



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Date: 7/10/2016

## **EMPLOYMENT NOTICE**

ADVERTISEMENT NO. 04 /2016

### **Detailed Advertisement**

Gujarat Technological University was established vide Gujarat Act No. 20 of 2007. The main objective of the University apart from other is to develop the knowledge of science, engineering, technology, management and environment for the advancement of quality of life of the mankind in general and in relation to the domain of engineering and technological development and applications. The prime objects of the University shall be to create Centres and Institutes of excellence in basic and applied sciences, engineering and technology.

Online applications from the eligible candidates are invited in the prescribed proforma for the posts of Registrar, Controller of Examination, Deputy Registrar, Chief Accounts Officer, Director(Sports/Culture), Librarian, Assistant Registrar, Computer Programmer, Office Superintendent, Accountant, Senior Clerk, Store Keeper and Data Entry Operator . We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

Number of Posts, Qualification required/ experience/ pay/ general conditions, application format and other details are mentioned below. Candidates interested should apply online and send the print-out of online application along with all the requisite documents and fees Rs.250/- (Exempted for SC/ST/PH/Woman category candidates) to **The I/C Registrar, Gujarat Technological University, University Campus, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad-382 424, Gujarat** by Registered Post/Speed Post or By Hand Delivery during office hours in working days. The post applied should be clearly mentioned on the envelope. Last date for receiving the applications is **24/10/2016**.

PLACE: AHMEDABAD

S/d

DATE: 7/10/2016

I/C REGISTRAR

ESTD - 2007



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

| Sr. No. | Name of the Post          | Pay Bands + Grade Pay | No. Of Post | Category |    |    |      |
|---------|---------------------------|-----------------------|-------------|----------|----|----|------|
|         |                           |                       |             | GEN      | SC | ST | SEBC |
| 1       | Registrar                 | 15600 –39100 + 7600   | 1           | 1        | -  | -  | -    |
| 2       | Controller of Examination | 15600 –39100 + 6600   | 1           | 1        | -  | -  | -    |
| 3       | Deputy Registrar          | 15600-39100 + 6600    | 1           | 1        | -  | -  | -    |
| 4       | Chief Accounts Officer    | 15600 –39100 + 6600   | 1           | 1        | -  | -  | -    |
| 5       | Director(Sports/Culture)  | 15600 –39100 + 6600   | 1           | 1        | -  | -  | -    |
| 6       | Librarian*                | 15600 –39100 + 6600   | 1           | 1        | -  | -  | -    |
| 7       | Assistant Registrar       | 9300 –34800+ 5400     | 2           | 1        | -  | -  | 1    |
| 8       | Computer Programmer       | 9300 –34800+ 5400     | 1           | 1        | -  | -  | -    |
| 9       | Office Superintendent     | 9300 –34800+ 4400     | 1           | -        | -  | -  | 1    |
| 10      | Accountant                | 9300–34800+ 4400      | 1           | 1        | -  | -  | -    |
| 11      | Senior Clerk              | 5200 –20200 + 2400    | 2           | 1        | -  | 1  | -    |
| 12      | Store Keeper              | 5200 –20200 + 2400    | 1           | 1        | -  | -  | -    |
| 13      | Data Entry Operator       | 5200 –20200 + 1900    | 2           | 2        | -  | -  | -    |

1. 33% of above positions will be filled by giving preference to female candidate.
2. One position of Particular post will filled by giving reference to Physical Handicap candidate.
3. **All candidates are required to apply fresh.**
4. **Candidate applying for more than one post need to apply separately for each post.**
5. **All approved posts & Pay scales are subject to change as may directed by Government of Gujarat.**
6. **\*For Post of librarian self-assessed API score sheet (Computerized) as per latest UGC norms needs to be submitted along with required documents as evidence.**
7. **For regular updates do visit career section on GTU website.**
8. **For any query contact at [career@gtu.edu.in](mailto:career@gtu.edu.in)**
9. If candidate has obtain any degree from other university do provide equivalency criteria for conversion of their score either in percentage or class.



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

10. If candidate hold foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.

**Important Note:** The candidate selected for the post mentioned above at Sr. No. 9, 10 shall be appointed in the Fix Pay of Rs. 13,700/-P.M., candidate selected for the post of Sr. No. 11, 12, 13 above shall be appointed in the Fix Pay Rs. 7800/-P.M. as per State Govt. Policy for first Five Years with prevailing Terms and Conditions and on completion of Five Years satisfactorily work he / she shall be posted in the regular pay bands + Grade Pay at initial stage.

## Details of Minimum Qualification and Experience required for all the posts:

| Sr. No. | Minimum Qualification and Experience   |
|---------|--|
| 1.      | <p><b><u>REGISTRAR:-</u></b></p> <p>Pay Band : Rs. 15600 –39100 &amp; Grade Pay Rs. 7600</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 15 years of experience as an Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Comparable experience in research establishment and/or other institutions of higher education.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• 15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.</li></ul> <p><b>Age:</b> Not more than 45 Years</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>1. Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat. Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.</li><li>2. A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C.</li></ol> |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|    |   |
|----|---|
|    | <p>/S.T. category.</p> <ol style="list-style-type: none"><li>3. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.</li><li>4. Minimum requirement of 55% at Master's level shall not be insisted for the existing employees of the Gujarat Technological University and for the employees of other Universities of State of Gujarat.</li></ol>   |
| 2. | <p><b><u>CONTROLLER OF EXAMINATION:-</u></b></p> <p><b>Pay Band :</b> Rs.15600-39100 &amp; Grade Pay Rs.6600</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 15 years of experience as an Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Comparable experience in research establishment and/or other institutions of higher education.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• 15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.</li></ul> <p><b>Age:</b> Not more than 45 Years</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>1. Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat. Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.</li><li>2. A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. category.</li><li>3. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.</li><li>4. Minimum requirement of 55% at Master's level shall not be insisted for the</li></ol> |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|    |   |
|----|---|
|    | existing employees of the Gujarat Technological University and for the employees of other Universities of State of Gujarat.   |
| 3. | <p><b><u>DEPUTY REGISTRAR :-</u></b></p> <p><b>Pay Band:</b> Rs.15600-39100&amp; Grade Pay Rs. 6600</p> <p><b>Minimum Qualification :</b></p> <ul style="list-style-type: none"><li>• Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with-</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Nine years of experience as Assistant Professor in the AGP of `6000 and above with experience in educational administration,</li><li>OR</li><li>• Comparable experience in research establishment and/or other institutions of high education</li><li>OR</li><li>• 5 years of administrative experience as Assistant Registrar or in an equivalent post.</li></ul> <p><b>Age:</b> Not more than 45 Years.</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>1. Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat. Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.</li><li>2. A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C./S.T. category.</li><li>3. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.</li><li>4. Minimum requirement of 55% at Master's level Shall not be insisted for the existing employees of the Gujarat Technological University and for the employees of other Universities of State of Gujarat.</li></ol> |
| 4  | <p><b><u>CHIEF ACCOUNTS OFFICER :-</u></b></p> <p><b>Pay Band:</b> Rs.15600-39100&amp; Grade Pay Rs.6600</p> <p><b>Minimum Qualification:</b></p>   |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|    |   |
|----|---|
|    | <ul style="list-style-type: none"><li>• A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least 15 years of experience as an Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Comparable experience in research establishment and/or other institutions of higher education.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• 15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.</li></ul> <p><b>Age:</b> Not more than 45 Years</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>1. Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat . Age relaxation for S.C. , S.T., etc. candidates shall be as per State Policy.</li><li>2. A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. category.</li><li>3. A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.</li><li>4. Minimum requirement of 55% at Master's level shall not be insisted for the existing employees of the Gujarat Technological University and for the employees of other Universities of State of Gujarat.</li></ol> |
| 5. | <p><b><u>DIRECTOR(SPORTS/CULTURE):-</u></b></p> <p><b>Pay Band:</b> Rs.15600 – 39100 &amp; Grade Pay Rs.6600</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• Ph.D in Physical Education or Allied discipline from any recognized University.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Experience of at least 10 years of University Deputy or fifteen years as University Assistant DPEs/College (Selection grade.)</li><li>• Participation in at least two national/international seminars /conferences</li></ul>  |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|    |  |
|----|--|
|    | <ul style="list-style-type: none"><li>• Consistently good appraisal reports</li><li>• Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.</li><li>• Evidence of having produced good performance teams/athletes for competitions like state/ national/ inter-university/ combined university etc. &amp; experience in Organization of Student affairs including management of Culture Programme.</li><li>• Evidence of having produced good performance teams / athletes for competition like state /national / inter-university / combines University,etc</li></ul> <p><b>Age:</b> Not more than 50 years.</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>1. Degree in Sociology or Physical Education or other related field of Specialisations pertaining to the cultural welfare activities.</li></ol>  |
| 6. | <p><b><u>LIBRARIAN:-</u></b></p> <p><b>Pay Band:</b> Rs.15600 – 39100 &amp; Grade Pay Rs.6600</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• A Master’s Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of ‘B’ in the UGC seven points scale and consistently good academic record from recognized University.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• At least thirteen years as a Deputy Librarian in a University library or Eighteen years’ experience as a College Librarian.</li><li>• Evidence of innovative library service and organization of published work.</li><li>• A satisfactory score as stipulated in the Academic Performance Indicator System developed by U.G.C.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• M.Phil/Ph.D Degree in library science/information science/documentation/achieves and manuscript-keeping from recognized University.</li></ul> |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|    |  |
|----|--|
|    | <p><b>Age:</b> Not more than 50 years.</p>   |
| 7. | <p><b><u>ASSISTANT REGISTRAR:-</u></b></p> <p><b>Pay Band:</b> Rs.9300-34800 &amp; Grade Pay Rs. 5400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• Master's degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with a good academic record as laid down by UGC.</li></ul> <p><b>Age:</b> Not more than 35 years.</p> <p><b>Relaxation: -</b></p> <ol style="list-style-type: none"><li>(1) Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat. Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.</li><li>(2) A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. category.</li><li>(3) A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.</li><li>(4) A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.</li><li>(5) Minimum requirement of 55% at Master's level shall not be insisted for the existing employees of the Gujarat Technological University and for the Employees of other Universities of State of Gujarat.</li></ol> |
| 8. | <p><b><u>COMPUTER PROGRAMMER:-</u></b></p> <p><b>Pay Band:</b> Rs.9300-34800 &amp; Grade Pay Rs.5400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• A second class in Master's Degree in Computer Application or its equivalent qualification of recognized University.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Second class Bachelor's degree in Computer Application from a recognized University or its equivalent qualifications with about one years' experience of Computer Programming in the Government Organization <b>Or</b> institution recognized by the Government; <b>Or</b> institution recognized by the Government.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Second class Post Graduate Diploma in Computer Application from recognized University or Board or Institute with about one years' experience of Computer</li></ul>  |





# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|     |   |
|-----|---|
|     | <p>Programming in the Government organization <b>Or</b> Institution recognized by the Government;</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• Second class Diploma in Computer Engineering or Technology from a recognized Board/ Institute with about two years' experience of Computer programming in Government organizations/ institutions recognized by the Government.</li></ul> <p><b>Experience:</b> 3 years of experience as a programmer.</p> <p><b>Age:</b> Not less than 24 years and not more than 40 years.</p>   |
| 9.  | <p><b><u>OFFICE SUPERINTENDENT:-</u></b></p> <p><b>Pay Band:</b> Rs.9300-34800 &amp; Grade Pay Rs.4400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• Master in Business Management/ Post Graduate Diploma in Business Management/ M.A. / M.Com. /C.A.</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>• B.Com. / BA / Bachelor Degree in Business Management with Experience of 5 years as Junior Accountant or Sr. Clerk having working experience of Finance / Administration/ Accounts.</li></ul> <p><b>Age:</b> from 18 to 35 years.</p> |
| 10. | <p><b><u>ACCOUNTANT:-</u></b></p> <p><b>Pay Band:</b> Rs.9300-34800 &amp; Grade Pay Rs. 4400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree in Commerce with accounts and auditing with 5 years experience of accounts.</li></ul> <p><b>Age:</b> Not less than 25 years.</p>  |
| 11. | <p><b><u>SENIOR CLERK:-</u></b></p> <p><b>Pay Band:</b> Rs.5200-20200 &amp; Grade Pay Rs. 2400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>• Graduate or Post Graduate with second division (50% marks) from recognized University in any discipline with working knowledge of computers.</li></ul>  |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

|     |  |
|-----|--|
|     | <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>Two years experience in Educational Administration, General Administration Accounts &amp; Finance / Purchase / Personnel / HR /Legal etc. in a University/ Research Institution /Government Department / bodies / PSU or reputed commercial establishment.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/ PGDCA or CA (Inter)/ ICWA (Inter).</li></ul> <p><b>Age:</b> Not more than 30 years.</p>  |
| 12. | <p><b><u>STORE KEEPER:-</u></b></p> <p><b>Pay Band:</b> Rs.5200-20200 &amp; Grade Pay Rs. 2400</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>Bachelor degree of recognized University.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>Two years as Jr. Clerk (Store)/ Store Asst. or equivalent post in Government recognized organizations/Institutions.</li><li>Experience as a Store Keeper in Government or Government recognized Organizations / Institutions / Universities.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Master Degree in Commerce or Arts (Economics) /Experience as a Store Keeper in Government or Government recognised organisations / Institutions / Universities.</li></ul> <p><b>Age:</b> Not more than 30 years.</p> |
| 13. | <p><b><u>DATA ENTRY OPERATOR:--</u></b></p> <p><b>Pay Band:</b> Rs.5200-20200 &amp; Grade Pay Rs.1900</p> <p><b>Minimum Qualification:</b></p> <ul style="list-style-type: none"><li>Graduate of any faculty.</li><li>Knowledge of Computer (Gujarati and English Typing).</li><li>Preference will be given to the candidate having the Certificate of the CCC examination passed. If the candidate who does not possess such certificate of CCC</li></ul>   |



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

examination, he shall have to get such certificate during the probation period.

Age: From 18 to 28 years.

### **Important Note for all posts:**

It is expected from the candidates that he/she should:

1. Have knowledge of various software.
2. Possess adequate exposure in handling one or more functions related to General Administration/ Housekeeping/ Purchase/ Service matters/ Office management/ Establishment/ Accounts & Finance/ HR/ Legal in a computerized environment.
3. Possess good communication and analytical skills and aptitude for drafting/ noting in English and Gujarati. Should be able to coordinate/ liaise with other divisions/ departments and participate in discussions with senior functionaries and Academicians.
4. All recruits are expected to work in a computerized environment.

### **NOTE:**

- The reservation policy for the SC/ST/SEBC/PH/EX-SERVICE MAN and WOMAN shall be as per Government of Gujarat Recruitment Norms.
- All approved posts & Pay scales are subject to change as may directed by Government of Gujarat.

### **GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES**

*Please read the instructions given below carefully before applying*

#### **A. FILLING UP THE APPLICATION FORM:**

1. Visit the University website.
2. ➤ Detailed Advertisement No.04/2016 for Recruitment in PDF format [Click to Open](#)  
➤ Online Application Login [Click to Open](#)  
➤ SBI Collect. [Click to Open](#)
3. Separate application should be made for each post.
4. Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details. Put scan copy of your photograph and signature. Submit the form. For fees payment [Click Here](#). For Online Payment: Fill the details of challan, make payment (through cards/Internet banking) and take a print of Challan. For Offline payment fill the necessary details in challan and take a print of **Pre Acknowledgement Payment Form**. Take it to the nearby SBI branch and deposit the fees in the bank. Bank will return Depositor's Copy of the filled challan. After completing the fees payment procedure you need to fill the Journal No. and date of fees payment in the online application form. Once the online application form is completely filled submit it and get printout of the same and send it along with depositor's copy of bank challan, self-attested photo



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

copy of all necessary certificates, photographs and endorsement from the current employer (if applicable) through Speed post/Registered/By hand to **The I/C Registrar, Gujarat Technological University University Campus, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424.** It should reach on or before last date (i.e. **24/10/2016**) as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.

5. Documentary proofs of previous experiences and academic qualifications indicated in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
6. Fees once paid shall not be refunded in any circumstances.
7. Depositor's copy of bank challan (**Exempted for SC/ST/PH/Woman category candidates**) should be sent invariably along with the printout of application form, otherwise application will be summarily rejected.
8. Before filling / submitting the application form you are advised to go through the qualifications mandatory for the post and make sure that you possess the same.
9. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
10. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel.**
11. In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received on or before last date mentioned, the applicant will have to submit a '**NO OBJECTION CERTIFICATE**' from his/her employer to the University at the time of interview.

**SUCH APPLICATION THROUGH PROPER CHANNEL RECEIVED AFTER LAST DATE SHALL NOT BE CONSIDERED.**

### **B. MAILING THE APPLICATION FORM:**

1. The application form should be sent to **The I/C Registrar, Gujarat Technological University University Campus, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424.** Applicants are advised to submit **the applications with clear mentioning of applied post mention on sealed envelope** and well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
2. The required qualifications/experience/age shall be considered as on closing date.
3. The applicant must ensure that he/she fulfils the eligibility criteria for the post.
4. Candidates with requisite qualifications acquired from recognized University / Institutions can only apply.
5. Candidates should enclose SELF attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
6. The University reserves the right to fill or not to fill any or all posts.
7. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

terminated.

8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. The prescribed qualifications and experience are minimum and the mere fact that a Candidate possesses the same does not entitle him/her for being called for Interview.
10. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
11. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
12. Selection will be made on the basis of candidates' previous record and their performance in the interview. Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record would be some of the important criteria for selection for the teaching positions. Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research.

S/d

Date: 7/10/2016

I / C REGISTRAR

**Documentary proofs of 1. Education Qualifications 2. Age Proof 3. Previous & Present job experiences 4. Research Paper Published & others documents indicated in the application should invariably be sent along with the application, failing which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.**

સમુચિત જ્ઞાન સમન્વય  
ESTD - 2007