

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

સરકારી પોલીટેકનીક કેમ્પસ,
ગદુકપુર, ગોધરા
જિલ્લો પંચમહાલ, પિન કોડ ૩૮૯૦૦૧

Government Polytechnic Campus
Gadukpur, Godhara
Dist. Panchmahals Pin Code 389001

No.SGGU/Rect/NT/2016 /733

Date: 15/09/2016

EMPLOYMENT NOTICE

ADVERTISEMENT NO.01/2016

The University invites application in prescribed format for appointment to the various administrative and technical posts on permanent basis. Essential qualifications, pay, general conditions, application format and other details are given in detailed advertisement available on University website www.sgggu.ac.in. The interested candidate may apply in prescribed application format and send alongwith all the requisite documents, fees etc. to the **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001** with the post applied for clearly super-scribed on the envelope by Registered Post/Speed Post/Courier only. **Last date for receiving the applications is 07/10/2016.**

Place : Godhra
Dated : 15/09/2016


REGISTRAR
Shri Govind Guru University
GODHRA - GUJARAT

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EMPLOYMENT NOTICE

ADVERTISEMENT NO.01/2016

Shri Govind Guru University invites applications for appointment on the various administrative and technical posts. We are looking for dedicated and committed person, who believe in institution building and have a passion for dedication towards administrative excellence and quality.

The No. of Posts, Essential Qualifications, Experience, Pay, General conditions, application format and other details are given below. Interested candidates may apply in prescribed application format and send the application along with all the requisite documents and Application/processing fees of Rs. 750/- (For General Category candidates) and Rs. 250/- (for Reserved Category candidates) by way of Demand Draft in favour of "Registrar Shri Govind Guru University Payable at Godhra. The filled in application in all respect should reached through Registered Post/Speed Post/ Courier only, to The **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001** on or before last date prescribed i.e. Dt.07/10/2016.

Sr. No	Name of the Post	Pay + Grade Pay	No. of Post	Category
1	Controller of Examinations	Rs. 15600 - 39100 + 6600	01	OPEN
2	Assistant Registrar	Rs. 9300- 34800 + 5400	01	OPEN
3	System Manager	Rs. 9300- 34800 + 5400	01	OPEN

Place : Godhra
Dated : 15/09/2016


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Details of Minimum Qualification and Experience required for the various posts are given below:

Sr. No	Minimum Qualification and Experience
1.	<p><u>Controller Of Examination :- (Pay Scale Rs. 15600 – 39100 + 6600)</u></p> <ol style="list-style-type: none">1) A Master degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration <p style="text-align: center;">OR</p> <p>Comparable experience in research establish and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> 3) Passed the computer knowledge examination of CCC+ or of the equivalent level as may be determined by the State Government from time to time within the probation period <p>AGE: Below 50 Years.</p>
2.	<p><u>Assistant Registrar :- (Pay Scale Rs. 9300-34800 + 5400)</u></p> <ol style="list-style-type: none">1) Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale along with Good Academic Record.2) Passed the computer knowledge examination of CCC+ or of the equivalent level as may be determined by the State Government from time to time within the probation period <p>AGE: Below 40 Years</p>
3	<p><u>System Manager :- (Pay Scale Rs. 9300-34800 + 5400)</u></p> <p>M. Tech. (Computer Sc.)/ M.E. (Computer) and Five Years' experience in Computing at the level of System Analyst of which minimum 3 years should be in management of Computer Centre in University or equivalent organization and handing of function not limited to system Designing, Networking, Data Processing, Website Development, Designing and Management</p> <p style="text-align: center;">OR</p> <p>1st Class MCA/1st Class M.Sc. (Computer Sc./ Computer Software) and Six years experience in computing at the level of System Analyst of which minimum 3 years should be in management of Computer Centre in University or equivalent organization and handing of function not limited to system Designing, Networking, Data Processing, Website Development, Designing and Management</p> <p>AGE: Below 40 Years</p>

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Important Note for all posts : It is expected from the candidates that he/she should:

1. Have knowledge of various software's.
2. Possess adequate exposure in handling one or more functions related to General Administration/ Housekeeping/ Purchase/ Service matters/Office management/ Establishment/ Accounts & Finance/ HR/Legal in a computerized environment.
3. Possess good communication and analytical skills and aptitude for drafting/noting in English and Gujarati. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
4. All recruits are expected to work in a computerized environment

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

1. Visit the University website www.sgggu.ac.in . Click on the field "Recruitment" available at right side of the corner of home page.
2. Separate application should be made for each post
3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
4. Clearly write the complete name of post for which applying. Please note that where the name of post is not written it may not be possible for the University to entertain such application form.
5. A recent signed pass-port size photograph should be pasted on the application in the space provided thereof.
6. An Application/processing fees of Rs. 750/- (For General Category candidates) and Rs. 250/- (for Reserved Category candidates) by way of Demand Draft in favour of "Registrar Shri Govind Guru University Payable at Godhra should be submitted along-with the filled in application form. The fee is non-refundable/non-transferable in any case.
7. Before filling / submitting the application form you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
8. Please make sure that all entries in this form are enter neatly and legibly
9. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
10. The application should reach the Registrar on or before the last date prescribed i.e. 07/10/2016. Applications received after the last date shall stand rejected automatically.
11. Candidates already in service must submit their applications (hard copy) **through proper channel**. In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit advance copy of the application alongwith fees payable and all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University on or before last date mentioned, the applicant will have to submit a '**NO OBJECTION CERTIFICATE**' from his/her employer to the University at the time of interview failing which he/she shall not be interviewed..

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12. The Candidates Selected for the post shall be required to serve at any place notified as the Campus of Shri Govind Guru University
13. The reservation for the SC/ST/SEBC/PWD candidates will be as per the Govt. of Gujarat/UGC rules.
14. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificate " issued by the Association of Indian Universities, New Delhi.
15. The selected candidates shall be appointed under written contract.
16. Age of superannuation for all the position shall be as per University/GOG norms.
17. Candidates who are already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her.
18. Person serving and willing to be considered for appointment on deputation basis can also apply.
19. The application for appointment on deputation may be forwarded by the employer along with the CR duly certified by the Competent Authority for the desired periods through proper channel.
20. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement, Suppression of factual information , supply of fake documents, providing false or misleading information or any other undesirable action by the candidates shall lead to cancellation of his candidature . In case, it is detected at any point of time in future even after appointment that the candidates were not eligible as per the prescribed qualification, experience etc. Which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this case.
21. The selected candidates will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
22. The selected candidate will be governed by the "National Pension System: (earlier known as 'New Pension Scheme') of the Government of Gujarat as applicable w.e.f. 01/01/2004.
23. The selected candidates including in-service candidates shall be governed by the Act / Statues / Ordinance / Regulations / Rules of the University as amendment from time to time and any other Rules / Resolution prescribed specifically for maintaining the conduct of the employees by the University.
24. Candidate should bring all original certificates relating to his/her age, qualification, experience and cast etc. at the time of interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her

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application, he/she not to allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.

25. (i) The University reserve the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy may be filled up from the panel of that post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee.
- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) The University reserves the right to reject any application without assigning any reason thereof.
26. Interim enquiries shall not be entertained.
27. Canvassing in any form shall disqualify the candidature of candidate.
28. Applicants are required to apply on separate form for each post. Each application without the required application fee by way of demand payee draft shall be rejected. Cheque(s)/Cash/IPO shall not be accepted under any circumstance.
29. No. TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/bus fare by shortest route on production on tickets.
30. Application shall not be acceptable without necessary supporting documents, duly self attested clear Xeroxed copies of degree certificate/marks sheet/experience certificate/category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
31. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the application.
32. If the space provided in application form is insufficient may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
33. Candidates are advised to attach duly signed list of enclosures with the application letter.
34. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
35. The University will not be responsible for any postal delay.
36. Candidates in their own interest are advised to remain in touch with the University website www.sgggu.ac.in They should also regularly check university website for updates/corrigendum if any. Issuance of notifications in the newspaper is not obligatory on the part of University.
37. Any change of postal address given in the application form should at once be communicated to the University.

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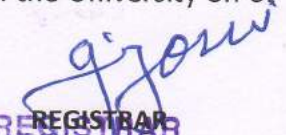
38. In case of any dispute, any suite or legal proceeding by or against the university. Courts within whose local jurisdiction, Headquarter of the University is Situated shall have the jurisdiction.
39. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.
40. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
41. Application/Processing fee once paid shall not be refunded under any circumstances.
42. The envelope should be superscribed as "Application for the post of.....".
43. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
44. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
45. The prescribed qualifications and experiences are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.

(A) MAILING THE APPLICATION FORM:

The application form should be sent to the Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 Gujarat

1. In your own interest, you are advised to send the application form under registered cover acknowledgement due.
2. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
3. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of applications.
4. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Date : 15/09/2016


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Copy to:

1. Secretary, University Grants Commission, Bahadurshah Zafar Marg, Near RTO, New Delhi
2. Principal Secretary, Government of Gujarat, Higher Education, Education Department, Block No. 5, 8th floor, New Sachivalaya, Gandhinagar
3. Commissioner of Higher Education, Block No.2/12, Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Gandhinagar
4. Commissioner of Technical Education, Block no. 2, Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Gandhinagar
5. Commissioner of Health, Medical Services & Medical Education Health & Family Welfare Department (Public Health & Family Welfare) 7th Block, 8th Floor, New Sachivalaya, Gandhinagar.
6. Vice-Chancellor/Registrar of all Central/State Universities situated in Gujarat State
7. Directorate of Information, Information Department 19/1 Dr. Jivraj Mehta Bhavan, Gandhinagar
8. Principal of all affiliated colleges of Shri Govind Guru University

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Application Form for Non-Teaching Posts

Advertisement No: Last Date of Receipt of Application Form: 07/10/2016	Registration No: (For Office use Only)	Paste your recent passport size Photograph here
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Details of Bank Payment

DD Number & Date	Amount	Name of the Bank	DD Issuing Branch's Name

1. Name of the Post Applied for: _____

2. Personal Details:

(a) Name (in capital letters)	First Name	Middle Name	Surname
(b) Date of Birth	Day	Month	Year
(c) Father's Name			
(d) Mother's Name			
(e) Nationality			
(f) Gender	Male / Female		
(g) Religion			
(h) Community/Category	GEN / SC / ST / SEBC / Other categories: _____ If other Categories give details _____		
(i) Marital Status	Married/ Unmarried		
(j) If physically disabled indicate the relevant particulars	If applicable write "Yes"		Percentage of Disability
(i) Blindness or Low Vision			
(ii) Hearing Impairment			
(iii) Locomotors Disability or Cerebral Palsy (includes all cases of Orthopedically Handicapped)			
(k) Present Postal Address with Pin Code			
E-mail:			
Mobile Phone Number:			
Telephone No with STD Code			
UID No.			

3. Educational Qualifications (attach additional pages if required)					
Name of the Course	Name of the Board/University	Month & Year Passed	% of Marks	Aggregate Marks	Subjects Studied
10 th Class/ Equivalent					
12 th Class/ Equivalent					
Bachelor's Degree					
Master's Degree					
M.Phil.					
Ph.D.					
Any other					
Indicate whether Ph.D. degree has been awarded: Yes / No					
In case Yes please submit the followings	Date of Registration	Date of Submission		Date of Notification	
4. Whether Ph.D. Degree has been awarded in accordance with the provisions of UGC (Minimum Standards & Procedures for award of M.Phil/Ph.D. Degree) Regulations 2009.			Yes / No (In case of yes please enclose necessary certificate)		

5. Experience: (use separate sheet is space in-sufficient)

Designation & Scale of Pay	Name & Address of the Employer	Nature of Employment (Permanent/Temporary/ Contract/Others (specify)	Period of Experience		Nature of Work/Duties
			From	To	

4. Total Period of Experience (Please ensure that the period of Teaching & Research experiences claimed do not overlap)

a)Teaching	No. of Years	No. of Months
i) Under Graduation Level		

ii) Graduation Level		
iii) Post-Graduation Level		
b) Post-Doctoral: Teaching/ Research		

7. Publications, if any, in last five years (Mention here only numbers. The details of copies of reprint be enclosed)

Publications	Published (No.)	ISBN/ISSN No.	Accepted/ In Print (No.)	Communicated (other than published/ Accepted)
Books				
Books (edited)/ Chapter in Books				
Research Paper				
Articles				
Conference Proceedings				

8. Seminars/Conferences etc.

	In India (No.)	In Abroad (No.)
Seminars/Conferences/Workshops/Symposiums/Training Programmes etc. Organised		
Seminars/Conferences/Workshops/Symposiums/Training Programmes etc. Participated as Paper Contributor/Presenter		
Seminars/Conferences/Workshops/Symposiums/Training Programmes etc. Attended only		

9. Membership in Professional Body

Name of the Organization	Annual Member ship	Life Membership	Membership No.

10. Present Position

Designation	Name of the Institution	Nature of Institution (Govt./Autonomous Body/Self Financing/Private/NGO/ Others (specify)	Basic Pay & Pay Scale	Date of Joining

11. References (Three)

	Referee-1 (Present Employer)	Referee-2	Referee-3
Name & Complete Postal Address			

E-Mail			
Phone (Landline) with STD Code			
Mobile Ph.			

12. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.	
13. Time required to join, if offer of appointment will issued?	

14. List of Enclosure:

1.2.....
2.4.....
- 5.....6.....
- 7.....8.....
- 9.....10.....
- 10.....12.....
- 13.....14.....

Declaration:

I, _____ Son/Daughter of _____

hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection committee and during my entire carrier, my candidature/appointment may be cancelled by the University.

Date: _____ Signature of the Applicant

Place: _____ Name (in block letters):
(Application not signed by the candidate liable to be rejected.)

Endorsement by the Employer:

(The endorsement below is to be signed & Forwarded by the Head of the Institution/Employer of the organization/institution in the case of the in-service candidate)

Forwarded to Shri Govind Guru University Godhra

The applicant Dr./Mr./Mrs./Ms _____ who has submitted this application for the post of _____ in the SGGU has been working in this organization namely _____ in the post of _____ in a temporary/contract/permanent capacity with effect from _____ in the scale of pay of Rs. _____ He/She is drawing a basic pay of Rs. _____.

Further, it is certified that the applicant has requisite qualifications /experiences as per the post advertised. No disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the SGGU.

Signature of Forwarding Officer

Name: _____

Designation: _____

Place: _____

Date: _____

Seal