

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES
Department of Foreign Language

Important:

The applicant is required to apply online through Gujarat University website, www.gujaratuniversity.ac.in/career

1. Before filling / submitting the application form you are advised to go through the Qualifications prescribed for the post (enclosed) and make sure that you possess the same.
2. The application should be complete in all respect i.e.it should be filled in completely and supported with self-attested copies of all academic, experience certificates and photograph.
3. Incomplete Applications shall not be considered.
4. The application must reach the **Co-ordinator, School of International Studies & Diaspora (Kadamb Building), Gujarat University** on or before the last date **30/05/2024** in the advertisement.
5. The Department reserves right to appoint outstanding professional even if the candidate is not having the stipulated academic qualifications.
6. The Salary will be paid in consolidated amount and TDS will be deducted as per norms.

GENERAL INFORMATION:

(A) FILLING THE FORM:

1. When you apply for more than one post you should submit a separate application.
2. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which shall mean to believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and may be rejected.
3. **The last date of filling online applications is 30/05/2024.**

(B) MAILING THE APPLICATION FORM :

1. Please mention on the cover: **“Application for the post & Language of**”
2. The One Copy of printed Application form along with all attachments should be sent to :

**THE COORDINATOR,
SCHOOL OF INTERNATIONAL STUDIES & DIASPORA,
GUJARAT UNIVERSITY,
NAVRANGPURA,
AHMEDABAD-380009 [GUJARAT]**

3. Hard copy of fully filled Application form should reach to the Co-ordinator, School of International Studies & Diaspora (Kadamb Building), Gujarat University on or before 02/06/2024.

(C) NOTICE :

1. The furnishing of false information or suppression of any factual information in the application would be a disqualification and candidate will not be considered for employment under this University. Any such false information comes to the notice at any time during the service of a person; his service would be liable to be terminated.
2. Canvassing in any form will be a subject to disqualification.

(D) The Department reserves all the right whether to fill up or not, any or all the vacancies advertised.

(E) Important Notes:

1. Complete and correct information against each item should be entered. Incomplete application may result in rejection of the same.
2. Employed Persons should forward their applications through proper channel. Candidates can also submit advance copy and produce NOC at the time of interview.
3. One Copy of the complete application along with all enclosures/ attachments and relevant documents (only on A 4 size paper) should be submitted (by taking print out or photocopying). Print out should be taken only one side of the paper. Do not attach original documents.
4. As this application form is for multiple posts, the information relevant to the post only needs to be filled in.

**The Coordinator
School of International Studies & Diaspora
Gujarat University
Ahmedabad**