



# CENTRAL UNIVERSITY OF GUJARAT

(Established Under Central Universities Act 2009)

गुजरात केंद्रीय विश्वविद्यालय

(केंद्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)

## **Advertisement No. 38/2011-12**

The Central University of Gujarat invites application in prescribed format from Indian nationals for appointment on the various non teaching posts. The comprehensive advertisement No.36/2011 published in the Employment News/Rozgar Samachar dated 12/11/2011. The essential qualifications /pay bands/grade pay/reservation position/general conditions are available in the said advertisement and also on the website [www.cug.ac.in](http://www.cug.ac.in). Applications on prescribed format along with all the requisite documents, fees etc. addressed to the Registrar, Central University of Gujarat, Administration and establishment department, Sector-30, Gandhinagar-382030, Gujarat with the post applied for clearly superscribed on the envelope may be sent by Registered Post/Speed Post or submitted By Hand. Last date for receiving the applications is 24/12/2011.

Registrar



गुजरात केंद्रीय विश्वविद्यालय  
(केंद्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of the Parliament 2009)

F. No. 9-4/2011-Admn.

Date: 12 .11.2011

**ADVERTISEMENT NO. 36/2011**

The Central University of Gujarat invites applications in prescribed format from the Indian nationals for the following non-teaching posts on direct recruitment/deputation basis:

No	Name of Post	Pay Band (Rs.)	Grade Pay(Rs.)	No. of Posts	Reservation Position
1	Internal Audit Officer	15600-39100	7600	1@	UR
2	Executive Engineer	15600-39100	6600	1	UR
3	Public Relation Officer	15600-39100	5400	1	UR
4	Assistant Engineer	9300-34800	4600	1	UR
5	Junior Engineer (Civil)	9300-34800	4200	1	UR
6	Junior Engineer (Elect.)	9300-34800	4200	1	UR
7	Section Officer	9300-34800	4600	1	UR
8	Private Secretary	9300-34800	4600	3	UR
9	Assistant	9300-34800	4200	2#	UR *
10	Jr. Prof. Assistant	5200-20200	2800	1#	UR
11	Laboratory Assistant	5200-20200	2000	2#	UR
12	Caretaker	5200-20200	1900	1#	UR
13	Cook	5200-20200	1900	2#	UR
14	Driver	5200-20200	1900	1#	UR
15	Laboratory Attendant	5200-20200	1800	1#	UR
16	Library Attendant	5200-20200	1800	1#	UR
17	Technical Assistant	5200-20200	1800	2	UR
18	Peon/Office Attendant	5200-20200	1800	4#	3 UR 1 OBC

@only for recruitment on deputation

#only for direct recruitment

\*1 reserved for PWD (Locomotor disability or cerebral palsy (OH))

**1. Internal Audit Officer**

**Minimum Educational Qualifications and Experience**

(1) Officers holding analogues posts on regular basis from the Office of AG/CAG, **OR** five years regular service in the Pay Band Rs. 15600-39100 with nine years' experience in the Grade Pay of Rs.5400 / three years of experience in the Grade Pay of Rs.6600 from Central / State Government, Universities and other Autonomous Organizations. (2) Good knowledge of computer applications.

Age: Not more than 56 years

**2. Executive Engineer**

**Minimum Educational Qualifications and Experience:**

(1) A Bachelor's Degree in Civil Engineering with 10 years of experience in designing systems and construction of building, road, sanitary and water supply systems, including their maintenance.

**Desirable:** (1) Post Graduate Degree in structures. (2) Good knowledge of computer applications.

Age: Not more than 40 years.

### **3. Public Relation Officer**

#### **Minimum Educational Qualifications and Experience:**

(1) Master's Degree in Communication and Journalism with First or Higher II Class from any Indian University or corresponding degree from a foreign University. **OR** (1) Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism; and (2) Six years of experience in the Editorial Department / Centre of any Established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent command of speaking English and Hindi.

**Desirable:** (1) Knowledge of two or more additional Indian Languages out of which one preferably may be Gujarati. (2) Good knowledge of computer applications.

Age: Not more than 40 years.

### **4. Assistant Engineer**

#### **Minimum Educational Qualifications and Experience:**

A Degree in Civil Engineering with five years of experience of supervising of civil works with Government / University / Government approved contractor.

#### **Desirable:**

Good knowledge of computer applications.

Age: Not more than 35 years.

### **5. Junior Engineer (Civil)**

#### **Minimum Educational Qualifications and Experience:**

(1) A Degree in Civil Engineering with atleast three years of experience **OR** (1) A Diploma in Civil Engineering with five years of experience. The experience should be in the supervision of erection / maintenance of Civil Works with the Government / University establishment.

#### **Desirable:**

Good knowledge of computer applications.

Age: Not more than 35 years.

### **6. Junior Engineer (Electrical)**

#### **Minimum Educational Qualifications and Experience:**

(1) A Degree in Electrical Engineering with atleast three years of experience **OR** (1) A Diploma in Electrical Engineering with five years of experience. The experience should be in the supervision of erection / maintenance of Electrical Works with the Government / University establishment.

#### **Desirable:**

Good knowledge of computer applications.

Age: Not more than 35 years.

### **7. Section Officer**

#### **Minimum Educational Qualifications and Experience:**

(1) A University degree. (2) Atleast 5 years of 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

### **8. Private Secretary**

#### **Minimum Educational Qualifications and Experience**

(1) Graduate in any discipline with proficiency in English. (2) Qualified in the examination in secretarial practice conducted by State/Central Government or any registered Institutions of repute. (3) At least

five years of experience as Personal Assistant in a University / Govt. / Public / Private / Undertaking of repute. (4) English Stenography speed: 120 wpm; English Type-writing speed: 60 wpm.

**Desirable:** (1) Knowledge of Hindi Typewriting (2) Good knowledge of computer applications.

Age: Not more than 40 years

### **9. Assistant**

#### **Minimum Educational Qualifications and Experience:**

(1) A University degree. (2) At least five years of 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

### **10. Jr. Prof. Assistant**

#### **Minimum Educational Qualifications:**

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

#### **Desirable:**

At least 5 years of experience in a Library of repute, and good knowledge of Library software applications.

Age: Not more than 40 years

### **11. Laboratory Assistant**

#### **Minimum Educational Qualifications and Experience:**

(1) B.Sc. with Chemistry/Physics/Life Sciences

(2) At least two years of experience of handling sophisticated instruments as Laboratory Attendant.

**Desirable:** Knowledge of Computer Applications.

Age: Not more than 35 years.

### **12. Care Taker**

#### **Minimum Educational Qualifications and Experience:**

(1) Matriculation (2) Two years of experience of maintaining Institutional assets and providing support service in sanitation, upkeep & security.

**Desirable:** Good knowledge of computer applications.

Age: Not more than 35 years.

### **13. Cook**

#### **Minimum Educational Qualifications:**

Matriculation.

**Desirable:** Five years of experience of working in the kitchen of hostel-mess/canteen/guesthouse preferably in a University.

Age: Not more than 35 years.

### **14. Driver**

#### **Minimum Educational Qualifications and Experience:**

(1) 8<sup>th</sup> Standard Passed (2) Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement (3) Should have at least five years of experience.

Age: Not more than 35 years.

### **15. Laboratory Attendant**

#### **Minimum Educational Qualification:**

Matriculation with Science as one of the subjects.

**Desirable:** Two years of experience of working in a research laboratory preferably attached with a recognized University

Age: Not more than 35 years.

### **16. Library Attendant**

#### **Minimum Educational Qualifications:**

Matriculation.

**Desirable :**(1) Two years of experience of working preferably in a University Library (2) Basic knowledge of computer applications. (2) Certificate course in Library Science from a recognized Institute.

Age: Not more than 35 years.

### **17. Technical Assistant**

#### **Minimum Educational Qualifications & Experience:**

For CIF Post:

(1) B.Sc. in Chemistry/Life Sciences with Honors; (2) at least five years of experience working in a research laboratory preferably attached with a recognized University.

For ICT Post:

(1) BCA/B. Tech with at least two years of experience in e-governance/network maintenance preferably in a University system.

**Desirable:** Knowledge of Computer Applications

Age: Not more than 35 years.

### **18. Peon/Office Attendant**

#### **Minimum Educational Qualifications:**

Matriculation.

**Desirable:** Two years of experience of working as peon/office attendant preferably in a University.

Age: Not more than 35 years.

Notes:

- 1 The last date for receipt of filled in applications by the University is **24<sup>th</sup> December 2011**.
- 2 Applicants are advised to submit the applications to the University well in advance, without waiting till 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 The Applicant must ensure that he/she fulfills the eligibility conditions for the post.
- 5 Candidates with requisite qualifications acquired from recognized University/institutions need only apply.
- 6 Candidates should enclose attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc.
- 7 Candidates who are desirous of applying for more than one post will have to submit a separate prescribed application form for each post with separate application fee for each application.
- 8 The University reserves the right to fill or not to fill any post.
- 9 The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has

- undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.
- 10 In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the candidate.
- 11 The reservations policy for SC/ST/OBC/PWDs shall be as per Govt. of India/UGC norms.
- 12 The qualifications and other conditions prescribed in the present advertisement are subject to regulations/norms stipulated by the MHRD/UGC from time to time.
- 13 The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
- 14 The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by duly constituted Screening Committee/s and approved by the Competent Authority. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier or E-mail service. No correspondence will be made with applicants who were not short-listed/not called for interview.
- 15 Candidates applying for the Reserved Posts should clearly state to which category they belong. They must also enclose a Certificate issued by District Magistrate/Tahsildar /Mandal Revenue Officer/ Equivalent authority as a proof, without which the applications will not be considered.
- 16 In case a candidate wants to claim benefits under the Persons with Disabilities category, the candidate's relevant disability should be not less than 40 per cent. Proof, to this effect, must be enclosed to the application, without which the application will be treated as 'general (unreserved)'.  
17 *Candidate applying for the post(s) reserved for O.B.C., must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India; otherwise the application will be summarily rejected without further consideration.*
- 18 The number of vacancies of the posts indicated in this Advertisement is tentative. The University reserves the right to fill any consequential vacancies, and /or to increase/decrease the number of posts and make appointments accordingly.
- 19 Canvassing in any form on behalf of any candidate will disqualify such candidate.
- 20 Candidates already in service must submit their applications (hard copy/print out) 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 and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, to the address given in the employment notification directly (with or without employer's endorsement on the Advance Copy). In such case, the Demand Draft towards application fee must be enclosed to the Advance Copy. A photocopy of the Demand Draft must be enclosed to the original application being sent through proper channel/employer. If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' obtained

from his/her employer to the University at the time of interview, if he/she is called for interview.

- 21 Applications incomplete in any respect will not receive any consideration at all.
- 22 The duly filled in Application (for each post separate application with separate Demand Draft) shall be submitted by the applicant so as to reach the University on or before the due date mentioned in this Advertisement with the following requirements :
- a) A crossed Demand Draft for Rs. 350/- for candidates under 'General' and 'OBC' category, 'SC/ST/PWD' category are exempted. (Whether the post is reserved for these categories or not), drawn in favour of "Central University of Gujarat", payable at Gandhinagar / Ahmedabad should be sent with the application towards registration fee (non-refundable).
  - b) Please write Name of the post applied for with subject and specialization (if any), and applicant's name with full postal address on the back of the Demand Draft without fail.
  - c) Enclose good self-attested photo copies (not originals) of certificates with the application as proof of each information (date of birth, qualifications, experience etc.) furnished in the Application. Please mention 'Sl. No. of proof enclosed' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
  - d) Complete Application in all respect in a good envelope [*please write on the top-left side of the envelope the Name of the post, SC/ST/OBC/PWD/General etc.*] should send to the Registrar, Central University of Gujarat, Sector-30, Gandhinagar-382030, Gujarat, India on or before the last date given in the advertisement.
  - e) Detailed format of application and other instruction, etc. required for the post(s) be downloaded from the University's website [www.cug.ac.in](http://www.cug.ac.in)

**Registrar**

**Place: Gandhinagar**

**Date: 12/11/2011**

**Copy forwarded for information to the:**

1. Secretary, Ministry of Human Resource Development, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi – 110002.
3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002
4. Director (CU), MHRD, Shastri Bhawan, New Delhi – 110002
5. Principal Secretary to Govt. Higher Education Department, Govt. of Gujarat, New Secretariat, Gandhinagar.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Gujarat, Gandhinagar.
8. Daily local & national newspapers.