



Gujarat University

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



EMPLOYMENT NOTICE — KS SCHOOL OF BUSINESS MANAGEMENT

(A Self-financed Department managed by Gujarat University)

Website: www.ksschool.org.in | Apply online: recruitment.ksschool.org.in

Advertisement Ref. No: KSSCHOOL/STAFF/RECRUITMENT/003/2026-27

Advertisement for the Non-Teaching posts on 11-month tenure-based Contract Basis

K. S. School of Business Management is one of the pioneer institutes offering Integrated MBA and MSc (Computer Applications & Information Technology) in India. Established under the aegis of Gujarat University, KSSBM started with a five-year integrated programme in MBA in 1993, followed by a five-year integrated programme in MSc (CA&IT) in 1998. Both the programmes have grown in size and stature, attracting Gujarat state's young budding students after their 12th standard from all walks of life.

Date of Commencement of Online Application

Thursday, 21 May 2026

Last Date of Online Application

Sunday, 31 May 2026

Important Instructions

1. The interested applicants are requested to apply preferably from a computer rather than from a cellphone to avoid errors of data input.
2. Application for the said job does not give the applicant the right to claim for presence in the interview.
3. The intimation to remain present for further process will be given to the candidate at the email address provided by the applicant.
4. In case of failure to remain present in the interview, the applicant does not have any right to claim another date or interview or a refund of the application fee.
5. No Travel Allowance or any other allowances will be given to the applicant for attending the interview.
6. Eligible candidates shall be called for the interview.
7. KS School of Business Management is a Self-Financed Department of Gujarat University and does not fall under the Right to Information Act.
8. The applicant will be completely responsible for any wrongful details or information provided in the online application portal. The employer has the right to disqualify such applications and the applicant's candidature.
9. 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.
10. Minimum 8 hours of work 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).
11. Other applicable Terms and conditions shall be discussed with the selected candidate before appointment.

Advertisement for Non-Teaching Vacancies

Advertisement Ref. No. KSSCHOOL/STAFF/RECRUITMENT/003/2026-27 | Posts: 7 | Total Vacancies: 15

| Sr. No. | Specialization / Sub-Domain | Designation | No. of Vacancies | Eligibility, Skills & Desirable Criteria | Consolidated Salary per Month |
|---------|-----------------------------|-----------------------|------------------|---|--|
| 1 | Non-Teaching Posts | Job Trainee | 3 | Minimum Qualification: Any Graduate from a recognized university. Experience: Relevant experience preferred. | Fixed consolidated monthly salary: Rs. 18000 |
| 2 | Non-Teaching Posts | Computer Operator | 6 | Minimum Qualification: PG Diploma from a recognised University with one year experience of operating computer equipment OR BCA OR DOEACC A Level OR B.E. (Computer/IT). Experience: One year experience of operating computer equipment required for PG Diploma route. | Fixed consolidated monthly salary: Rs. 20000 |
| 3 | Non-Teaching Posts | Accountant | 1 | Minimum Qualification: M.Com or relevant master's degree with 55%. Experience: Relevant experience preferred. | Fixed consolidated monthly salary: Rs. 25000 |
| 4 | Non-Teaching Posts | Office Assistant | 2 | Minimum Qualification: Any Graduate from a recognized university. Proficiency in Computer, Gujarati and English typing. Two to three years of relevant experience is desirable. Experience: Two to three years of relevant experience is desirable. | Fixed consolidated monthly salary: Rs. 22000 |
| 5 | Non-Teaching Posts | Network Administrator | 1 | Minimum Qualification: M.E./M.Tech. (Computer/EC) / MCA / MSc (CA & IT) with at least 55% OR B.E./B.Tech. (Computer/IT/EC) with First Class OR PGDNA with First Class. Experience: Relevant experience preferred. | Fixed consolidated monthly salary: Rs. 27000 |

| Sr. No. | Specialization / Sub-Domain | Designation | No. of Vacancies | Eligibility, Skills & Desirable Criteria | Consolidated Salary per Month |
|---------|-----------------------------|---------------------|------------------|--|--|
| 6 | Non-Teaching Posts | Assistant Librarian | 1 | <p>Minimum Qualification: B.Lib. with First Class OR M.Lib. with at least 55% marks.</p> <p>Experience: Relevant experience preferred.</p> | Fixed consolidated monthly salary: Rs. 18000 |
| 7 | Non-Teaching Posts | Computer Programmer | 1 | <p>Minimum Qualification: First Class B.E./B.Tech. in Computer Science / Computer Engineering / Computer Technology OR MCA / MSc (Computer Science / CA & IT) with at least 55% marks, with exam-work related experience.</p> <p>Experience: Exam-work related experience required/preferred as per institutional requirement.</p> | Fixed consolidated monthly salary: Rs. 27000 |