

Gujarat University
Accredited with **A+** Grade by NAAC
(Established in 1949 under the Gujarat University Act)
Navrangpura, Ahmedabad – 380009, Gujarat

EMPLOYMENT NOTICE FOR CENTRE FOR PROFESSIONAL COURSES, Gujarat University
(A Self-financed Department [HPP] managed by Gujarat University) WEBSITE: www.gucpc.in
Advertisement No: **CPC/APP/0019/2025**

Advertisement for the Non-teaching post on 11 Month Contractual Basis

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.

Date of Commencement of Online Application	28th March 2025
Last date of Online Application	10th April 2025
Last date of receipt of through proper channel/advanced hardcopy (2 copies) of online application along with all self-attested enclosures (Including postal processing days)	11th April 2025 till 4:00 PM

Important Instructions:

Last date of applying Online (Online Form + Email) **10 April 2025.**

1. Online Application Form: <https://forms.office.com/r/zx0yfexcmh> : After successful filling the Online Form, the applicant will receive the same on the e-mail given by the applicant. **Apply from a computer rather than from a cell-phone.**
2. It is compulsory for the Applicant to pay a Non-Refundable application fee of Rs.750/- (Rupees Seven Hundred and Fifty Only) in the given bank account details.

Account Name	Centre for Professional Courses, Gujarat University	Or Pay by Scanning The QR CODE →
Account Number	7738263075	
Bank Name	Indian Bank	
Bank Branch	Navrangpura Branch	
IFSC Code	IDIB000N017	



3. Application will be considered complete only if the following (points a. b. c.) are received from the applicant
a. Online Submission of the Form with all details.

b. The applicant will have to send an **Email** application to recruitment.cpc@gujaratuniversity.ac.in with the following 5 (Five) attachments.

- i. PDF of the Online form which will be downloaded after submission of Online Form,
- ii. Attachment of the all the documents (Mark sheets, Degree Certificates, Experience Certificates, Aadhar Card, other certificates, **in a single pdf file**)
- iii. Screen Shot of the Transaction ID of the receipt of the payment of the application fee.
- iv. Detailed and updated Curriculum Vitae
- v. Paste the Latest passport size Photo of the applicant on the first page of the downloaded filled application form.

c. Compulsory submission of Hard Copy of all the documents mentioned in point 'b.' latest by 11th April, 2025 till 4:00 PM in Room Number 301C, 3rd Floor, Centre for Professional Courses, Gujarat University, Maharshi Aaryabhata Bhavan, Opp. EMRC Building, Gujarat University Campus, Navrangpura, Ahmedabad -380009

4. Application to the said job does not give the applicant the right to claim for presence in the interview.
5. The intimation to remain present for further process will be given on the email given by you.
6. In case of failure to remain present in the interview, the applicant does not have any right to claim for other date or interview or refund of the application fee.
7. No Travel Allowance or any other allowances will be given to the applicant for attending the interview.
8. The scrutiny of the applications will be done on merit basis, and the interview calls will be sent to the applicants who will be qualified the most amongst all. The interviewers shall assess the candidate's required skills (typing, letter drafting, vocabulary, etc.) during the interview.
9. Centre for Professional Courses is a Self-Financed Department of Gujarat University and does not fall under the Right to Information Act.
10. The applicant will be completely responsible for any wrongful detail or information provided in the online form or on the E-mail. The employer has the right to disqualify such applications and the applicant.
11. *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.*
12. *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)*

Sr. No	Name Of Post	No. of Post	Minimum Qualification	Skills	Consolidated Salary (INR) / per month
01	Senior Administration Executive	01	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum of any Master's degree 2. Academic Administration work experience of at least 5 (Five) years in College / Universities, etc. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate course/s in back-office administration. • Certificate or diploma in basic Computer skills 	<ul style="list-style-type: none"> • Readiness to work under deadlines and manage work pressure. • Ability to lead a group of administrative executives. • Ability to get work done in deadlines by self and other staff. • Typing speed in English and Gujarati (phonetic) typing • Letter-writing skills (official and Legal in English and Gujarati) • File Management Skills • Excellent Computer Skills (MS Word and MS-Excel) • Office Management Skills • E-mailing Skills on Google and Microsoft Platforms 	30,000/-
02	Junior Administration Executive	02	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum of any graduate degree 2. Academic Administration work experience of at least 3 (Three) years in College / Universities. <p>Desirable:</p> <ul style="list-style-type: none"> • Preferences will be given to Master's degree holders with relevant academic admin work experiences. • Certificate course/s in back-office administration. 	<ul style="list-style-type: none"> • Typing speed in English and Gujarati (phonetic) typing • Letter-writing skills (official and Legal in English and Gujarati) • File Management Skills • Excellent Computer Skills (MS Word and MS- Excel) • Office Management Skills • E-mailing Skills on Google and Microsoft Platforms • Effective Correspondence skills 	25,000/-

			<ul style="list-style-type: none"> • Certificate or diploma in basic Computer skills 		
03	Assistant Accountant cum Admin	02	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum Commerce Graduate degree 2. Advanced proficiency level of TALLY software <p>Desirable:</p> <ul style="list-style-type: none"> • Preference will be given to Master's degree (M. Com.) holders with relevant academic admin work experiences. 	<ul style="list-style-type: none"> • <u>Accounting Skills</u> • <u>Tax related knowledge (TDS, Income Tax, GST, etc.)</u> • <u>Banking Skills</u> • Typing speed in English and Gujarati (phonetic) typing • Letter-writing skills (official and Legal in English and Gujarati) • File Management Skills • Excellent Computer Skills (MS Word and MS- Excel) • Office Management Skills • E-mailing Skills on Google and Microsoft Platforms • Effective Correspondence skills 	25,000/-
04	Job Trainees for Administration Work, Counselling, Tele Calling, etc.	10	<p>Essential:</p> <ol style="list-style-type: none"> 1. Minimum of any graduate degree <p>Desirable:</p> <p>Preferences will be given to Master's degree holders with relevant academic admin work experiences.</p>	<ul style="list-style-type: none"> • Typing speed in English and Gujarati (phonetic) typing • Letter-writing skills (official and Legal in English and Gujarati) • File Management Skills • Excellent Computer Skills (MS Word and MS- Excel) • Office Management Skills • E-mailing Skills on Google and Microsoft Platforms • Effective Correspondence skills 	18,000/-