

## Gujarat University

Accredited with **A+** Grade by NAAC

(Established in 1949 under the Gujarat University Act)

Navrangpura, Ahmedabad – 380009, Gujarat Website: [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)

### EMPLOYMENT NOTICE FOR **Gujarat University, CENTRE FOR PROFESSIONAL COURSES**

(A Self-financed Department [HPP] managed by Gujarat University) WEBSITE: [www.gucpc.in](http://www.gucpc.in)

Advertisement No: **CPC/APP/0029/2025**

### **Advertisement for the post of Admission Counsellor Cum Marketing/Branding and Sales Head Appointment on 11-month contractual Basis**

<b>Date of Walk-In Interview</b>	<b>Saturday, 03 May 2025</b>
<b>Reporting TIME for Registration for Walk-In-Interview</b>	<b>02:30 PM to 3:00 PM</b>
<b>Interview Time</b>	<b>3:00 PM Onwards</b>

Centre for Professional Courses is a self-financed department managed by Gujarat University. All the courses under the Centre for Professional Courses are HPP (Higher Payment Programs). There are 33 different courses in the Department of Animation, Department of IT-IMS, Department of Mobile Application and Technologies, School of Design, and Department of Aviation, Hospitality & Travel Management offering Bachelor's Degrees, Master's Degrees and Integrated Master's Degrees in the said fields.

<b>Sr. No</b>	<b>Name Of Post</b>	<b>No. of Post</b>	<b>Minimum Qualification</b>	<b>Skills</b>	<b>Consolidated Salary (INR) /per month</b>
01	<b>Admission Counsellor Cum Marketing/Branding and Sales Head</b>	01	<b>Essential:</b> 1. Minimum of any Master's degree 2. Academic Admission Counselling work experience of at least 5 (Five) years in College, Universities, Academic organizations, etc. <b>Desirable:</b> • Specialization in Marketing at the Master's level	<ul style="list-style-type: none"><li>• Excellent communication skills in English, Gujarati and Hindi.</li><li>• Excellent counselling skills to make the students choose the right career path.</li><li>• Readiness to achieve targets</li><li>• Bring innovation in marketing and awareness programmes throughout the year and execute such projects.</li><li>• Readiness to work under deadlines and manage work pressure.</li></ul>	50,000/-

			<ul style="list-style-type: none"> <li>• Certificate course/s in back-office administration</li> <li>• Certificate or diploma in basic Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead a group of marketing and Sales executives (if any).</li> <li>• Ability to get work done in deadlines by self and other staff.</li> <li>• Typing speed in English and Gujarati (phonetic) typing.</li> <li>• Letter-writing skills (official and Legal in English and Gujarati)</li> <li>• File Management Skills</li> <li>• Excellent Computer Skills (MS Word and MS-Excel)</li> <li>• Office Management Skills</li> <li>• E-mailing Skills on Google and Microsoft Platforms</li> </ul>	
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### **Important Instructions:**

1. AT the time of the interview, the Candidate must compulsorily bring 5 copies of his/her Curriculum Vitae/Résumé along with photocopies of all the necessary documents.
2. No Travel Allowance or any other allowances will be given to the applicant for attending the interview.
3. Centre for Professional Courses is a Self-Financed Department of Gujarat University and does not fall under the Right to Information Act.
4. The applicant will be completely responsible for any wrongful detail or information provided at the time of the interview. The employer has the right to disqualify such applications and the applicant's candidature.
5. The appointment will be on 11 (Eleven) months contract basis. One month's prior notice from both, the candidate as well as from the employer is necessary in case of cancellation or termination of the contractual appointment.
6. Minimum 8 hours job every day. 2nd and 4th Saturday off as per Gujarat University rules. (Subject to change as per Gujarat University rules and time to time orders and instructions)
7. The said employee MUST abide to all the rules and regulations of Gujarat University as well as Centre for Professional Courses, Gujarat University (HPP Department).