

MAHAYOGI GORAKHNATH UNIVERSITY, GORAKHPUR

Arogya Dham, Balapar Road, Sonbarsa, Gorakhpur-273007

VACANCY NOTIFICATION

Advertisement No.: MGUG/Recruitment/2026/03/003

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 candidates for the following position:

Post: Office Superintendent

No. of Post: 02

Essential Qualifications and Skills:

- Bachelor's Degree from a recognized University/Institution with minimum 55% marks.
- Minimum 03 years of relevant experience in administration/office management in a University / Higher Educational Institution / reputed organization.
- Good knowledge of office procedures, administrative work, file management and official correspondence.
- Proficiency in noting, drafting and preparation of official letters, reports and office records.
- Working knowledge of computer applications such as MS Office (Word, Excel, PowerPoint) and office documentation systems.

Desirable Qualifications and Skills:

- Experience in supervising office staff and coordinating administrative activities.
- Knowledge of university administration, academic and administrative record keeping.
- Experience in handling confidential files, official documentation, and office coordination.
- Ability to maintain office records, registers, and documentation systematically.
- Knowledge of official drafting and preparation of administrative correspondence.
- Good organizational, communication, and leadership skills.
- Working knowledge of ERP systems and digital record management.

How to Apply:

Eligible candidates may send their detailed resume along with supporting documents to **hr.head@mgug.ac.in** on or before **21st March, 2026**. Shortlisted candidates will be called for an interview.

Subject of Email: *Application for Office Superintendent*

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.