
17. No TA/DA shall be paid to the candidates for attending the interview.
18. Applications fees once paid shall not be refunded under any circumstances.
19. The University will not be responsible for postal delay in receipt of the application forms from the candidates.
20. Applications (i) received after the last date (ii) incomplete in any respect, (iii) not accompanied by copies of the required documents, and (iv) any fresh paper/enclosures submitted after closing date, may not be considered.
21. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, indicate specific period of work, name and designation, pay band with AGP etc. issued by the employer.
22. It is the responsibility of the candidate to enclose copies of the relevant documents for verification in support of a claim for credit for a qualification/experience, failing which the claim may not be taken into account.
23. The University shall verify the antecedents or documents submitted by a candidate at the time of written test and/or interview, or at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated.

24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
25. In case of any disputes or legal proceedings against the University, the Jurisdiction shall be restricted to the Kota (Rajasthan) .
26. In the event of non-availability of eligible and suitable candidates amongst other backward classes, the vacancies so reserved for them shall be filled in accordance with the normal procedure.
27. Reservation for Person with Disable will be as per rules.
28. Those who have already applied for the post of Dy. Registrar in reference to the Advt. No. 01/2013 and remitted the application fee and now as per amended qualifications and experience are not found eligible, the said fee will be refunded to them.
29. **Documents to be enclosed:**
 - a. Photocopy of certificate in support of Date of Birth and Place of Birth.
 - b. Photocopies of all the documents related to qualifications.
 - c. Photocopies of certificates related to experience.
 - d. List of Papers/Books/Thesis published (if applicable)
 - e. Any other document in support of your qualifications, experience etc. as mentioned in the form.
 - f. Photocopy of SC/ST/OBC/PWD certificate, where applicable.
30. The University reserves the right to decrease or increase the number of post.


DY. REGISTRAR(ESTT.)

Copy forwarded to the following for information and necessary action:-

1. Principal Secretary, Higher Education Deptt., Govt. of Rajasthan, Jaipur
2. Commissioner, College Education, Govt. of Rajasthan., Jaipur
3. Registrar, All the Universities in the State of Rajasthan.
4. Registrar, All Open Universities.
5. All Units, V.M.O.U., Kota
6. Finance Officer, V.M.O.U., Kota
7. Secretary to Vice-Chancellor, V.M.O.U., Kota
8. SAC for Notice Board.


DY. REGISTRAR(ESTT.)