



Gujarat University



Centre for Distance and online Education,
Gujarat University, Ahmedabad -9

Advertisement for Temporary Administrative
and Technical Positions for 11 Months
Contractual basis

ADVERTISEMENT FOR Temporary ADMINISTRATIVE and TECHNICAL Positions for 11
Months on Contractual basis

Gujarat University (GU) Centre for Distance and Online Education (CDOE) invites online applications in the prescribed format from eligible Indian nationals for appointment for **Temporary Administrative and Technical Positions for 11 Months Contractual basis**. The following are the crucial dates for application:

Date of Commencement of Online Application	28-09-2025
Last date of Online Application through email (gucdoe2025@gmail.com in prescribed format)	04-10-2025 Up to 11:59 p.m.

Important Instructions:

1. All the candidates applying for **Temporary Administrative and Technical Positions for 11 Months Contractual basis** need to apply online by using prescribed format till 04-10-2025 Up to 11:59 p.m.
2. All the working candidates must apply through proper channel, i.e. their application must be forwarded by the competent authority along with NOC. If the candidate is not able to submit the application through proper channel by last date, Candidate can apply in advance with a advance copy, but the candidate has to submit the application forwarded to proper channel, i.e. competent authority along with NOC at the time of interview.
3. The university reserves the right to modify the number/nature of positions
4. For any query mail us on gucdoe2025@gmail.com

S/N.	Name of Post	Group	No. of Posts	Deputation/ Contractual	Category	Fix Salary
1	Deputy Registrar	A	1	11 Months Contractual	UR	45000.00
2	Assistant Registrar	A	1	11 Months Contractual	UR	40000.00
3	Section Officer	B	1	11 Months Contractual	UR	35000.00
4	Assistants	B	3	11 Months Contractual	UR	25000.00
5	Computer Operator	C	2	11 Months Contractual	UR	25000.00
6	Multi-Tasking Staff	C	2	11 Months Contractual	UR	20000.00
7	Technical Manager (Production)	A	1	11 Months Contractual	UR	40000.00
8	Technical Associate (Audio-Video recording and editing)	B	1	11 Months Contractual	UR	35000.00
9	Technical Assistant (Audio-Video Recording)	B	1	11 Months Contractual	UR	35000.00
10	Technical Assistant (Audio-Video Editing)	B	1	11 Months Contractual	UR	35000.00
11	Technical Manager (LMS and Data Management)	A	1	11 Months Contractual	UR	40000.00
12	Technical Assistant (LMS and Data Management)	B	2	11 Months Contractual	UR	35000.00
13	Technical Manager Admission	A	1	11 Months Contractual	UR	40000.00
14	Technical Assistant Admission	B	2	11 Months Contractual	UR	30000.00

DETAILS OF NON-TEACHING AND OTHER ACADEMIC POSITIONS**5.DEPUTY REGISTRAR**

1	Name of Post	Deputy Registrar
2	Number of Post (s)	1
3	Classification	Group – A
4	Fix Salary	45000.00
5	Age Limit	50 Years
6	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post. iii. Desirable: Exposure of Online/Open Distance Education
7	Duration	Contractual maximum for 11 Months

6.ASSISTANT REGISTRAR

1	Name of Post	Assistant Registrar
2	Number of Post (s)	1
3	Classification	Group – A
4	Fix Salary	40000.00
5	Age Limit	45 Years
6	Educational and other qualifications required for direct Recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii. Desirable: Exposure of Online/Open Distance Education
7	Duration	Contractual maximum for 11 Months

7.SECTION OFFICER

1	Name of Post	Section Officer
2	Number of Post (s)	1
3	Classification	Group – B
4	Salary	35000.00
5	Age Limit	45 Years
6	Educational and other qualifications required for direct recruits	Essential Qualifications: i. A bachelor's degree in any discipline from any recognized Institute/ University. ii. Three Years' Experience as an Assistant in any Central / State Govt./ University/College/HEI/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank. iii. Proficiency in Computer Operation, noting and drafting. iv. Desirable: Exposure of Online/Open Distance Education
7	Duration	Contractual maximum for 11 Months

8.ASSISTANT

1	Name of Post	Assistant
2	Number of Post (s)	3
3	Classification	Group – B
4	Fix Salary	25000.00
5	Age Limit	40 Years

6	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Bachelor's Degree from a recognized University / Institution.</p> <p>ii. 3 years of service in lower grades positions in any Central / State Govt./ University/College/HEI/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank.</p> <p>iii. Proficiency in Computer applications, noting and drafting.</p> <p>iv. Desirable: Exposure of Online/Open Distance Education</p>
7	Duration	Contractual maximum for 11 Months

9. COMPUTER OPERATOR

1	Name of Post	Computer Operator
2	Number of Post (s)	2
3	Classification	Group – C
4	Fix Salary	25000.00
5	Age Limit	35 Years
6	Educational and other qualifications required for direct recruits	<p>Essential Qualification:</p> <p>i. Diploma/Degree in Computer Engineering/Technology/ Computer Science and Technology/Information Technology from any recognized University or Institute.</p> <p>ii. 2 years of service as a computer operator in any Central / State Govt./ University/College/HEI/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank.</p> <p>iii. Desirable: Exposure of Online/Open Distance Education.</p>
7	Duration	Contractual maximum for 11 Months

10.MULTI TASKING STAFF

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post (s)	2
3	Classification	Group – D
4	Fix Salary	20000.00
5	Age Limit	35 Years
6	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. 10th Pass from a recognized Board. OR ITI Pass.</p> <p>ii. Desirable 2 years of service as a peon/multi tasking staff in Level 1 or above in any Central / State Govt./ University/College/HEI/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank.</p>
7	Duration	Contractual maximum for 11 Months

11. Technical Manager (Production)

1	Name of Post	Technical Manager (Production)
2	Number of Post (s)	1
3	Classification	Group – A
4	Fix Salary	40000.00
5	Age Limit	45 Years
6	Educational and other qualifications required for direct recruits	i. Master's degree in any subject or Bachelor's degree in Engineering with 3 years experience in video production or direction preferably in Educational TV OR ii. PG Diploma in direction from FTII or equivalent qualification OR iii. Master in Communication
7	Experience (Desirable)	2 years experience in video production preferably in Educational TV/online education, experience in managing IT infrastructure, online learning tools, content management systems, and multimedia integration.
8	Duration	Contractual maximum for 11 Months

12. Technical Associate (Audio-Video recording and editing)

1	Name of Post	Technical Associate (Audio-Video recording and editing)
2	Number of Post (s)	1
3	Classification	Group – B
4	Fix Salary	35000.00
5	Age Limit	40 Years
6	Educational and other qualifications required for direct recruits	Bachelor's degree in Media Production, Film Studies, Multimedia, or related fields.
7	Experience (Desirable)	2 years of experience with audio and video editing software (such as Adobe Premiere Pro, Final Cut Pro, Audacity, etc.) and content management systems for e-learning is usually required and online education.
8	Duration	Contractual maximum for 11 Months

13. Technical Assistant (Audio-Video Recording)

1	Name of Post	Technical Assistant (Audio-Video Recording)
2	Number of Post (s)	1
3	Classification	Group – B
4	Fix Salary	35000.00
5	Age Limit	40 Years
6	Educational and other qualifications required for direct recruits	Degree or Diploma in relevant fields (like Audio-Video Technology, Media Studies, Communication, etc.)
7	Experience (Desirable)	2 years experience in handling technical equipment for recording, editing, and production and online education.
8	Duration	Contractual maximum for 11 Months

14. Technical Assistant (Audio-Video Editing)

1	Name of Post	Technical Assistant(Audio-Video Editing)
2	Number of Post (s)	1
3	Classification	Group – B
4	Fix Salary	35000.00
5	Age Limit	40 Years
6	Educational and other qualifications required for direct recruits	A bachelor's degree or Diploma in Audio-Visual Production, Multimedia, Mass Communication, or related fields.
7	Experience (Desirable)	2 years experience with audio-video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, etc.) with experience in online content production or distance learning platforms.
8	Duration	Contractual maximum for 11 Months

15. Technical Manager (LMS and Data Management)

1	Name of Post	Technical Manager (LMS and Data Management)
2	Number of Post (s)	1
3	Classification	Group – A
4	Fix Salary	40000.00
5	Age Limit	45 Years
6	Educational and other qualifications required for direct recruits	A master's degree in computer science, Information Technology, Data Science, Educational Technology, or a related field.
7	Experience (Desirable)	<ul style="list-style-type: none"> i. 3 years experience in managing Learning Management Systems (LMS), data management, and working with online learning platforms and online education. ii. Desirable familiarity with platforms such as Moodle, Blackboard, or other LMS technologies and experience in handling data analytics for student performance and engagement.
8	Duration	Contractual maximum for 11 Months

16. Technical Assistant (LMS and Data Management)

1	Name of Post	Technical Assistant (LMS and Data Management)
2	Number of Post (s)	2
3	Classification	Group – B
4	Fix Salary	35000.00
5	Age Limit	40 Years
6	Educational and other qualifications required for direct recruits	A Bachelor's degree in Computer Science, Information Technology, or related fields
7	Experience (Desirable)	<ul style="list-style-type: none"> i. 2 years experience in managing LMS platforms like Moodle, Canvas, or Blackboard. ii. Knowledge of data management tools and experience in handling student and course data is essential. iii. Strong technical skills in troubleshooting, maintaining, and upgrading software and tools used in the ODL environment are required. iv. Experience in e-learning.
8	Duration	Contractual maximum for 11 Months

17. Technical Manager Admission

1	Name of Post	Technical Manager Admission
2	Number of Post (s)	1
3	Classification	Group – A
4	Fix Salary	40000.00
5	Age Limit	45 Years
6	Educational and other qualifications required for direct recruits	A Bachelor's or master's degree in computer science/ information technology, or a related field. Relevant certifications in networking, cybersecurity, or cloud technologies may be preferred.
7	Experience (Desirable)	3 years experience with Learning Management Systems (LMS), online education, managing technological platforms in an educational environment etc .
8	Duration	Contractual maximum for 11 Months

18. Technical Assistant Admission

1	Name of Post	Technical Assistant Admission
2	Number of Post (s)	2
3	Classification	Group – B
4	Age Limit	40 Years
5	Fix Salary	30000.00
6	Educational and other qualifications required for direct recruits	Bachelor's degree in Computer Science/ Information Technology or a related field.
7	Experience (Desirable)	<ul style="list-style-type: none"> i. 2 years experience in managing online admission systems, database management, and student information systems is essential. ii. Familiarity with online application forms, document verification, and other admissions-related technical support is typically required. iii. Experience in handling student data and supporting the technical aspects of online admissions is often expected.
8	Duration	Contractual maximum for 11 Months

Duration: 11 months from the date of joining.

Interested candidates are required to apply in the prescribed format by email on or before
with scanned copies of all required documents.

2025 11:59pm

- Only shortlisted eligible candidates will be called for the interviews.

Note: Communication will be done through mail id only.

Sd/-
The Registrar,
Gujarat University,
Ahmedabad

The candidate has to submit the application in a prescribed format with all the required documents in scanned copy via email to

[Last Date of Application submission via Email: 04/10/2025 till 11:59 pm]

gucdoe2025@gmail.com

Application Form for the different Temporary Administrative and Technical Positions for 11 Months Contractual basis for the CDOE, Gujarat University

Name of the Post Applied for _____

Total Page Numbers including all Enclosures

Affix Passport Photo

1. Full Name (as per SSC /

HSC Mark sheet in block

letter):

Father's/Husband's Name:

Mother's Name:

Gender: Male/ Female/ Others

Aadhar No: _____ Pan No : _____

2. (i) Please Tick (✓) appropriate. Please enclose the Caste Certificate of the appropriate authority, if applicable

General	S.C.	S.T.	OBC / SEBC	EWS	PH	Certificate attached on Page No

(Note: Attach certificates from the competent authority wherever applicable)

(A) Caste Certificate No.: _____ (B) Issue Date: _____

(C) (i) Name of Issuing Authority _____

(i) Whether candidate belongs to Minority? (YES/NO) _____

(ii) Ex-Serviceman (YES/NO) _____

(iii) Birth Place _____ Tal. _____ Dist. _____ State _____

(iv) Native Place _____ Tal. _____ Dist. _____ State _____

(v) Religion _____ (vii) Nationality _____ (viii) Mother tongue _____

(ix) Blood Group _____ (x) Height _____ cms (xi) Weight _____ Kgs.

(xii) Personal Marks of Identification: _____

(xiii) Languages Known:

Languages Known	Read	Write	Verbal Communication
Gujarati			
Hindi			
English			

3. Date of Birth: / / (dd/mm/yyyy) Age _____ Years

4. Full Address for correspondence (In Block

Letters): Name:

Address with pin code:

Mobile Number:

Alternate Mobile Number:

E-mail address:

5. Educational Qualifications: Examinations passed (Attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

*** Proof of Conversion from CGPA to percentage is a must.**

Sr. No.	Name of Examination / Degree	Special Subject / Name of the Degree	Name of the Examining Body / University	Year & Month of Passing/ Notification date	Total Marks & Marks obtained	No. of attempts	Percentage / Grade(*)	Class	Certificate attached on Page No
1	S.S.C.								
2	H.S.C.								
3	Bachelor's degree								
4	Master's degree								
5									
6									
7									
8									
9									

Note : Mention all-academic credentials starting from SSC to highest Degree in ascending order.

6. Current Position : (If working)

Full Name & Address of the Current Employer	Designation	Government/ Grant in Aid/ Self Finance/ Private Institute/ Organization etc.	Full Time/ Part Time/ Temporary Ad-hoc/ Contractual	Basic Pay with Pay Scale / Fixed pay	Date of Joining	Page No

Note: In above table attach appointment letter, experience letter, proof of Basic Pay with Pay Scale, Gross Salary as applicable should be attached.

7. Details of administrative / technical Experience :

Sr. No	Full Name & Address of the Employer	Designation	Date of Joining	Date of Leaving	Experience in Years, Month and Days	Government / Grant in Aid/ Self Finance/ Private Institute/ Organization etc.	Full Time/ Part Time/ Temporary Ad-hoc/ Contractual	Basic Pay with Pay Scale / Fixed pay	Gross Salary	Page No
1										
2										
3										
4										
Total Experience (Years, Month and Days)										

Note: For each entry including current position in above table attach appointment letter, experience letter, proof of Basic Pay with Pay Scale, Gross Salary as applicable should be attached.

8. A: Professional / Industrial Experience

Sr. No	Name of Institute/ Industry / Organization etc.	Designation	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year/s	Month/s	Day/s	Page No
1								
2								
Total Experience (Years, Month and Days)								

B: Other Online Experience:

Sr. No	Name of Institute/ Industry / Organization etc.	Designation	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year/s	Month/s	Day/s	Page No
1								
2								
Total Experience (Years, Month and Days)								

Any other information :

Sr. No.	Activity/Information	Page No.
1.		
2.		

Declaration

I, _____, Son / _____ Daughter of _____, Age : _____, resident of _____, District : _____, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

I am aware of the fact that, if the information given by me is proved false / not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn/kept in abeyance.

I have carefully read all the instructions and concerned notifications before filling up this application form. I have understood all the instructions and will abide by them.

Place : _____

Date : ____/____/____

Signature of the Applicant _____

Note: 'NO OBJECTION' certificate from the employer (If you are working)

No Objection Certificate from the Employer

This is to certify that Dr./Mr./Miss./Mrs./_____ is presently holding the post of _____ on a regular basis in our organization/ institute/ department.

The organization/institute/department has NO OBJECTION to him/her applying for the post of _____ in the Gujarat University. In case of his/her selection, he/she will be relieved as per rules and regulation.

Place : _____

Signature of Employer _____

Date : ____/____/____

Designation _____