

## **IMPORTANT INSTRUCTIONS**

1. Gujarat University, Ahmedabad reserves all the right whether to fill up or not, any or all the vacancies advertised without assigning any reason.
2. The Candidates are advised to go through the Minimum Qualifications and Experience Criteria prescribed for the post before filling the online form. The university may encourage multi/inter/intra disciplinary approach.
3. When you apply for more than one post you should submit a separate Application and processing fees for each post you apply for.
4. The appointment for the positions for Director College Development Council, Principal Scientific Officer & Director Physical Education will be based on interview only.
5. The appointment for the positions of Chief Accounts Officer, Deputy Registrar, Librarian, Assistant Registrar and Computer Programmer will be based on Preliminary Test, Subject/Technician Proficiency test and/or Interview. The weightage of the tests and/or Interview would be considered proportionately.
6. As per Government of Gujarat Resolution, the appointments for positions like Press Manager, Senior Scientific Officer, System Analyst, System Engineer, University Engineer, Lady Medical Officer, PA to Registrar cum Office Superintendent, Stenographer Grade-I, Technical Assistant, Deputy Engineer (Civil), Senior Technical Assistant (Electronics), Senior Computer Operator, Senior Pharmacist, Glass Blower, Job Receptionist, Tap Disc Librarian, Cook cum Care Taker, Junior Clerk will be based on the results declared of the Preliminary Test and Subject/Technical Proficiency Test. The weightage of the tests would be considered proportionately.
7. The eligibility of the candidate in respect of age and qualifications will be determined as on the last (crucial) date fixed for the receipt of application form.
8. The reservation and relaxations / concessions in the eligibility will be provided to SC/ ST/ SEBC/ EWS/ PH candidates as per the Government of Gujarat Rules.
9. Candidates applying against post(s) reserved for Persons with Disabilities should indicate whether he/she, belongs to SC/ ST/ SEBC/ EWS or General Category, wherever applicable.
10. Relaxation of 5% marks (from 55% to 50%, or 60% to 55%; without rounding off) shall be provided in the eligibility criteria to the SC/ ST/ PH/ SEBC candidates as per the Government of Gujarat Rules.
11. The appointment under reserved category will be provisional and subject to verification of caste / creamy layer certificate and all other relevant certificates and documents by the competent authority.
12. Socially and Educationally Backward Class (SEBC) candidates will be considered in SEBC category only if they submit the required latest Non-creamy layer certificate as per Government Norms.
13. The candidates already in-service have to submit a "NO OBJECTION CERTIFICATE" from his/her employer to the University along with application and/or at the time of interview. Relaxation to the in-service candidate will be as per Government of Gujarat and University rules.
14. The Recruitment Rules and Eligibility Criteria, decided by the Gujarat University will be Final & Mandatory for all the Posts advertised.

15. Those who are already in service with Gujarat University, will be given relaxation as per Gujarat University norms.
16. The University shall verify the documents at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake/misleading, his/her service shall be terminated forthwith.
17. Applications sent through e-mail will not be entertained.
18. Canvassing in any form may lead to cancellation of candidature.
19. In case of any dispute; any issue or legal proceeding by/or against the University, Courts within whose local jurisdiction Headquarter of the University is situated shall have the jurisdiction.
20. Candidates in their own interest are advised to remain in touch with the University website ([www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)). They should also regularly check University website for updates. No correspondence will be entertained in this regard and the candidates are requested to check the University website [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in) regularly.
21. Application processing fee once paid shall not be refunded under any circumstances.
22. The University will have the right to restrict the number of the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
23. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.

## **Important for online application**

### **Before You Begin, please note:**

1. Use Mozilla Firefox (version 47.x and above) or Google Chrome (version 53.x and above) for Registration.
2. Once you click the "Apply" button, the Application will become active.
3. You may fill the information in any order.
4. All information is mandatory unless specified otherwise.
5. If you do not have any previous employment record, then in 'Employment History' you have to mention your present employment details and 'Date of Leaving' would be the 'Date of Application' only.
6. You will have the opportunity to save your work and continue at a later time if you wish to do so.
7. Before you submit your application, please ensure that all the required information is filled accurately. You will not be able to edit your information after submission.

### **Additional documents required.**

You will also need to upload the following documents:

1. Certificate of Date Of Birth (400 KB limit)
2. Certificate of Other Backward Class (OBC), Scheduled Caste (SC), Scheduled Tribes (ST), Person With Disability (PWD). if applicable (single JPG/ JPEG file, 400 KB limit)
3. Class 12th Certificate (single JPG/ JPEG file, 400 KB limit)
4. Diploma Certificate if applicable (single JPG/ JPEG file, 400 KB limit)
5. Under Graduate (Mark sheets & Certificate) (single JPG/ JPEG file, 400 KB limit)
6. Post Graduate (Mark sheets & Certificate) (single JPG/ JPEG file, 400 KB limit)
7. PhD Certificate if applicable (single JPG/ JPEG file, 400 KB limit)
8. Experience Certificate (single JPG/ JPEG file, 400 KB limit)
9. Other Professional Degree Certificate (e.g.CA/ICWA etc.)(single JPG/ JPEG file, 400 KB limit)
10. A clear JPEG image of yourself (Photograph) (single JPG/JPEG file, 50KB limit)
11. A clear JPEG image of your signature (single JPG/JPEG file, 20KB limit)

### **Important additional information**

Once you have submitted your application online, you will get a confirmation window in which you can view the information submitted in a PDF file.

1. You are advised to keep a print out of the application form for your reference.
2. You need not to send us the hard-copy of the application form (except for the post of Director College Development Council, Principal Scientific Officer & Director Physical Education. The applicant for these posts has to submit hard copy of the application with the necessary enclosures and duly filled form).
3. Please quote the application number in all your correspondences with us.
4. Payment of Application processing Fees can be made Online. Failure to pay the applicable fee may lead to rejection of application.

### **PROPOSED IMPORTANT DATES**

<b>Sr.No.</b>	<b>Details</b>	<b>Date</b>
1	Last Date of On-line Application	03/11/2022
2	Preliminary Test	27/11/2022
3	Subject/ Technical Proficiency Test	11/12/2022

University possesses all rights to alter/change the proposed time schedule without prior intimation.

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