

CENTRAL UNIVERSITY OF GUJARAT

Sector -30, Gandhinagar - 382 030

Date : 14.11.2009

ADVERTISEMENT NO.7/2009

The University invites applications for the following non-teaching posts on direct recruitment/ deputation/contract basis:

No	Post	Pay Band (Rs.)	Grade Pay(Rs.)	No. of Posts	Reservation Position
1	Controller of Examinations	37400-67000	10000	1	UR
2	Deputy Registrar	15600-39100	7600	1	UR
3	Assistant Librarian	15600-39100	6000	1	UR
4	Assistant Registrar	15600-39100	5400	2	UR
5	Section Officer	9300-34800	4200	2	UR
6	Private Secretary to VC	9300-34800	4200	1	UR
7	Assistant	9300-34800	4200	4	2 UR + 1 SC + 1 OBC
8	Personal Assistant	9300-34800	4200	1	UR
9	Technical Assistant	5200-20200	2800	2	1 UR + 1 OBC
10	Jr. Prof. Assistant	5200-20200	2800	1	SC
11	UDC	5200-20200	2400	4	2 UR + 1 OBC + 1 ST
12	LDC	5200-20200	1900	4	2 UR + 1 SC + 1 ST
13	Driver	5200-20200	1900	2	1 UR + 1 ST
14	Lab. Attendant	5200-20200	1800	1	UR
15	Library Attendant	5200-20200	1800	1	UR

Note : The qualifications as prescribed by the UGC from time to time are applicable. The candidates are advised to visit UGC website (www.ugc.ac.in) for latest revisions/changes in the same which will be applicable at the time of test/interview.

CONTROLLER OF EXAMINATIONS

Minimum Educational Qualifications and Experience : (1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. (2) Proven ability and experience in administration/management of an academic/research institution with in depth understanding of intellectual processes of University and its development. (3) At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's grade along with experience in Higher Educational Administration. OR Comparable experience in research establishments and / or other institutions of

higher education. OR 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Desirable: (1) Good knowledge of examination software and results automation. (2) Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs. (3) Qualifications and experience in modern management methods. (4) Ph.D and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University.

Age : Not more than 56 years

DEPUTY REGISTRAR

Minimum Educational Qualifications and Experience: (1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. (2) Five years of experience as Lecturer in a College or a University with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post in a Government department/university/educational or research institution.

Desirable : Good knowledge of computer applications.

Age : Not more than 40 years

ASSISTANT LIBRARIAN

Minimum Educational Qualifications and Experience: (1) Masters degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale plus a consistently good academic record and knowledge in computerization of library. (2) Should have cleared National Eligibility Test (NET) conducted by the UGC or any other agency approved by the UGC. However, Candidates having Ph.D. from recognized Universities are exempted from the condition of NET.

Desirable: (1) PG Diploma in Library Automation/Computerization or Networking. (2) At least 5 years working experience in library computerization, digital library and/or networking.

Age : Not more than 40 years

ASSISTANT REGISTRAR

Minimum Educational Qualifications and Experience: (1) Good academic record plus Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale. (2) Five years experience in Administration/Accounts as Section Officer or in an equivalent post in a Government department/university/educational or research institution.

Desirable: Good knowledge of computer applications.

Age : Not more than 40 years.

SECTION OFFICER

Minimum Educational Qualifications and Experience: (1) A university degree. (2) At least 5 years experience in Administration/Accounts/Secretarial work, preferably in a junior supervisory post in a University/Government/Public/Private Undertaking of repute.

Desirable: Good knowledge of computer applications.

Age : Not more than 40 years

PRIVATE SECRETARY TO VICE-CHANCELLOR

Minimum Educational Qualifications and Experience: (1) Graduate in any discipline with proficiency in English. (2) At least five years experience as Personal Assistant in a University /Govt. /Public /Private/Undertaking of repute. (3) English Stenography speed: 100 wpm; English Type-writing speed: 50 wpm.

Desirable: Good knowledge of computer applications.

Age: Not more than 40 years

ASSISTANT

Minimum Educational Qualifications and Experience: (1) A University degree. (2) At least five years experience in administrative/accounts work of which at least 3 years should be as UDC or equivalent in a University/Govt./Public/Private Sector/Undertaking of repute.

Desirable: Good knowledge of computer applications.

Age : Not more than 40 years

PERSONAL ASSISTANT

Minimum Educational Qualifications and Experience: (1) Matriculation with proficiency in English. (2) English Stenography speed – 80 wpm; English Typewriting speed - 40 wpm. (3) At least five years experience as Jr. Stenographer in a University/Govt./Public/Private /Sector Undertakings of repute.

Desirable: (1) Good knowledge of computer applications.

Age: Not more than 40 years

TECHNICAL ASSISTANT

Minimum Educational Qualifications and Experience: For Post 1 : B.C.A. with at least five years experience in e-Governance of educational administration.

For Post 2: B. Sc., preferably in Chemistry/Physics with Honors; at least five years experience working in a research laboratory preferably attached with a recognized University.

Age : Not more than 40 years

JR. PROF. ASSISTANT

Minimum Qualifications: Graduation in Library Science/Library & Information Science with at least 50% Marks from recognized University.

Desirable: Atleast 5 years experience which in Library of repute, and good knowledge of Library

Age : Not more than 40 years

UPPER DIVISION CLERK (UDC)

Minimum Educational Qualifications and Experience: (1) A University degree. (2)At least 5 years experience as LDC in a University/Govt./Public/Private/Sector Undertakings of repute.

Desirable: Good knowledge of computer applications

Age : Not more than 40 years

LOWER DIVISION CLERK (LDC)

Minimum Qualifications: Matriculation or equivalent with English typewriting speed of 30 wpm.

Desirable: Good knowledge of computer applications

Age : Not more than 40 years

DRIVER

Minimum Qualifications: (1) 8th Standard Passed (2) Valid Driving License for Light / Medium Vehicles (3) Should have at least five years experience

Age : Not more than 40 years

LABORATORY ATTENDANT

Minimum qualifications: Matriculation with Science as one of the subject.

Age : Not more than 40 years

LIBRARY ATTENDANT

Minimum Qualifications: Matriculation.

Desirable: (1) Basic knowledge of computer applications. (2) Certificate course in Library Science from a recognized Institute.

Age : Not more than 40 years

Notes:

1. Age as prescribed shall be as on the closing date for receiving the applications. In respect of those who apply for appointment on deputation basis, the age limit shall be 56 years on the closing date for receiving the applications.
2. Age relaxation wherever required will be admissible to SC/ST/OBC/Physically Challenged/Ex-Servicemen candidates as per Govt. of India rules.
3. Candidates already employed should submit their applications through proper channel. Those who send advance copies of applications will be considered only if they produce a "No Objection Certificate" from their employer. Those who apply for appointment on deputation terms should submit the applications along with vigilance/integrity certificates and attested copies of their confidential reports for the preceding five years.

4. Both ways second class train fare by the shortest route is payable to the outstation candidates invited for interview.
5. Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/interview.
6. The number of vacancies is subject to change and the University reserves the right in this matter.
7. Reservation for OBCs shall not apply to certain persons/sections as mentioned in Govt. of India, Deptt. Of Personnel & Training OM No.36012/22/93-Estt. SCT dated 8.9.93 as amended from time to time. Reservation for OBC is applicable only to those mentioned in the Central List of OBCs recorded in OM No.12011/68/93-BCC© dated 10.9.93 as amended from time to time.
8. Panel(s) will be framed for filling future vacancies occurring during a period of one year.
9. The University reserves the right to: (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up all or any of the advertised positions.
- 10. Canvassing in any form will be a disqualification.**
11. No correspondence will be entertained in this regard and the candidates are requested to check the University website www.cuguj.org for any related information.
12. Applications are required to be submitted on the prescribed format only which can be downloaded from the University website www.cuguj.org The application processing fee would be Rs.350 for general candidates and Rs.250 for OBC candidates. SC/ST candidates are exempted from payment of application processing fee. The application processing fee is required to be submitted by Demand Draft drawn in favour of **“The Central University of Gujarat”** by any nationalized bank and payable at their Gandhinagar/Ahmedabad Branch only. Applications received without the prescribed fee will be summarily rejected.
13. Separate applications for each post alongwith all the requisite documents as mentioned in the prescribed application form, addressed to the **Officer on Special Duty (Admn.), Central University of Gujarat, Sector-30, Gandhinagar – 382030** with the post applied for clearly superscribed on the envelope, may be sent by Registered Post/Speed Post or submitted By Hand.

The last date for receiving the applications is 30 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar (published on 14.11.2009). Applications received after the due date are liable to be summarily rejected.

Central University of Gujarat

(Established by an Act of the Parliament 2009)

Sector-30, Gandhinagar-382030

FOR OFFICE USE ONLY	
DIARY NO.	DATE:

Name of the post applied for

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Demand Draft No. Date

.....

for Rs., Bank

payable at branch

Advt. No.....Date.....

PASTE HERE A SIGNED
COPY OF YOUR
RECENT PASS-PORT SIZE
PHOTOGRAPH

GENERAL INFORMATION:

1. Name in Full :

2. Father's/Husband's Name :

3. Date of Birth: Day.....Month.....Year.....

(As recorded in Matriculation or equivalent certificate)

4. Age (as on the last date fixed for the receipt of
application).....years.....months.

5. Nationality.....

6. Marital Status : Married Unmarried

7. Sex : Male Female

8. Do you belong to Scheduled Caste (SC) or Scheduled Tribe (ST) or Other
Backward Class (OBC) or Differently Abled (PH)? If Yes,
specify.....

9. PERMANENT

ADDRESS:.....

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10. ADDRESS FOR

CORRESPONDENCE:.....

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Email:.....Ph

:.....

Mobile:.....

11. EDUCATIONAL QUALIFICATIONS* (From Matriculation onwards):

Examination	Board / University	Year of Passing	Marks		% of Marks	Subject/s Course
			Obtained	Out of		
Matriculation (10 th)						
Higher Secondary / Intermediate (10+2)						
Bachelor's Degree						
Master's Degree						
M.Phil						
Ph. D.						
Any other Degree/Diploma						
Technical Qualifications (if any)						

12. Teaching /Technical/Professional experience:

Designation	Name of the Organization	Scale of Pay / Pay Structure	Nature of Appointment	Period of Service		
				From	To	Period

Note : Please indicate Pay Band and Grade Pay separately

*Please attach separate sheet if the space is insufficient.

Additional information, if any

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I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I have enclosed attested copies of the supporting documents in respect of Sr. No. 3, 8, 11 and 12 above.

Place.....

Date.....

Signature of the Applicant

Encl : as above

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

1. The application of _____ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/verified and found to be correct with reference to his/her service records.
3. **Applicable in case of deputation:** Attested copies of the applicant's confidential reports for the preceding five years alongwith vigilance/integrity certificates are enclosed.

**Signature
Of the forwarding Officer
(with office seal)**