

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR

Arogya Dham, Balapar Road, Sonbarsa, Gorakhpur-273007

VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2026/03/004

Dated: 10.03.2026

Mahayogi Gorakhnath University Gorakhpur, is a Multidisciplinary University that is continuously expanding its infrastructure across a 200+ acre campus at Balapar, Gorakhpur. The University offers Higher Education across diverse fields, including Medicine, Ayurveda, Pharmacy, Nursing, Agriculture, Allied Health Sciences, and Management & Commerce. Additionally, the campus is home to a upcoming state-of-the-art multi-specialty hospital which will provide 1,800 beds high-quality healthcare services to the community in and around the region, along with two functional multispecialty hospitals with 650+ Beds (Gorakhnath Chikitsalaya) and 300+ Beds (Mahayogi Gorakhnath Chikitsalaya) both at Gorakhpur.

Mahayogi Gorakhnath University, Gorakhpur invites applications from eligible, experienced and dedicated candidate for the following position:

Post: Personal Secretary to Vice-Chancellor

No. of Post: 01

Essential Qualifications and Skills:

- MBA from a recognized University/Institution with minimum 65% marks.
- Minimum 03 years of relevant experience as Personal Secretary / Executive Assistant / Stenographer of leadership position in a University / Higher Educational Institution / Government / Autonomous body / reputed organization.
- Excellent English and Hindi typing skills.
- Strong knowledge of official drafting, noting, correspondence and office procedures.
- Proficiency in computer applications such as MS Office (Word, Excel, PowerPoint), email communication, and document management.
- Ability to handle confidential documents, schedules and official communications of senior authorities.
- Working knowledge of LLM-based tools and AI-assisted applications (e.g., ChatGPT, Microsoft Copilot) for official drafting, document preparation, summarization and administrative efficiency.

Age Limit: Not more than 45 Yrs.

Desirable Qualifications and Skills:

- Prior experience of working with senior administrators/ leaders.
- Excellent communication, coordination and organizational skills.
- Ability to manage appointments, meetings, travel schedules and official correspondence efficiently.
- Experience in maintaining files, records and documentation in both physical and digital formats.
- Knowledge of university administrative procedures and protocols or Corporate Office Management
- Working knowledge of ERP systems and office automation tools.

How to Apply:

Eligible candidates may send their detailed resume along with supporting documents with a cover letter to **hr.head@mgug.ac.in** on or before **31st March, 2026**. Shortlisted candidates will be called for an interview.

Subject of Email: *Application for Personal Secretary to Vice-Chancellor*

Remuneration:

- Salary shall be commensurate with qualification, skills and experience as per University rules.

Note: The University reserves the right: (i) To fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised. (ii) To withdraw the advertisement, either partly or wholly, at any time without assigning any reason.