

## Advertisement- Contractual Position/ Post

Advt Approval with F.no.9-169/2025-Admn/1087 dated 26<sup>th</sup> February,2026

Advertisement for the Recruitment of the Post (on Contractual basis) under UGC-Malviya Mission Teacher Training Centre (MMTTC), Central University of Gujarat

Applications are invited from interested and eligible applicants for the following post purely on a contractual basis under the UGC-Malviya Mission Teacher Training Centre (MMTTC), Central University of Gujarat.

### A. Computer Assistant: (One Post)

Consolidated Remuneration Rs. 30,000/- (Rs. Thirty thousand only) per month.

*Essential Qualifications:* A Bachelor's degree in any discipline with a Course on Computer Concepts (CCC) from a recognized institute. Candidate must have Proficiency in computer operation (MS Office), especially MS Excel.

*Desirable Qualifications:* 1. Proficiency in computer operation (MS Office), especially MS Excel, 2. Work experience in academic project/environment, 3. Effective communication, 4. Noting, Drafting and report writing skills, and 5. Knowledge of computer software related with graphics designing (Photoshop, and CorelDraw etc.).

The nature of the above posts is purely on a contractual basis, and it will be primarily for the financial year 2026-27, but it can be terminated at any point in time without any notice.

*Candidates are requested to note that UGC-MMTTC-CUG is located at its permanent campus at Kundhela, Distt. Vadodara, Gujarat.*

How to apply?

- Interested candidates should apply with a cover letter/forwarding letter and updated CV/Resume along with relevant documents like Qualifying Marksheets, Degree Certificates, Adhar Card, Two Passport Size Photographs, work experience letters, any other relevant Documents, etc. and all of the documents must be self-attested by the candidates.
- The candidates must bring all the original documents for verification at the time of interview to support their eligibility for the posts applied.
- **If required, a computer skill test and drafting skill test may be conducted** wherever required and desired by the selection committee members.
- **The application should be in sealed envelope with the following details on the envelop and should** be sent to the address as mentioned below:

Name of the Post Applied: **Computer Assistant** on contractual base under UGC-MMTTC-Central University of Gujarat

To,  
The Director  
UGC-MMTTC-Central University of Gujarat Kundhela, Vadodara, Gujarat-391107, India

From:.....  
.....  
.....

Terms and Conditions of contractual employees.

- **For the post of Computer Assistant, Candidate must have Proficiency in computer operation (MS Office), especially MS Excel and ability to work on ICT applications.**
- The Candidate should possess effective communication and interpersonal skills.
- The contractual staff may be permitted to avail themselves one day of absence in a month.
- The remuneration shall be fixed as mentioned in the advertisement. No emoluments will be provided.
- The period of employment shall be for the financial year 2026-27. If required, further extension may be given, depending on assessment of performance, mutual willingness and depending on the requirement.
- Incomplete application will be summarily rejected.
- The Centre reserves the right to reject any application without assigning any reason.
- The Centre reserves the right to cancel the selection procedure at any point in time without giving any reason.
- Mere applying for the post doesn't mean that the candidate should be invited for the interview. The scrutiny committee may restrict the number of candidates to be called for the interview.
- The appointment will be purely on a contract basis, and the Centre reserves the rights to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period.
- In a normal case, the contractual employee should be served notice of one month before termination of the contract or one month's pay in lieu of the notice period.

**Important Note:**

1. No TA/DA/etc. will be given to the candidate for the interview.
2. All the rights are reserved with the Central University of Gujarat for the change in time date/day/venue of the interview or cancellation of the interview without any prior notice at any point in time and No TA/DA/etc. will be given to the candidate(s) in this regard.

**Last date to send application: 15<sup>th</sup> March,2026**

  
Prof. H. B. Patel  
Director  
UGC-MMTTC-CUG