

श्री गोविंद गुरु युनिवर्सिटी  
(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)  
**Shri Govind Guru University**  
**(Established vide Gujarat Act No. 24/2015)**

सरकारी पोलिटेकनीक केम्पस,  
गडुकपुर, गोधरा  
जिल्हो पंचमहाल, पिन कोड ३८६००१

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

**No.SGGU/ESTA/NT/2018/24941**

**Date:02/12/2018**

**EMPLOYMENT NOTICE**  
**ADVERTISEMENT NO.05/2018**

The University invites application in prescribed format for the post of Registrar (For the tenure of 5 years). Essential qualifications, pay, general conditions, application format and other details are given in detailed advertisement available on University website [www.sgggu.ac.in](http://www.sgggu.ac.in). The interested candidate may apply in prescribed application format and send along with 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 17/12/2018.**

Place :Godhra  
Dated : 02/12/2018

Sd/-  
**FIRST REGISTRAR**

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, Godhra  
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**EMPLOYMENT NOTICE**  
**ADVERTISEMENT NO.05/2018**

Shri Govind Guru University invites applications for appointment to the post of Registrar. 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 Government of Gujarat vide its extra ordinary Gujarat Government Gazette Notification No. 26 notified Gujarat Act No. 24 of 2015 for establishment of Shri Govind Guru University (SGGU), an affiliating State University on 16th September 2015. The head-quarter of the University is Godhra and the Jurisdiction of University includes five districts of the state of Gujarat i.e. Panchmahals, Mahisagar, Dahod, Chhota-Udepur and Vadodara (except are of M S University of Baroda). All the colleges offering/imparting education in the branch of Arts, Commerce, Science, Law, Homoeopathy, Nursing, Education etc. affiliated with this University. Shri Govind Guru University (SGGU) is fully funded and maintain by the Government of Gujarat.

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 processing fees of Rs. 1000/- (For General Category candidates) and Rs. 350/- (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 only, to The Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 on or before last date prescribed i.e. Dt.17/12/2018.

Sr.No	Name of the Post	Pay+ Grade Pay	No. of Post	Category
1	<b>Registrar</b> (For the tenure of 5 years)	Rs. 37400 – 67000 + 10000	01	OPEN

Place : Godhra  
Dated : 02/12/2018

Sd/-  
**FIRST REGISTRAR**

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

Sr. No	
1.	<p><b>REGISTRAR</b> (For the tenure of 5 years) <b>Pay Scale: Rs.37400-67000 (Grade Pay Rs.10, 000/-)</b></p> <p><b><u>Minimum Qualifications:</u></b></p> <p>Master's Degree with at least 55% of the marks or an equivalent grade of "B" in the UGC 7 point scale.</p> <p><b><u>Minimum Experience:</u></b></p> <p>(i) 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> <p style="text-align: center;"><b>or</b></p> <p>(ii) Comparable experience in research establishment and/or other institution of higher education,</p> <p style="text-align: center;"><b>or</b></p> <p>(iii) 15 years' of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent posts.</p> <p><b><u>Age limit for direct recruits :</u></b> Not more than 57 year</p>

**GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES**

***Please read the instructions given below carefully before applying***

1. Visit the University website [www.sgggu.ac.in](http://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. Processing fees of Rs. 1000/- (For General Category candidates) and Rs. 350/- (For Reserved Category candidates) by way of Demand Draft in favour of "Registrar Shri Govind Guru University

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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 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. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date E-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an E-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
10. The candidate is required to submit the following documents [self-attested] with the application form as separate annexure.
  - i. School leaving certificate.
  - ii. Certificates of Educational Qualifications.
  - iii. Training certificates.
  - iv. Experience Certificates including appointment and relieving letter and Proof of Grade Pay to be provided.
  - v. Physically Disability Certificate (if applicable)
  - vi. NOC of present employer (if applicable)
  - vii. Demand draft of fees.
  - viii. Any other document, if necessary in support of any claim.
11. The time taken by the candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to stake claim for appointment.
12. Requirement of experience wherever mentioned in this advertisement shall mean post qualification experience only.
13. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
14. The application should reach the Registrar on or before the last date prescribed i.e. 17/12/2018. Applications received after the last date shall stand rejected automatically.
15. Fees once paid shall not be refunded in any circumstances.
16. 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..
17. The Candidates Selected for the post shall be required to serve at any place notified as the Campus of Shri Govind Guru University
18. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
19. The appointment of Registrar on the basis of direct recruitment for tenure of five years, which can be renewed for similar terms.
20. The selected candidates shall be appointed under written contract.

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21. Age of superannuation for the post of Registrar shall be 62 Years.
22. A Relaxation Of 5% Of Marks At The Master's Level For Sc/St Category Is Applicable
23. The candidate should have passed the Course on Computer Concept (CCC+) exam as per Government of Gujarat rules, failing which he/she shall have to pass the CCC+ exam during the period of probation.
24. 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.
25. Person serving and willing to be considered for appointment on deputation basis can also apply.
26. 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.
27. 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.
28. 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.
29. The service condition of selected candid will be governed by the provision of Act and Statutes of this University.
30. 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.
31. 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 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.
32. (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 state government approval.

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જિલ્લો પંચમહાલ, પિન કોડ ૩૮૯૦૦૧

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- (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.
33. Interim enquiries shall not be entertained.
34. Canvassing in any form shall disqualify the candidature of candidate.
35. 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.
36. 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.
37. Application shall summarily rejected 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.
38. 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.
39. 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.
40. Candidates are advised to attach duly signed list of enclosures with the application letter.
41. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
42. The University will not be responsible for any postal delay.
43. Candidates in their own interest are advised to remain in touch with the University website [www.sgggu.ac.in](http://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.
44. Any change of postal address given in the application form should at once be communicated to the University.
45. 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.
46. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.
47. 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.
48. The envelope should be superscribed as "Application for the post of....."
49. 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

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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.

50. 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 including termination of appointment.
51. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.

**MAILING THE APPLICATION FORM:**

1. The application form should be sent to the **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 Gujarat**
2. In your own interest, you are advised to send the application form under registered coveracknowledgement due.
3. 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.
4. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of applications.
5. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
6. 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 : 02/12/2018

Sd/-  
FIRST REGISTRAR

**Copy forwarded for information to:**

1. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi -110002.
2. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, NewDelhi-110002.
3. The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
4. The Commissioner of Higher Education Gandhinagar
5. The Registrars of all Central/State Universities for wide publicity.
6. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in **Gujarat Rojgar Samachar**

# APPLICATION FORM FOR NON-TEACHING POSTS

Advertisement No:  
Last Date of Receipt of  
Application Form:

Registration No:  
(For Office use Only)

Paste your recent  
colour passport  
size signed photo

### 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	Age as on date of Advertisement		Years	Months
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 <sup>th</sup> Class/ Equivalent					
12 <sup>th</sup> Class/ Equivalent					





<b>7. Publications, if any, in last five years (Mention here only numbers. The details of copies of reprint be enclosed)</b>				
Publications	Published (No.)	ISBN/ISSN No.	Accepted/ In Print /No )	Communicated (other than published/ Accepted)
Books Research Paper				
Books (edited)/ Chapter in Book				
Articles				
Conference Proceedings				

<b>8.Seminars/Conferences etc.</b>		
	In India (No)	In Abroad (No)
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Organised</b>		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Participated as per Paper Contributor/Presenter</b>		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. <b>Attended Only</b>		

<b>9. Membership in Professional Body</b>			
Name of the Organization	Annual Member ship	Life Membership	Membership No.

**10. Language Known: (please write yes or no whichever is applicable)**

Name of Language	Read	Write	Speak
Gujarati			
Hindi			
English			
Other			

**11. References (three)**

- Name: \_\_\_\_\_

PostalAddress: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_
- Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_
- Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

12. Write a note on a separate sheet in about 200 words stating the nature of your academic contribution to the department/programme/faculty/university where you served earlier.
13. Your vision and future plan for the overall development in about 200 words for the department/programme/university in which you have applied
14. Are you willing to accept the minimum initial pay in the grade?  
if not, state reasons for claiming higher starting pay.
15. Time Required to join, If offer of appointment will issued?
16. Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law? Yes \_\_\_ No \_\_\_  
If the answer to the above question is "Yes" give details \_\_\_\_\_
17. Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? Yes \_\_\_\_\_ No \_\_\_\_\_  
If the answer to the above question is "Yes" give details \_\_\_\_\_
18. Has any disciplinary action been taken against you by any University/ Institute where you have served? Yes \_\_\_\_\_ No \_\_\_\_\_  
" If Yes" give details \_\_\_\_\_.

**19. List of Enclosure:**

- |          |          |
|----------|----------|
| 1. ....  | 2. ....  |
| 3. ....  | 4. ....  |
| 5. ....  | 6. ....  |
| 7. ....  | 8. ....  |
| 9. ....  | 10. .... |
| 11. .... | 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 career, my  
candidate/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 The Registrar Shri Govind Guru University Godhra.**

The applicant Dr /Mr /Mrs./Ms. .... who has  
submitted this application for the post of ..... in**ShriGovind  
Guru University Godhra**has been working in this organization namely  
..... in the post of  
..... in a the 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

Checklist of Documents Enclosed

Sl. No	Documents	Please tick, whichever is applicable
1.	Matric / Secondary / High School (10th Class) Marks Sheet	
2.	Matric / Secondary / High School (10th Class) Certificate	
3.	Sr. Secondary / Intermediate (12th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12th Class) High School Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	JRF / NET / SLET / SET	
13.	Category certificate (OBC category certificate not earlier than six months)	
14.	Experience Certificate(s) from previous employers	
15.	Endorsement from the present employer	
16.	DD for the application fees (in original)	
17.	Any other (Please specify)	