



Date: 03/06/2017

EMPLOYMENT NOTICE

ADVERTISEMENT NO: 01 /2017

Last Date: 23/06/2017

Online application from the eligible candidates are invited in prescribed proforma for the post of **Deputy Registrar, Chief Account Officer, Assistant Registrar, Accountant, Senior Clerk, Data Entry Operator and Assistant Professor**. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative/academic excellence and quality.

Number of Posts, Essential Qualification / experience/ pay/ general conditions, application format and other details are mentioned below. The general category candidates are required to pay fee of 250/- through net banking whereas the candidates belonging to S&EBC /SC/ST / PD are exempted from payment of fees.

Last date of applying online is **23/06/2017 (up to 13:00 p.m)**. And Last date for submitting the print out of an online application along with all the requisite documents is **30/06/2017**.

Note: The advertisement No: 04/2016 published by the university hereby cancelled and the fees paid by the candidate will be refunded in due course.

PLACE: AHMEDABAD

DATE: 03/06/2017

**Sd/-
REGISTRAR**



Advertisement No. 01/2017

S r. N o	Name of the Post	Pay Bands + Grade Pay	No Of Post	Category			
				GEN	SC	ST	SEBC
1	Deputy Registrar	15600-39100+6600	1	1	-	-	-
2	Chief Account Officer	15600-39100+6600	1	1	-	-	-
3	Assistant Registrar	9300-34800+5400	1	1	-	-	-
4	Accountant	9300-34800+4400	1	1	-	-	-
5	Senior Clerk	5200-20200+2400	2	1	-	1	-
6	Data Entry Operator	5200-20200+1900	1	1	-	-	-
7	Assistant Professor(Cyber Security)	15600-39100+6000	1	1	-	-	-
8	Assistant Professor (Drug Regulatory Affairs)	15600-39100+6000	1	1			

1. Candidate applying for more than one post need to apply separately for each post and should pay separate fees for each post.
2. All approved posts & Pay scales are subject to change as may be directed by Government of Gujarat.
3. For regular updates do visit career section on GTU website.
4. For any query contact at career@gtu.edu.in
5. If candidate has obtain any degree from other university should provide equivalency criteria for conversion of their score either in percentage or class.
6. 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. 4 shall be appointed in the Fix Pay of Rs. 38,090/-P.M., candidate selected for the post of Sr. No. 5, 6 above shall be appointed in the Fix Pay Rs. 19950/-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><u>DEPUTY REGISTRAR :-</u></p> <p>Minimum Qualification & Experience :</p> <p>Master's degree with at least 55% or its equivalent grade B in the UGC seven point scale of the universities established or incorporated by or under the Central or state Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of university grants Commission Act, 1956, and after obtaining educational qualification should have</p> <p>I. At least 5 years administration experience on the post of Assistant Registrar of any university OR on the post of equivalent to afore said post in the government or in board or corporation established by and act or rules.</p> <p>OR</p> <p>II. 9 years' experience as Assistant Professor in the AGP of `6000 and above with experience in educational administration.</p> <p>OR</p> <p>III. Comparable experience in research establishment and/or other institutions of higher education</p> <p>Age: Not more than 45 Years.</p> <p>Pay Band: Rs.15600-39100& Grade Pay Rs. 6600</p>
2	<p><u>CHIEF ACCOUNTS OFFICER :-</u></p> <p>Minimum Qualification & Experience:</p> <p>(1) A qualification of chartered Accountant (CA)/ Institute of Cost Accountants of India (ICAI)/A Master' in commerce degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.</p> <p>(2) At least 15 years of experience as an Assistant Professor in the AGP of Rs.7000 and above or with eight years service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.</p> <p>OR</p> <p>(2) Comparable experience in a research establishment and /or other Institutions of higher education/ the government or in the Local Bodies or Board or Educational Institution or Corporation or University</p>



GUJARAT TECHNOLOGICAL UNIVERSITY

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

	<p>OR</p> <p>(2) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Note: A relaxation of 5% shall be permitted from 55% to 50% of the marks at the Master's level for the SC/ST category.</p> <p>(3)Essential Additional Qualification :</p> <p>(1) M.Com with Accountancy degree with minimum 55%. Candidates possessing C.A. will be given preference.</p> <p>(2) Candidate should be well versed in the financial/accounting systems.</p> <p>(3) Experience in computer systems, finance/accounts related software handling for information processing and retrieval.</p> <p>Age: Below 50 Years</p>
3.	<p><u>ASSISTANT REGISTRAR:-</u></p> <p>Minimum Qualification & Experience :</p> <p>At least 55% in Master's degree of a recognised university obtaining from any of the universities established or incorporated by or under the Central or state Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of university grants Commission Act,1956.</p> <p>I. After obtain the qualification have 5 years administrative experience on the post not below the rank of office superintendent Class III in the government or in the Local Bodies or Board or Educational Institution or Corporation or University on the post equivalent to the post of not below the rank of Office Superintendent Class III.</p> <p>Age: Not more than 40 years.</p> <p>Pay Band: Rs.9300-34800 & Grade Pay Rs. 5400</p>
4.	<p><u>ACCOUNTANT:-</u></p> <p>Minimum Qualification & Experience :</p> <p>Bachelor degree in business administration or Bachelor of Commerce obtained from any of the universities established or incorporated by under the Central or state Act in India or any other educational institution recognised as such or declared to be deemed as a University under section</p>



	<p>3 of University Grants Commission Act, 1956. And after obtaining the educational qualification,</p> <p>I. Have at least 5 years' Experience of the work related to accounts and /or audit on the post not below the rank of senior clerk, class III in the Government OR have about 3 years' experience related to accounts and /or audit in Board or Corporation or University or in Banking Organization established by an act or rule or in a Company registered under the prevailing company's act on the post equivalent to Class III .Post equivalent to the aforesaid post not below the rank of class III.</p> <p>Age: Not more than 40 years.</p> <p>Pay Band: Rs.9300-34800 & Grade Pay Rs. 4400</p>
5.	<p><u>SENIOR CLERK:-</u></p> <p>Minimum Qualification & Experience :</p> <p>A Bachelors' degree with second class or post Graduate degree of a recognized University, and</p> <p>I. After obtaining the educational qualification have at least 3 years' experience for the bachelor's degree holders or 1 years' experience for the PG Degree holders related to administrative work on the post not below the rank of junior clerk, Class III in the government or corporation or in board or University or educational institution.</p> <p>Age: Not more than 38 years.</p> <p>Pay Band: Rs.5200-20200 & Grade Pay Rs. 2400</p>
6.	<p><u>DATA ENTRY OPERATOR:-</u></p> <p>Minimum Qualification:</p> <p>I. Graduate of any faculty. II. Knowledge of Computer (Gujarati and English Typing). III. 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 examination, he shall have to get such certificate during the probation period.</p> <p>Age: Not more than 28 years.</p> <p>Pay Band: Rs.5200-20200 & Grade Pay Rs.1900</p>



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7	<p><u>ASSISTANT PROFESSOR(CYBER SECURITY):-</u></p> <p>ME/M.Tech in Cyber Security with first class marks(or an equivalent grade in a point scale wherever grading system is followed)with B.E./B.Tech(Engineering & Technology) from an Indian University or an equivalent degree from an accredited foreign university</p> <p>Pay Band: Rs. 15600 – 39100 & Grade Pay Rs.6000</p> <p>Age: Not more than 37 years.</p>
8	<p><u>ASSISTANT PROFESSOR (DRUG REGULATORY AFFAIRS):-</u></p> <p>Minimum Qualification:</p> <p>B.Pharm degree with first class Master's degree in Pharmacy, (M.Pharm) in Quality Assurance & Pharm. Regulatory Affairs / Pharmaceutical Management & Regulatory Affairs/ Quality Assurance/ Pharmaceutical Quality Assurance/ Quality Assurance Techniques (Qualification must be PCI recognized).</p> <p>A PCI recognized Pharm.D degree holder shall also be eligible for the posts of lecturer/Assistant Professor in the subjects of pathophysiology, pharmacology and pharmacy practice.</p> <p>Pay Band: Rs. 15600 – 39100 & Grade Pay Rs.6000</p> <p>Age : Not more than 37 years.</p>

Important Note for all posts:

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

1. Possess adequate knowledge of Gujarati or Hindi both
2. Age, Educational Qualification and Experience should be considered with reference to the last date of application to be submitted through online.
3. Experience should be considered after obtaining the essential educational qualification

NOTE:

Relaxation in Education qualification:

- A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. category.
- 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.



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- 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.

Relaxation in Upper age limit:

1	S & E.B.C., S.C. & S.T. Male candidates of Gujarat origin.	05 years, Subject to maximum 45 years.
2	Women candidates of unreserved Category	05 years, Subject to maximum 45 years.
3	Women Candidates of Reserved Category	Reserved Category 10 years (including 05 years relaxation as Woman, subject to Maximum up to 45 years.)
4	Physically disabled candidates	10 (ten) years subject to his / her ability to discharge duties attached to the posts, as may be performed by any other normal persons, on the basis of production of medical certificate prescribed by GAD circular dated 01-12-2008 from the Medical Board.
5	GTU and other University employee	Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat, at the discretion of GTU.
6	Ex-servicemen / Officers	Length of military service+3years to be deducted in his/her actual age and he/she should be within the prescribed age limit of the concerned post.

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 <http://www.gtu.ac.in/Recruitment.asp>
 - Detailed Advertisement No.01/2017 for Recruitment in PDF format [Click to Open](#)
 - Online Application Login [Click to Open](#)
 - SBI Collect. [Click to Open](#)
2. Separate application should be made for each post.
3. 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



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(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 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. **30/06/2017**) as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.

4. 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.
5. Fees once paid shall not be refunded in any circumstances.
6. Whenever applicable Depositor's copy of bank challan (**Exempted for S&EBC/SC/ST/PD Category candidates**) should be sent invariably along with the printout of application form, otherwise application will be summarily rejected.
7. Before filling / submitting the application form you are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
8. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
9. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel**.
10. 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 an 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.

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 of online application.
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 in support of 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 if it is detected that the documents



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- 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 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, and /or after appointment, 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 restrict the candidates for interview whereas applicable to a reasonable number on the basis of skill/ written/screening test on the basis of higher education qualification and /or experience or higher percentage of educational qualification or by conducting personal interview 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 overall 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.

Date : 03/06/2017

Sd/-
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Documentary proofs of 1. Education Qualifications 2. Age Proof 3. Previous & Present job experiences 4. Research Paper Published & others essential 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
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