

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR

Arogya Dham, Balapar Road, Sonbarsa, Gorakhpur-273007

VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2026/04/001

Dated: 10.04.2026

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 for our Hospital from eligible, experienced and dedicated candidates for the following position:

Post: Office Assistant (Ayushman / Insurance Executive)

No. of Post: 02

Essential Qualifications and Skills:

- Bachelor's Degree in Science from a recognized University/Institution.
- Experience in hospital insurance desk.
- Good typing speed in English and Hindi.
- Working knowledge of computer applications such as MS Office (Word, Excel, PowerPoint) and office documentation systems.

Desirable Qualifications and Skills:

- BBA (with Insurance as a subject) / Healthcare degree / diploma (Nursing/Paramedical / Life Science background) may also be considered.
- Knowledge of government health schemes (Ayushman Bharat, etc.).
- Ability to handle patient queries and documentation efficiently.
- Ability to maintain records, registers, and data entry work accurately.

How to Apply:

Eligible candidates may send their detailed resume along with supporting documents to **hr.head@mgug.ac.in** on or before **26th April, 2026**. Shortlisted candidates will be called for an interview.

Subject of Email: *Application for Office Assistant (Ayushman / Insurance Executive)*

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.