



**GUJARAT UNIVERSITY, AHMEDABAD-380 009**  
**EMPLOYMENT NOTICE**  
**ADVERTISEMENT NO. NT / 12 / 2018**

Gujarat University, Ahmedabad invites applications for appointment on the various administrative posts.

The Number of Posts, Minimum Qualifications, Experience, Pay, General Information and Instructions and other details are given below. Interested candidates may apply online along with Application fees through Demand Draft of Rs.500/- (Non Refundable) and Rs. 250/- (in case of SC/ST) (Non Refundable) for each post before last date prescribed i.e. 26/12/2018. The Demand Draft is payable on “**The Registrar, Gujarat University**” payable at Ahmedabad.

Sr. No.	Name of Post	Pay Scale and Grade Pay	No.of Positions	Category Details as Per Roster
1	Programmer	15600-39100 (GP-5400)	1	UR
2	Electronics Engineer (Beside the current designation the candidate is bound to work as per University Authority's requirement)	15600-39100 (GP-5400)	1	UR
3	Warden (Ladies Hostel)-Females only (Fix Pay for First Five Years)	9300-34800 (GP-4400)	1	UR
4	Storekeeper (Physics) (Fix Pay for First Five Years) (Beside the current designation the candidate is bound to work as per University Authority's requirement)	5200-20200 (GP-2800)	1	UR
5	Laboratory Assistant (Fix Pay for First Five Years) (Beside the current designation the candidate is bound to work as per University Authority's requirement)	5200-20200 (GP-1900)	1	UR
6	Head Clerk (Fix Pay for First Five Years)	9300-34800 (GP-4200)	1	ST

# **GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES**

## **GENERAL INFORMATION:**

**1. The Gujarat University will conduct 2(two) test for Selection of Candidate.**

(1) The First test is Preliminary test will be conducted on 19-01-2019.

(2) Second Test is Subject / Technical Proficiency test will be conducted on 27-01-2019.

**(1) Preliminary Test (Objective type-MCQs-OMR based)**

**The Preliminary Test will be conducted for Screening for all the posts are of 120 marks of 2 (Two) hours Duration. Language of the Question Paper shall be Gujarati and English.**

The Question Paper of Preliminary Test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 Mark OMR Based. For every wrong answer, there shall be negative Marking of 0.25 Mark.

**The Syllabus for this Preliminary test for Screening is as follows (OMR based):**

- a) English Language - Of the level up to 12<sup>th</sup> Standard Level **12** marks (Approximate)
- b) Gujarati Language- of the level up to 12<sup>th</sup> Standard Level **12** marks (Approximate)
- c) General Knowledge, Arithmetic, Current Affairs, Indian History and Geography, Analytical Reasoning, Mental Ability, Sports **84** marks (Approximate)
- d) Basics of Computer Application - Equivalent to CCC Level **12** marks (Approximate)

**The Minimum passing standard for Preliminary Test is 50 Percent of total marks for General Category and 5 Percent relaxation for SC/ST/SEBC and PH Category. (Relaxation is applicable for reserve posts only, if any).**

**2. Those Candidates who clear the Preliminary test will be required to appear for Subject/ Technical Proficiency Test of 120 Marks of TWO(2) Hours.**

**Cadre wise Details for Subject / Technical Proficiency Test are as Follows.**

- (a) The Question Paper of Subject/Technical Proficiency test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 Mark. For every wrong answer, there shall be negative marking of 0.25 Mark. Language of the Question Paper shall be Gujarati and English. Duration of the Test shall be 120 Minutes.

**The Post-wise Detailed Syllabus for Subject/Technical Proficiency Test is as follows:**

## 1. For the Position- Electronics Engineer

The Syllabus of Subject/Technical Proficiency Test for 120 marks of TWO (2) Hours.

a) Computer Skills **60 Marks**

b) Master's Degree equivalent **60 Marks**

The Candidate who clears above Preliminary Test and Subject/Technical Proficiency Test, will be required to appear for Interview. In case when eligible candidates (after preliminary test) are not in significant numbers, (will be decided by the Hon'ble Vice Chancellor) subject and technical test may not be taken and direct interview may be taken by the University.

## 2. For the Position- Programmer

The Syllabus of Subject/Technical Proficiency Test for 120 marks of TWO (2) Hours.

a) Computer Skills **60 Marks**

b) Master's Degree equivalent **60 Marks**

c) The Candidate who clears above Preliminary Test and Subject/Technical Proficiency Test, will be required to appear for Interview. In case when eligible candidates (after preliminary test) are not in significant numbers, (will be decided by the Hon'ble Vice Chancellor) subject and technical test may not be taken and direct interview may be taken by the University.

## 3. For positions of Warden

The candidates, who clear above screening test will be required to appear for Subject / Technical Proficiency Test for 120 marks of TWO(2) Hours.

The Syllabus of this test is as follows.

a) Computer Skills **60 Marks**

b) Hostel and Cooperative living management and Functioning, Grievance Redresal, Communication Skills. **60 marks**

## 4. For positions of Storekeeper (Physics)

The Syllabus of this test is as follows:

a) Computer Skills **60 Marks**

b) Subject Knowledge of Physics and other Science related Subjects.

Knowledge of tendering and inventory management. **60 marks**

## 5. For the position of Laboratory Assistant

The Syllabus of this test is as follows:

- |   |                 |
|---|-----------------|
| a) Computer Skills  | <b>60 Marks</b> |
| b) Question based on relevant subject like Science Subjects | <b>60 Marks</b> |

## 6. For the position of Head Clerk

The Syllabus of this test is as follows.

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|--|-----------------|
| a) Computer Skills   | <b>60 Marks</b> |
| b) General Administration related to University Act and Functioning,<br>GCSR, RTI. | <b>60 marks</b> |

## **GENERAL INSTRUCTIONS:**

1. The Candidates are advised to go through the Minimum Qualifications and Experience Criteria prescribed for the respective post before filling the form.
2. When a candidate applies for more than one post he/she should submit a separate Application and Processing fees for each post.
3. As per resolution of Government of Gujarat, the appointment for position of Storekeeper (Physics), Warden (Ladies Hostel), Laboratory Assistant, Head Clerk will be on merit based result of subject/Technical Proficiency Test.
4. The appointments for the positions like Electronic Engineer and Programmer will be based on Technical Proficiency test and Interview. Total marks of Subject/Technical Proficiency and interview will be of 100 marks (50 marks each for interview and Subject/Technical Proficiency). The marks of Subject/Technical Proficiency secured by the candidate out of 120 will be converted into marks out of 50.
5. Gujarat University, Ahmedabad reserves all the rights whether to fill up or not, any or all the vacancies which are advertised. The Gujarat University, Ahmedabad reserves all the rights to prepone or/and Postpone any or all written test as well as personal interview.
6. The eligibility of the candidate in respect of age and qualifications will be determined as on the last date fixed for the receipt of application form.
7. The reservation/ relaxations / concessions will be provided to SC / ST / SEBC / PH category as per Govt. of Gujarat Rules, if applicable.
8. The appointment under reserved category will be provisional and subject to verification of caste / creamy layer certificate and any other relevant Certificates issued by the Competent Authority.
9. Socially and Educationally Backward Class (SEBC) candidates will be considered as SEBC only if they submit the latest Non-creamy layer certificate.

10. As per Government of Gujarat resolution, a reserved candidate applying for Unreserved Position is required to fulfill the Minimum Qualification and Age Criteria for that position prescribed for General Category.
11. 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 is as per Government of Gujarat and University Rules.
12. 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 documents submitted are fake his/her services shall be terminated immediately.
13. Application sent through e-mail will not be entertained.
14. Canvassing in any form may lead to cancellation of candidate.
15. Gujarat 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.
16. In case of any dispute, any sue or legal proceeding by or against the Gujarat University, Ahmedabad Courts within whose local Jurisdiction, Headquarter of the Gujarat University is situated shall have the Jurisdiction.
17. Candidates in their own interest are advised to remain in touch with the Gujarat University website ([www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)). They should also regularly check Gujarat University website for updates.

## **IMPORTANT:**

### **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. The candidate will have to pay processing fees of Rs. 500/- through Demand Draft (Rs.250/- in case of SC/ST Candidate) in favor of “**The Registrar, Gujarat University**” payable at Ahmedabad. The Hard Copy with DD & all supporting documents will be submitted to “General Section”, First Floor at Gujarat University Main Building, Ahmedabad-9 up to **26-12-2018 during office hours**.
3. You may fill the information in any order.
4. All information is mandatory unless specified otherwise.
5. You will have the opportunity to save your work and continue at a later time if you wish to do so.

6. 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 (1 MB limit)
2. Certificate of Other Backward Class (OBC), Scheduled Caste (SC), Scheduled Tribes (ST), Person With Disability (PWD). if applicable (single PDF file, 1 MB limit)
3. Class 12th Certificate (single PDF file, 1 MB limit)
4. Diploma Certificate if applicable (single PDF file, 1 MB limit)
5. Under Graduate (Mark sheets & Certificate) (single PDF file, 1 MB limit)
6. Post Graduate (Mark sheets & Certificate) (single PDF file, 1 MB limit)
7. PhD Certificate if applicable (single PDF file, 1 MB limit)
8. Experience Certificate (single PDF file, 1 MB limit)
9. Other Professional Degree Certificate (e.g.CA/ICWA etc.) (single PDF file, 1 MB limit)
10. A clear JPEG image of your passport size Photograph (single JPEG file, 50KB limit)
11. A clear JPEG image of your signature (single 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 have to submit the hard-copy of the application form with DD & other supporting documents at General Section, Gujarat University, Ahmedabad-9 upto 26-12-2018 during office hours.**
3. **Please quote the application number in all your correspondences with us.**
4. **Payment of Application Fees will be by DD. Failure to pay the application fees may lead to rejection of application.**

<b>No.</b>	<b>Details</b>	<b>Date</b>
<b>1</b>	<b>Last Date of Application</b>	<b>26-12-2018</b>
<b>2</b>	<b>Preliminary Test</b>	<b>19-01-2019</b>
<b>3</b>	<b>Subject/Technical Proficiency Test</b>	<b>27-01-2019</b>

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