Employment Notification No. 18/2016-17

For Non-Teaching Posts

Applications in prescribed form are invited from eligible Indian nationals for appointment by direct recruitment to the following posts in the University so as to reach this office by the close of 28th October, 2016 through registered / speed post only:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post(s)</th>
<th>Pay Band (\₹)</th>
<th>Grade Pay (\₹)</th>
<th>No. of Post(s)</th>
<th>Reserved for</th>
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<tbody>
<tr>
<td>1.</td>
<td>Registrar</td>
<td>37400-67000</td>
<td>10000</td>
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<td>UR</td>
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<td>2.</td>
<td>Finance Officer</td>
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<td>Controller of Examinations</td>
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<td>6.</td>
<td>Deputy Registrar</td>
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<td>Internal Audit Officer*</td>
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<td>8.</td>
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<td>11.</td>
<td>Medical Officer (Male-1, Female-1)</td>
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<td>18.</td>
<td>Private Secretary</td>
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<td>20.</td>
<td>Senior Technical Assistant (Laboratory)</td>
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<td>21.</td>
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<td>OBC-1, UR-1</td>
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<td>36</td>
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<td>41</td>
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<td>42</td>
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<td>43</td>
<td>Laboratory Attendant</td>
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<td>SC-1, ST-1, OBC-1, UR-2</td>
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<td>44</td>
<td>Library Attendant</td>
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<td>OBC-2, UR-1</td>
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<td>45</td>
<td>Peon/Office Attendant / M.T.S.</td>
<td>5200-20200</td>
<td>1800</td>
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<tr>
<td>46</td>
<td>Medical Attendant / Dresser</td>
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</tbody>
</table>

(Abbreviation) UR=Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class and PWD = Persons with Disabilities. OA = One Arm, OAL = One Arm and One Leg and OL = One Leg. LV= Low Vision and HH = Hearing Impaired.
* On deputation basis.

Note: Candidates who have applied earlier under various notifications issued by the University against above posts are required to apply afresh. However, they need not remit the fee again. The University shall not entertain any claim for the applications received under earlier notifications.
DETAILS OF THE POST(S), PAY, QUALIFICATIONS, OTHER REQUIREMENTS, ETC.

1. **REGISTRAR-1(UR)**
   (PAY BAND `37,400-67,000 + GRADE PAY `.10,000)
   *(for a term of 5 years or 62 years whichever is earlier)*
   **Age:** Preferably below 57 years.
   **Essential Qualifications:**
   (1) A Master’s degree with at least 55% of marks or its equivalent grade of ‘B’ in the UGC seven point scale. (2) At least 15 years of experience as Assistant Professor in AGP of `.7000 and above or with 8 years’ service in AGP `.8000 and above including as Associate Professor along with experience in educational administration. Or comparable experience in research establishment and/or other institutions of higher education. Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

2. **FINANCE OFFICER-1 (UR)**
   (PAY BAND `37,400-67,000 + GRADE PAY `.10,000)
   *(for a term of 5 years or 62 years whichever is earlier)*
   **Age:** Preferably below 57 years.
   **Essential Qualifications:**
   (1) A Master’s degree with at least 55% of marks or its equivalent grade of ‘B’ in the UGC seven point scale. (2) At least 15 years of experience as Assistant Professor in AGP of `.7000 and above or with 8 years’ service in AGP `.8000 and above including as Associate Professor along with experience in educational administration. Or comparable experience in research establishment and/or other institutions of higher education. Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

3. **CONTROLLER OF EXAMINATIONS-1(UR)**
   (PAY BAND `37,400-67,000 + GRADE PAY `.10,000)
   *(for a term of 5 years or 62 years whichever is earlier)*
   **Age:** Not more than 57 years.
   **Essential Qualifications:**
   (1) Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. (2) At least 15 years of experience as Assistant Professor in the AGP of `.7000/- and above or with 8 years of service in the AGP of `.8000/- and above including as Associate Professor along with experience in Educational Administration OR Comparable experience in research establishment and / or other institutions of higher education. OR 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

4. **LIBRARIAN-1 (UR)**
   (PAY BAND `37,400-67,000 + GRADE PAY `.10,000)
   **Age:** 57 years.
   **Essential Qualifications:**
   (1) Master's degree in Library Science / Information Science / Documentation with at least 55% of marks or its equivalent grade of ’B’ in the UGC seven point scales and
consistently good academic record set out in the UGC Regulations 2010. (2) At least 13 Years’ experience as Deputy Librarian in University library or 18 years’ experience as a College Librarian (3) Evidence of innovative Library service and organization of published work.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in UGC Regulations on Minimum Qualifications for appointment of Teachers & Other Academic Staff and Measures of Maintenance of Standards in Higher Education, 2010, along with its amendments from time to time, to be filled in Annexure-I (to be supported by the documentary evidence)

Desirable:
M. Phil. / Ph. D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.

5. DEPUTY LIBRARIAN-1 (UR)
(PAY BAND `37,400-67000 + GRADE PAY `8000)
Age: 57 years.
Essential Qualifications:
(1) Master’s degree in Library Science / Information Science / Documentation with at least 55% of marks or its equivalent grade of ‘B’ in the UGC seven point scales and consistently good academic record set out in the UGC Regulations 2010. (2) At least 05 Years’ experience as Assistant Librarian in University/College library (3) Evidence of innovative Library service and organization of published work and professional commitment, computerization of library.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in UGC Regulations on Minimum Qualifications for appointment of Teachers & Other Academic Staff and Measures of Maintenance of Standards in Higher Education, 2010, along with its amendments from time to time, to be filled in Annexure-I (to be supported by the documentary evidence)

Desirable:
M. Phil. / Ph. D Degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.

6. DEPUTY REGISTRAR-2 (UR)
(PAY BAND `15,600-39,100 + GRADE PAY `7,600)
Age: Not more than 40 years.
Essential Qualifications:
(1) Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. (2) 9 years of experience as Assistant Professor in the AGP of `6,000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post.
7. **INTERNAL AUDIT OFFICER-1 (UR)**  
(PAY BAND `15,600-39,100 + GRADE PAY `7,600)  
(To be filled up on deputation for a maximum period of 5 years)  
**Age:** Not more than 56 years on the last date for receiving the applications.  
**Essential Qualifications:**  
(1) Officers holding analogous posts on regular basis from the Office of AG/CAG, OR 5 years regular service in the Pay Band `15,600-39,100/- Grade Pay of `6,600/- from Central / State Government, Universities and other Autonomous Organizations.  
(2) Good knowledge of computer applications.

8. **EXECUTIVE ENGINEER-1 (UR)**  
(PAY BAND `15600-39100 + GRADE PAY `6600)  
**Age:** Not more than 40 years.  
**Essential Qualifications:**  
(1) A Bachelor's Degree in Civil Engineering from a recognized University / Institutions; with 10 years of experience in designing systems and construction of building, road, sanitary and water supply systems, including their maintenance of which 5 years’ experience as Assistant Engineer or comparable post.  
**Desirable:** (1) Post Graduate Degree in structures. (2) Good knowledge of computer applications.

9. **ASSISTANT LIBRARIAN-1 (UR)**  
(PAY BAND `15,600-39100 + GRADE PAY `6000)  
**Age:** Not more than 40 years.  
**Essential Qualifications:**  
(1) Master’s Degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library. (2) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. (3) However candidates, who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.

10. **ASSISTANT REGISTRAR-2 (UR) / PWD-1(OA, OL, OAL, BL)**  
(PAY BAND `15,600-39,100 + GRADE PAY `5400)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
1. Master’s Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale along with Good Academic Record.  
2. 5 years of regular service in the lower grade i.e. Section Officer or its equivalent.
11. **MEDICAL OFFICER-2 (UR) (Male-1, Female-1)**  
(PAY BAND `15,600-39100 + GRADE PAY `5400)  
**Age:** Not more than 35.  
**Essential Qualifications:**  
(1) M.B.B.S. or equivalent qualification as recognized by Medical Council of India (MCI)  
(2) At least 3 years post qualification experience.  
**Note:** for Medical Officer (Female post) at least 1 year hospital experience in obstetrics and gynecology ward out of 3 years experience.  
**Desirable:**  
Post-Graduate qualification will be preferred.

12. **INFORMATION SCIENTIST-1 (UR)**  
(PAY BAND `15,600-39100 + GRADE PAY `5400)  
**Age:** Not more than 40 years.  
**Essential Qualifications:**  
1. Bachelor's Degree in Computer Engineering _OR_  
2. Master's Degree in Computer Application (MCA) _OR_  
3. Master's Degree in Library and Information Science (M.Lib or M.Lib.Sc.) and Post Graduate Diploma in Computer Application (PGDCA) _OR_  
4. Bachelor's Degree in Library and Information Science B.Lib or B.L.I.Sc) with 3 years’ experience in the field and Post Graduate Diploma in Computer Application (PGDCA).  
All Degrees / Diplomas shall be from recognized University / Institution with minimum 55% marks  
**Desirable:**  
Adequate experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking.

13. **PUBLIC RELATION OFFICER - 1 (UR)**  
(PAY BAND `15,600-39,100 + GRADE PAY `5400)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) Master’s Degree in Communication and Journalism with First or Higher II Class from any Indian University or a corresponding degree from a foreign University; and  
(2) At least 5 years of experience as a Editor/Sub-Editor/Deputy Editor / Correspondent / Public Relation Officer in the Editorial Department / Centre of any Established English / Hindi Newspapers / Periodical Accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies.  
**Desirable:** Knowledge of two or more additional Indian Languages out of which one preferably may be Gujarati.
14. **SYSTEM ANALYST-1 (SC)**  
(PAY BAND `.15,600-39100 + GRADE PAY `.5400)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) M. Tech. (Computer Sc.) or I Class MCA with 5 years’ experience in Computing at the level of System Analyst.  
**or**  
(2) I Class M.Sc. (Computer Sc./ Computer Software) with 6 years’ experience in computing at the level of System Analyst  
**or**  
(3) Master’s Degree in Computer Science/ Computer Software / B.E. /B.Tech. in Computer Science / MCA with Candidates of proven ability and 5 years’ relevant experience in the industry/profession.  
**Desirable:**  
Adequate experience in Computer Hardware and software & other comparable experience in office automation/e-governance/ ERP/ Networking.

15. **SECURITY OFFICER-1 (UR)**  
(PAY BAND `.9300-34800 + GRADE PAY `.4600)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) Graduate from recognized University  
(2) 10 years’ experience in a responsible supervisory position in institutional or industrial security services/ Police / Paramilitary forces / Armed forces / Government offices / educational institutes.  
(3) Holding a valid driving license of LMC  
(4) should be conversant with security rules and regulations and possess sound health.  
**Desirable:**  
Preference will be given to the person who has served in the defense / paramilitary / polices services.

16. **ASSISTANT ENGINEER-1 (UR)**  
(PAY BAND `.9300-34800 + GRADE PAY `.4600)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
A Degree in Civil Engineering with 5 years’ experience of supervising of civil works with Government / University / Government approved contractor.  
**Desirable:**  
Good knowledge of computer applications

17. **SECTION OFFICER-3 (SC-1, OBC-1, UR-1)**  
(PAY BAND `.9300-34,800 + GRADE PAY `.4600)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) A Bachelor degree from a recognized University  
(2) At least 5 years’ experience as a Superintendent / Assistant in Administration /Accounts, preferably in a junior supervisory post in a University/ Government/ Public/ Private Undertaking of repute.  
**Desirable:** Good knowledge of computer applications.
18. **PRIVATE SECRETARY-5 (OBC-2, UR-3)**
(PAY BAND `9,300-34,800 + GRADE PAY `.4600)

**Age:** Not more than 40 years.

**Essential Qualifications:**
1. Graduate in any discipline.
2. Qualified in the examination in secretarial practice conducted by State/Central Government or any registered Institutions of repute.
3. At least 5 years' experience as Personal Assistant in a University / Govt / Public / Private Undertaking of repute.
4. English Stenography speed: 120 wpm; English Type-writing speed: 60 wpm.

**Desirable:**
1. Knowledge of Hindi Typewriting
2. Good knowledge of computer applications.

19. **NURSE-1(UR)**
(PAY BAND `9,300-34,800 + GRADE PAY `.4600)

**Age:** Not more than 35 years.

**Essential Qualifications:**
1. 10+2 in Science Stream from a recognized Board
2. Bachelor's Degree in Nursing Or Three-year Diploma in Nursing/GNM from a recognized Institution/ Authority with a minimum of 2 years' experience in Nursing in a reputed Hospital or Clinic
3. Registration with Nursing Council of India/State.

20. **SENIOR TECHNICAL ASSISTANT (LABORATORY)-2 (SC-1, ST-1)**
(PAY BAND `9,300-34,800 + GRADE PAY `.4200)

**Age:** Not more than 35 years.

**Essential Qualifications:**
First Class M.Sc. in Chemical Sciences / Life Sciences / Environmental Science / Physical Sciences / Instrumentation OR First Class B.Sc. in Chemical Sciences / Life Sciences / Environmental Science / Physical Sciences / Instrumentation with minimum 5 years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.

**Desirable:**
Strong background in chemistry / life science / environment science / physical science / instrumentation, data acquisition systems and computers. Ability to handle the repairing and maintenance work of the instruments.

21. **SENIOR TECHNICAL ASSISTANT (COMPUTER)-1 (OBC)**
(PAY BAND `9,300-34,800 + GRADE PAY `.4200)

**Age:** Not more than 35 years.

**Essential Qualifications:**
B.Sc. (IT)/BCA/B. Tech (Computer)/B.E. (Computer) with at least 5 years' experience in e-governance/network maintenance /programming and web-enabled/local internet application system designing skills using C++/VB script / ASP/.NET / java script / advance java preferably in a University system.
22. **JUNIOR ENGINEER (CIVIL)-1 (UR)**  
(PAY BAND `.9300-34800 + GRADE PAY `.4200)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) A Degree in Civil Engineering with at least 3 years’ experience, OR (1) A Diploma in Civil Engineering with 5 years’ experience. The experience should be in the supervision of erection / maintenance of Civil Works with the Government / University establishment.  
**Desirable:**  
Good knowledge of computer applications.

23. **JUNIOR ENGINEER (ELECTRICAL)-1 (UR)**  
(PAY BAND `.9300-34800 + GRADE PAY `.4200)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) A Degree in Electrical Engineering with at least 3 years’ experience, OR (1) A Diploma in Electrical Engineering with 5 years’ experience. The experience should be in the supervision of erection / maintenance of Electrical Works with the Government / University establishment.  
**Desirable:**  
Good knowledge of computer applications.

24. **ASSISTANT-8 (SC-1, OBC-2, UR-5)/ PWD-1(OA, OL, OAL, BL)**  
(PAY BAND `.9300-34,800 + GRADE PAY `.4200)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) A bachelor's degree from a recognized university. (2) At least 5 years’ experience in Administration and Establishment / Accounts and Finance / HR / Purchase work of which at least 3 years should be as UDC or equivalent in a University / Govt / Public / Private Sector / Undertaking of repute.  
**Desirable:**  
Good knowledge of computer applications.

25. **HINDI TRANSLATOR-1 (UR)**  
(PAY BAND `.9300-34,800 + GRADE PAY `.4200)  
**Age:** Not more than 30 years.  
**Essential Qualifications:**  
Master’s degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.  
OR  
Master’s degree of a recognized university in English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the
degree level. **OR** Master's degree of a recognized university in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. **OR** Master's degree of a recognized university in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. **AND** Recognized diploma or certificate course in translation from Hindi to English and Vice versa or two years' experience of translation work from Hindi to English and Vice versa in Central or State Government office including Government of India undertaking.

**Note:1**
Qualifications are relaxable at the discretion of University/Competent authority in the case of candidate otherwise well qualified.

**Note:2**
The qualifications regarding experience is relaxable at the discretion of University/Competent authority in the case of candidate belonging to Schedule Castes/Scheduled Tribes if at any stage of selection, the University/Competent authority is of the opinion that the sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved from them.

26. **PERSONAL ASSISTANT-3 (OBC-1, UR-1)**
(PAY BAND \`9300-34800 + GRADE PAY \`4200)
*Age:* Not more than 35 years.
**Essential Qualifications:**
(1) A University Degree with proficiency in English. (2) English Stenography speed - 100 wpm; English Typewriting speed - 50 wpm. (3) At least 5 years’ experience as Jr. Stenographer in a University / Govt./ Public / Private / Sector Undertakings of repute.

**Desirable:**
Good knowledge of computer applications.

27. **PROFESSIONAL ASSISTANT-1(UR)**
(PAY BAND \`9,300-34800 + GRADE PAY \`4200)
*Age:* Not more than 35 years.
**Essential Qualifications:**
1. M. Lib/M. Lib. Sc or equivalent degree in Library/Information Sciences **OR** PG Diploma with B. Lib Information Science with 3 years’ experience. **OR** Graduate with B.Lib. Information Science with 5 years’ experience.
2. All Degrees/Diplomas shall be from recognized University / Institution with minimum 55% marks
3. Good knowledge of computer application.
28. **SECURITY INSPECTOR-1(OBC)**  
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2800)  
Age: Not more than 35 years.  
**Essential Qualifications:**  
(1) Graduate from recognized University  
(2) 3 years’ experience as responsible supervisory position in security in a Police / Paramilitary forces / Armed forces / Government offices / educational institutes.  
(3) Holding a valid driving license of LMC  
(4) should be conversant with security rules and regulations and possess sound health.  

**Desirable:**  
Preference will be given to the person who have served in the Army or such Uniformed services.

29. **PHARMACIST-1 (UR)**  
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2800)  
Age: Not more than 35 years.  
**Essential Qualifications:**  
(1) 10+2 plus 2 years’ diploma in Pharmacy and registration with State Pharmacy Council.

30. **TECHNICAL ASSISTANT(COMPUTER)-1 (UR)**  
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2800)  
Age: Not more than 35 years.  
**Essential Qualifications:**  
B.Sc. (IT) / BCA / B. Tech (Computer)/B.E. (Computer) with at least 2 years’ experience in e-governance/network maintenance preferably in a University system.

31. **TECHNICAL ASSISTANT(LABORATORY)-4 (SC-1, UR-3) / PWD-1(LV)**  
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2800)  
Age: Not more than 35 years.  
**Essential Qualifications:**  
(1) B.Sc. in Chemical Sciences/Life Sciences/Environmental Science/Physical Sciences/Instrumentation  
(2) At least 3 years’ experience working in a research laboratory preferably attached with a recognized University.  

**Desirable:** Knowledge of Computer Applications.

32. **SEMI PROFESSIONAL ASSISTANT-2 (OBC-1, UR-1)**  
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2800)  
Age: Not more than 35 years.  
**Essential Qualifications:**  
Graduation in Library Science / Library & Information Science with at least 50% Marks from recognized University.
Desirable:
  a) At least 5 years’ experience in a Library of repute, and good knowledge of Library software applications.
  b) Master's Degree in Library/Library & Information Sciences or PG Diploma in Library Automation and Networking of PGDCA.

33. UPPER DIVISION CLERK (UDC)-5 (OBC-1, UR-4)
(PAY BAND ₹5200-20,200 + GRADE PAY ₹2400)
**Age:** Not more than 35 years.
**Essential Qualifications:**
(1) A University degree. (2) At least 3 years’ experience in Administration and Establishment /Accounts and Finance/HR/Purchase work or equivalent in a University / Govt. / Public / Private Sector Undertaking of repute.

**Desirable:**
Good knowledge of computer applications

34. LABORATORY ASSISTANT-7 (SC-1, OBC-1, UR-5)
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2400)
**Age:** Not more than 35 years.
**Essential Qualifications:**
(1) B.Sc. with Chemical sciences/ Life Sciences / Environmental Sciences / Physical sciences / Instrumentation.
(2) At least 2 years’ experience of handling sophisticated scientific Instruments in the Laboratory.

**Desirable:** Knowledge of computer applications.

35. LIBRARY ASSISTANT-2 (OBC-1, UR-1)
(PAY BAND ₹5,200-20200 + GRADE PAY ₹2000)
**Age:** Not more than 35 years.
**Essential Qualifications:**
Graduation in Library Science / Library & Information Science from recognized University.

**Desirable:**
  a) At least 3 years’ experience in a Library of repute, and good knowledge of Library software applications.
  b) PG Diploma in Library Automation and Networking of PGDCA.
  c) Experience and practice of Typing / Data Entry Operation Or experience of working in a computerized library.
36. LOWER DIVISION CLERK-15 (SC-2, ST-1, OBC-4, UR-8) / PWD-1(OA, OL, OAL, BL)  
(PAY BAND `5,200-20,200 + GRADE PAY `1900)  
**Age:** Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government).  
**Essential Qualifications:**  
(1) 12th Class or equivalent qualification from recognized Board / University.  
(2) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual type-writer. **OR**  
A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.  
(35 w.p.m. and 30 w.p.m. correspond to 10500 kbph/9000 kdph on an average of 5 key depressions for each word).  

37. LOWER DIVISION CLERK (CARETAKER RATIONALIZED WITH LDC)-3 (SC-2, UR-1)  
(PAY BAND `5,200-20200 + GRADE PAY `1900)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) 12th Class or equivalent qualification from recognized board / University.  
(2) 2 years’ experience of caretaking of Guesthouse / Hostel of reputed Educational Institute.  

**Desirable:**  
1) Good knowledge of computer applications.  
2) Graduate from a recognized University.  

38. HINDI TYPIST-1 (OBC)  
(PAY BAND `5,200-20,200 + GRADE PAY `1900)  
**Age:** Not more than 25 years.  
**Essential Qualifications:**  
(1) Pass in 12th Standard or equivalent (2) 25 words per minute in Hindi Typing. (3) Good knowledge of computer applications  

**Desirable:** Knowledge of English Typing.  

39. COOK-3 (UR)  
(PAY BAND `5,200-20200 + GRADE PAY `1900)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) Matriculation (2) 2 years’ experience in preparation of vegetarian and non-vegetarian food items both of south Indian and / or north India style / Mughlai western style as Cook in a kitchen of hostel-mess/canteen/guesthouse preferably in a University.  

40. DRIVER-3 (OBC-1, UR-2)  
(PAY BAND `5,200-20200 + GRADE PAY `1900)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
(1) 10th Class Passed (2) Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement (3) Should have at least 3 years’ experience.
41. **KITCHEN ATTENDANT-2 (OBC-1, UR-1)**  
(PAY BAND `5,200-20200 + GRADE PAY `1800)  
**Age:** Not more than 30 years.  
**Essential Qualifications:**  
10\textsuperscript{th} Class passes from a recognized Board or its equivalent with experience of working in kitchen / hostel / canteen or any large eating houses.  
Preference will be given to the candidate having experience of assisting the cooks / serve meals / dusting and cleaning / electrical works / pump operation & plumbing works / carpentering / mason / office work, etc. which duly supported by a proper certificate of experience of ITI or any other similar experience certificates issued by the recognized institutes.

42. **HOSTEL ATTENDANT-2 (SC-1, UR-1)**  
(PAY BAND `5,200-20200 + GRADE PAY `1800)  
**Age:** Not more than 30 years.  
**Essential Qualifications:**  
10\textsuperscript{th} Class passes from a recognized Board or its equivalent with experience of working in kitchen / hostel / canteen or any large eating houses.  
Preference will be given to the candidate having experience of assisting the caretaker / dusting and cleaning rooms, common area including furniture and windows/ electrical works / pump operation & plumbing works / carpentering / mason / office work, etc. which duly supported by a proper certificate of experience of ITI or any other similar experience certificates issued by the recognized institutes.

43. **LABORATORY ATTENDANT-5 (SC-1, ST-1, OBC-1, UR-2)**  
(PAY BAND `5,200-20200 + GRADE PAY `1800)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
Matriculation with Science as one of the subjects.  
**Desirable:** 2 years’ experience of working in a research laboratory preferably attached with a recognized University.

44. **LIBRARY ATTENDANT-3 (OBC-2, UR-1)**  
(PAY BAND `5,200-20200 + GRADE PAY `1800)  
**Age:** Not more than 35 years.  
**Essential Qualifications:**  
10 + 2 Class pass from a recognized Board or its equivalent with certificate course in Library Science from recognized institute.  
**Desirable:**  
(1) Two years’ experience working preferably in a University/College Library.  
(2) Basic knowledge of computer applications.
45. **PEON / ATTENDANT (4) AND MTS (2) - 6 (SC-1, OBC-1, UR-3) / PWD-1(HH)**

(PAY BAND ₹5,200-20,200 + GRADE PAY ₹1,800)

**Age:** Not more than 30 years.

**Essential Qualifications:**

10th Class pass from a recognized Board or its equivalent.

Preference will be given to the candidate having experience of driving of staff car / electrical works / pump operation & plumbing works / carpentering / mason / farm labour / lift operation / office work etc. which duly supported by a proper certificate of experience of ITI or any other similar experience certificates issued by the recognized institutes.

46. **MEDICAL ATTENDANT / DRESSER-1 (UR)**

(PAY BAND ₹5,200-20,200 + GRADE PAY ₹1,800)

**Age:** Not more than 35 years.

**Essential Qualifications:**

1. 10+2 with Science subjects or equivalent from a recognized Board/ University
2. 2 years’ experience as a Dresser in a registered / recognized hospital
GENERAL INSTRUCTIONS:

1. Candidates applying for the post of Librarian and Deputy Librarian must enter the relevant score in the Academic Performance Indicators (API) based on Performance Based Appraisal System as given in the API Score Sheet in the application form. Each API score must be supported by the documentary evidence, without which no claim on account of API score would be entertained.

2. Candidates applying for the post of Librarian shall necessarily submit copies of five Library research papers published in Journals / books, along with their applications.

3. Candidates applying for the post of Deputy Librarian shall necessarily submit copies of three related Research / Theme papers published in Journals / Books, along with their applications.

4. The period put in by the candidates as Residency Period to acquire M.Phil. and / or Ph.D. Degree shall not be counted towards teaching / research experience. Candidates must provide the details with regard to the Residency Period in the application form.

5. Candidates who have been awarded Ph.D. from foreign University should enclose “Equivalence Certificates” issued by the Association of Indian Universities, New Delhi. Without which their candidature will not be considered and application will be summarily rejected.

6. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.

7. Applications not accompanied with necessary supporting documents, duly self-attested clear Xerox copies of degree certificate / marks sheet / experience certificate / category certificate (if applicable) issued by the respective Competent Authorities and incomplete applications shall be rejected summarily.

8. All enclosures must be duly self-attested by the candidate(s).

9. In-service candidates should route their applications through proper channel. However, candidates are advised to submit an advance copy of application from well before the last date.

10. Applicants not found suitable for the post applied for may be considered for lower posts in the same area of specializations with the consent of the candidate.

11. Age of superannuation for all the positions shall be as per UGC/GoI norms.

12. The eligibility of the candidate in respect of age and qualifications will be determined as on the last (crucial) date fixed for the receipt of application form*.

13. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.

14. If the space provided in application from is insufficient, information may be given on separate sheet duly signed by the candidate and same may be securely attached with the application form.

15. Candidates are advised to attach a duly signed list of enclosures with the applications form.

16. Separate application form should be submitted for each post, and the envelope should be superscribed as “Application for the post of “………..”.

17. (a) The reservation/ relaxations / concessions will be provided to SCs / STs / OBCs / PwDs / Ex-Serviceman as per UGC / GoI norms. (b) Candidates applying against post(s) reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ST/OBC or General Category, wherever applicable. However, horizontal reservation for PwDs and Ex-Serviceman will be permissible as per existing rules.

18. Relaxation of 5% marks (from 55% to 50%) may be provided at the master’s Level in case of SC/ST/PwD/OBC candidates and to those Ph.D. Degree holders, who have passed their Master’s Degree prior to 19th September, 1991. The eligibility marks of 55% (or an
equivalent grade in the point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

19. The appointment under reserved category will be provisional and subject to verification of caste / creamy layer certificate. If the verification reveals that the claim of the candidate belonging to particular category is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code.

20. Candidates seeking reservation under SC/ST/OBC/PwD category are required to submit certificate in the prescribed format (Annexure(s)-II, III and IV respectively) and countersigned by the competent authority of Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required creamy layer certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.

21. Reservation for OBCs shall not apply to certain persons/sections as mentioned in Govt. of India, Dept. Of Personnel & Training OM No.36012/22/93-Estt. SCT dated 8.9.93 as amended from time-to-time. Reservation for OBC is applicable only to those mentioned in the Central List of OBCs recorded in OM No.12011/68/93-BCC© dated 10.9.93 as amended from time-to-time.

22. Candidates belonging to SC, ST and PwD categories are exempt from the payment of applications fee, provided the necessary certificate to that effect from the Competent Authority in the prescribed format is enclosed with the application. Except in case of SC/ST/Persons with Disability Categories, applications without the requisite fee will not be considered.

23. The process of recruitment to the advertised posts shall be carried out in accordance with the prevalent University / UGC/ Govt. of India norms.

24. The candidate selected for the post shall be required to serve at any place notified as the Campus of Central University of Gujarat.

25. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.

26. Applications are required to be submitted in the prescribed format only which can be downloaded from the University website www.cug.ac.in. The application processing non-refundable fee would be ₹500 for general candidates and ₹250 for OBC candidates. SC/ST and PWD candidates are exempted from payment of application processing fee. The application processing fee is required to be submitted by Demand Draft drawn in favour of “The Finance Officer, Central University of Gujarat” from any nationalized bank and payable at their Gandhinagar/Ahmedabad Branch only. Applications received without the prescribed fee will be summarily rejected.

27. Application fee once paid shall not be refunded under any circumstances.

28. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class single returned railway / bus fare by shortest route on production of tickets.

29. In case the last date fixed for receipt of applications is declared a holyday, next working day shall be deemed to be the last date for receiving the applications.

30. Candidates in their own interest are advised to remain in touch with the University website (www.cug.ac.in). They should also regularly check University website for updates. Issuance of notifications in the newspapers are not obligatory on the part of the University.

31. Any change of postal address given in the application form should at once be communicated to be University.
32. Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/ interview.

33. The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.

34. Application form (a) received after the last date of receipt of application, or (b) incomplete in any respect or (c) any fresh paper/enclosures after the last date of receipt of application, shall not be entertained.

35. The University will not be responsible for any postal delay or application lost in transit.

36. Applications sent through e-mail will not be entertained.

37. **Canvassing in any form may lead to cancellation of candidature.**

38. **No correspondence will be entertained in this regard** and the candidates are requested to check the University website www.cug.ac.in for any related information.

39. The University reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up all or any of the advertised positions.

40. The University reserves the right to increase or decrease the number of posts.

41. The University will have the right to restrict the number of the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.

42. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.

43. The University reserves the right not to fill up any of the posts advertised without assigning any reason.

44. In case of any dispute, any sue or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.

45. Separate applications for each post along with all the requisite documents as mentioned in the prescribed application form, addressed to "**The Registrar, Central university of Gujarat, Sector-29, Gandhinagar -382030**" with the post applied for clearly super scribed on the envelope, may be sent by Registered Post / Speed Post only by the close of **28.10.2016**.

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**Gandhinagar-382030**

*In case of those who had applied for these posts in response to the earlier notification of the Central University of Gujarat for whom the interviews/tests could not be conducted by the University, the age will be calculated as on the last date (crucial date) fixed for receiving applications in the respective earlier notification. As per the Resolution No. 22 of the Executive Council of CUG in its meeting held on 09.11.2015. Such candidates have to apply afresh as stated in the 'note' above along with the proof of having applied in response to the earlier notification.*
Copy forwarded for information to:

2. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi -110002.
3. The Joint Secretary (Res.), UGC, Bahadurshah Zafar Marg, New Delhi -110002.
4. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg NewDelhi-110002.
5. The Joint Secretary, (CU), MHRD, Shastri Bhawan, New Delhi-110002.
7. The Registrars of all Central/State Universities for wide publicity.
8. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity.