

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR
Arogya Dham, Balapar Road, Sonbarsa, Gorakhpur-273007

VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2026/05/006

Dated: 20.05.2026

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 candidates for Panchakarma Department:

Post: Receptionist (Female)

No. of Post: 01

Essential Qualifications:

- Graduate in any discipline from a recognized University with minimum 60% .
- Minimum 01 year experience as Receptionist / Front Desk Executive in Hospital / Wellness Centre.
- Proficiency in MS Office, data entry and appointment scheduling.
- Proficiency in Hindi & English typing with good typing speed is mandatory.

Desirable Qualifications and Skills:

- Good communication and interpersonal skills.
- Ability to handle patient registration, billing coordination and departmental records.
- Familiarity with Hospital Information System (HIS) will be preferred.
- Professional attitude and patient-friendly approach.

How to Apply:

Eligible candidates may send their detailed resume along with supporting documents to **hr.head@mgug.ac.in** on or before **10th June, 2026**. Shortlisted candidates will be called for an interview.

Subject of Email: *Application for Receptionist.*

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.