



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

EMPLOYMENT NOTICE

ADVERTISEMENT NO: 05/2023

Date: 30/10/2023

Online application(s) are invited for the below mentioned Administrative posts for Gujarat Technological University (G.T.U.), Ahmedabad on Regular basis.

| Sr. No | Name of the Post | Pay Bands & Pay matrix Level | No. of Post | Category | | | | |
|--------|---|--|-------------|----------|-----|----|----|------|
| | | | | GEN | EWS | SC | ST | SEBC |
| 1 | Controller of Examinations | 67,700-2,08,700 (7 th Pay Matrix Level-11) | 1 | 1 | - | - | - | - |
| 2 | Academic Officer | 67,700-2,08,700 (7 th Pay Matrix Level-11) | 1 | 1 | - | - | - | - |
| 3 | Planning & Development Officer | 67,700-2,08,700 (7 th Pay Matrix Level-11) | 1 | 1 | - | - | - | - |
| 4 | Librarian | 56,100-1,77,500 (7 th Pay Matrix Level-10) | 1 | 1 | - | - | - | - |
| 5 | Training & Placement Officer | 53,100-1,67,800 (7 th Pay Matrix Level-09) | 1 | 1 | - | - | - | - |
| 6 | Coach(Athletic/Football/Cricket/Badminton) | 44,900-1,42,400 (7 th Pay Matrix Level-08) | 1 | 1 | - | - | - | - |
| 7 | Project Officer | 39,900-1,26,600 (7 th Pay Matrix Level 07) Fix Salary of Rs.38090 /- per month | 1 | 1 | - | - | - | - |
| 8 | Laboratory Technician- Graduate School of Engineering & Technology (GSET) | 29,200-92,300 (7 th Pay Matrix Level 05) Fix Salary of Rs.31,340 /- per month | 1 | 1 | - | - | - | - |
| | Laboratory Technician- Graduate School of Pharmacy(GSP) | | 1 | 1 | - | - | - | - |
| | Laboratory Technician- School of Applied | | 1 | 1 | - | - | - | - |

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone :- +91 079-23267521/570

e-mail : info@gtu.ac.in

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|----|---|--|---|----|---|---|---|---|
| 9 | Store Keeper | 25,500-81,100(7th Pay Matrix Level 04) Fix Salary of Rs.19,950 /- per month | 1 | 1 | - | - | - | - |
| 10 | Senior Clerk | 25,500-81,100 (7th Pay Matrix Level 04) Fix Salary of Rs.19,950 /- per month | 1 | - | - | - | - | 1 |
| 11 | Laboratory Assistant - Graduate School of Engineering & Technology (GSET) | 19,900-63,200 (7th Pay Matrix Level 02) Fix Salary of Rs.19,950 /- per month | 1 | 1 | - | - | - | - |
| | Laboratory Assistant - Graduate School of Pharmacy (GSP) | | 1 | 1 | - | - | - | - |
| | Laboratory Assistant - Graduate School of Management Studies (GSMS) | | 1 | 1 | - | - | - | - |
| 12 | Junior Clerk | 19900-63200 (7th Pay Matrix Level 02) Fix Salary of Rs.19,950 /- per month | 2 | 1 | - | - | - | 1 |
| 13 | Legal Officer (11 Month Contractual) | Fix Salary of Rs.60,000/- per month | 1 | NA | | | | |

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Interested candidates are required to apply online on GTU Samarth Portal (<https://gtunt.samarth.edu.in/>) from date **01/11/2023 (13:00 hours)** to **21/11/2023 (upto 18:00 hours)** Last date for submitting the print out of the online application along with all the requisite documents **Only through Register AD/Speed Post of India Post is 28/11/2023 (upto 18:00 hours).**

Number of Posts, Essential Qualification / Experience/ Pay/ General conditions, application format and other details are mentioned below.

The candidate belongs to reserved category can apply against vacancies for Unreserved/General Category and the criteria will be applicable as per unreserved category.

The General Category candidates are required to pay fee of Rs. 500/- + GST 18% through GTU Samarth Portal, whereas the candidates belonging to EWS, S&EBC/SC/ST/PD are required to pay fee of Rs. 250/- + GST 18%.

Candidates are advised to see the details of advertisement in Recruitment section in Quick Link tab on GTU website (<https://www.gtu.ac.in/Recruitment.aspx>) before applying online.

Those candidates who have previously applied for the permanent post of Junior Clerk (Category - General) vide Advt. no. 06/2022 dated 13.12.2022 do not require to apply again.

PLACE: AHMEDABAD

DATE: 30/10/2023


30/10/23
REGISTRAR

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- Candidate applying for more than one post need to apply separately for each post and should pay separate fees for each application.
- All approved posts & Pay scales are subject to change as may be directed by Government of Gujarat.
- For regular updates do visit Recruitment section in Quick Link tab on GTU website (<https://www.gtu.ac.in/Recruitment.aspx>).
- For any query contact at recruitment2022@gtu.edu.in
- If candidate has obtain any degree from other university and grading system is followed, he/she should provide equivalency criteria for conversion of their score either in percentage or class.
- If Candidate holds foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.
- Benefit of the reservation shall be granted to the candidate belongs to SC/ST/SEBC & EWS provided that the respective certificate in respect of the Reservation as well as valid Non-Creamy layer Certificate. In case of SEBC i.e.
"Parishisht-Ka" (issued in Gujarati language) as prescribed vide resolution dtd. 6-2-96 of Social Justice and Empowerment Department, Govt. of Gujarat or in the recently prescribed Parishisht-4. In case of EWS Annexure Kh (English) or
Parishisht-G (Gujarati) as prescribed vide Government of Gujarat, Social Justice and Empowerment Department-GR dated 25.01.2019

Important Note:

The Candidate selected for the post mentioned above at Sr. No. -7 shall be appointed in the Fix Pay of Rs. 38,090/-P.M, Sr.No. - 8 shall be appointed in the Fix Pay of Rs. 31,340/-P.M and Sr.No. 9,10,11 & 12 shall be appointed in the Fix Pay of Rs. 19,950/-P.M. as per State Govt. Policy for First Five Years with prevailing terms and conditions and on completion of Five Years satisfactorily service he / she shall be posted in the regular 7th Pay Matrix Level at initial stage of the concerned post.

The Candidate selected for the post mentioned above at Sr. No.-13 shall be appointed on 11 month contract basis.

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❖ Details of Minimum Qualification and Experience required for all the posts

| Sr. No. | Minimum Qualification and Experience |
|---------|---|
| 1 | <p>CONTROLLER OF EXAMINATIONS:</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. 2. Basic knowledge of Computer. 3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience :</u></p> <p>At least 15 years of experience as an Assistant Professor in the pay matrix level 11 OR with 8 years of service in the pay matrix level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment 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> <p>Age: Not more than 52 Years.</p> <p>Salary: Pay Band of Rs. 67,000-2,08,700 (7th Pay Matrix Level-11)</p> |
| 2 | <p>ACADEMIC OFFICER:</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% of the marks or an equivalent grade of B in the U.G.C. Seven Point Scale. 2. 09 years of experience as an Assistant Professor in Pay Matrix Level 10 and above with experience in education. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>05 years of administrative experience as an Assistant Registrar or an Equivalent post.</p> |

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| | <p>3. Basic knowledge of Computer.</p> <p>4. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>Age: Not more than 45 Years.</p> <p>Salary: Pay Band of Rs.67,700 – 2,08,700 (7th Pay Matrix level-11)</p> |
| 3 | <p>PLANNING AND DEVELOPMENT OFFICER:</p> <p><u>Minimum Qualification & Experience:</u></p> <p>1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. 09 years of experience as Assistant Professor in the Pay Matrix Level 10 and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>05 years of administrative experience as Assistant Registrar or an Equivalent post.</p> <p>3. Basic knowledge of Computer.</p> <p>4. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>Age: Not more than 45 Years.</p> <p>Salary: Pay Band of Rs.67,700 – 2,08,700 (7th Pay Matrix level-11)</p> |
| 4 | <p>LIBRARIAN:</p> <p><u>Minimum Qualification & Experience:</u></p> <p>1. A Master's Degree in Library Science /Information Science / Documentation with at least 55% marks or its equivalent grade of B in UGC seven-point scale and a consistently good academic record.</p> <p>2. At least 5 years' Experience as an Assistant Librarian in a University library/College Library.</p> <p>3. Evidence of innovative library service and published work and Professional Commitment, Computerization of Library.</p> <p>4. Basic knowledge of Computer.</p> |

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| | <p>5. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>Desirable: M.Phil. / Ph.D. degree in Library Science / Information Science / Documentation / Archives and manuscript keeping, Computerization of Library.</p> <p>Age: Not more than 45 Years.</p> <p>Salary: Pay Band of Rs. 56,100-1,77,500 (7th Pay Matrix level-10)</p> |
| 5 | <p>TRAINING & PLACEMENT OFFICER:</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">1. First Class MBA in Human Resources/ Marketing from a recognized University.2. Minimum of 5 years proven experience after acquiring Minimum Qualification in one or more of the following: Campus Placement in a reputed institution, corporate relations, public relations, career/ manpower development and training.3. Basic knowledge of Computer.4. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 42 Years.</p> <p>Salary: Pay Band of Rs. 53,100-1,67,800 (7th Pay Matrix level-09)</p> |
| 6 | <p>COACH (ATHLETICS/FOOTBALL /CRICKET & BADMINTON):</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">1. A Bachelor's degree in Physical Education from a recognized University. OR A Diploma in Physical Education and Diploma from National Institute of Sport from a recognized University/ Govt. Board, obtained after passing a regular course examination.2. Record of having represented the University/College at the inter-University competitions or State and/or national championships OR qualified the national-level test conducted for the purpose by the UGC |

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| | <p>or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <ol style="list-style-type: none">At least 3 times participation in inter university national level sports documents organized by AIU/Recognized National sports federation.Basic knowledge of Computer.Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 40 Years.</p> <p>Salary: Pay Band of Rs. 44,900-1,42,400 (7th Pay Matrix level-08)</p> |
| 7 | <p>PROJECT OFFICER:</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">At least Bachelor's degree with first class in Journalism from a recognized University with 5 years' experience related to Public Relation Work after acquiring Minimum Qualification.Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 40 years.</p> <p>Salary: Fix salary of Rs. 38,090/- per month (Pay Band of Rs. 39,900-1,26,600)(7th Pay Matrix Level 07)</p> |
| 8 | <p>LABORATORY TECHNICIAN:</p> <p>1. Graduate School of Engineering & Technology (GSET)</p> <p><u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">Minimum 50 % marks in Diploma Engineering in Electronics/Electronics Communication Branch from a recognized university with a minimum of three (03) years of working experience after acquiring the minimum qualification. <p>OR</p> <p>Minimum 50% marks in Bachelor of Engineering degree in Electronics/Electronics Communication Branch from a recognized university with a minimum of one year (01) of working experience after acquiring the minimum qualification.</p> |

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| | <ol style="list-style-type: none"> The knowledge of Operating various Internet of Things devices, Sensors, Soldering, and CROs is desirable. Adequate knowledge of English and Hindi and working knowledge of Gujarati. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat. <p>2. Graduate School of Pharmacy (GSP) Minimum Qualification & Experience:</p> <ol style="list-style-type: none"> Minimum 50 % marks in Diploma Pharmacy from a recognized university and a minimum of three years of working experience after acquiring the minimum qualification. OR Minimum 50% marks in B.Pharm degree from a recognized university and a minimum of one year of working experience after acquiring the minimum qualification. Adequate knowledge of English and Hindi and working knowledge of Gujarati. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat. <p>3. School of Applied Sciences & Technology (SAST): Minimum Qualification & Experience:</p> <ol style="list-style-type: none"> Minimum 50 % marks in M. Sc. Life Science in relevant discipline/Branch/Programme from a recognized university. 2 years working experience in relevant discipline / Branch / Programme after acquiring Minimum Qualification. possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat Adequate knowledge of English and Hindi and working knowledge of Gujarati. |
| | <p>Age: Below 40 Years.</p> <p>Salary: Fix Salary of Rs.31,340/- per month (Pay Band of Rs. 29,200-92,300) (7th Pay Matrix level-05)</p> |
| 9 | <p>STORE KEEPER:</p> <p>Minimum Qualification & Experience:</p> <ol style="list-style-type: none"> Bachelor's Degree with at least 55% from a recognized University. |

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|----|---|
| | <p>2. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.</p> <p>3. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>Experience :</p> <p>Two years' experience as a Store Assistant/ Junior Clerk / Data Entry Operator in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution.</p> <p>Age: Not more than 36 years.</p> <p>Salary: Fix Salary of Rs.19,950/- per month (Pay Band of Rs. 25,500-81,100) (7th Pay Matrix level-04)</p> |
| 10 | <p>SENIOR CLERK:</p> <p>Minimum Qualification & Experience:</p> <p>1. A Bachelors' degree with second class or post Graduate degree of a recognized University</p> <p style="text-align: center;">AND</p> <p>2. After obtaining the educational qualification have at least 3 years' experience for the bachelor's degree holders or 1 years' experience for the PG Degree holders related to administrative work on the post not below the rank of junior clerk, Class III in the government or corporation or in board or University or educational institution.</p> <p>3. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.</p> <p>4. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>Age: Not more than 38 years.</p> <p>Salary: Fix Salary of Rs.19,950/- per month (Pay Band of Rs. 25,500-81,100) (7th Pay Matrix level-04)</p> |
| 11 | <p>LABORATORY ASSISTANT:</p> <p>1. Graduate School of Engineering & Technology (GSET)</p> <p>Minimum Qualification & Experience:</p> <p>1. Minimum 50% marks in Bachelor's degree in the field of Computer Engineering/Information Technology/ICT/Emerging area of Computer Engineering from a recognized Institute/University with a minimum of</p> |

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(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

one (01) year of working experience after acquiring the minimum qualification as Laboratory Assistant or equivalent.

OR

Diploma engineering in the field of Computer Engineering/Information Technology/ICT and emerging area of Computer Engineering with a minimum of three (03) years of working experience after acquiring the minimum qualification as Laboratory Assistant or equivalent.

2. Adequate knowledge of English and Hindi and working knowledge of Gujarati.
3. Knowledge of various computing/networking devices, Operating Systems (Windows/Linux/Unix), and Server operating Systems, Exposure to Artificial Intelligence, Data Science, and Computer Networking are desirable.
4. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.

2. Graduate School of Pharmacy (GSP)

Minimum Qualification & Experience:

1. Bachelor's degree in Pharmacy from a recognized Institute/University.

OR

Diploma degree in Pharmacy and a minimum of two years of working experience after acquiring the minimum qualification.

2. Adequate knowledge of English and Hindi and working knowledge of Gujarati.
3. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.

3. Graduate School of Management Studies (GSMS)

Minimum Qualification & Experience:

1. Minimum 50% marks in Bachelor's degree in the field of Computer Engineering/Information Technology/ICT/Emerging area of Computer Engineering from a recognized Institute/University with a minimum of one (01) year of working experience after acquiring the minimum qualification as Laboratory Assistant or equivalent.

OR

Diploma engineering in the field of Computer Engineering/Information Technology/ICT and emerging area of Computer Engineering with a

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| | |
|----|---|
| | <p>minimum of three (03) years of working experience after acquiring the minimum qualification as Laboratory Assistant or equivalent.</p> <ol style="list-style-type: none">2. Knowledge of various computing/networking devices, Operating Systems (Windows/Linux/Unix), and Server operating Systems, Exposure to Artificial Intelligence, Data Science, and Computer Networking are desirable.3. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.4. Adequate knowledge of English and Hindi and working knowledge of Gujarati. |
| | <p>Age: Below 40 Years.</p> <p>Salary: Fix Salary of Rs.19,950/- per month (Pay Band of Rs. 19,900-63,200) (7th Pay Matrix Level 02)</p> |
| 12 | <p>JUNIOR CLERK : <u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">1. Bachelor's Degree from a recognized University in any discipline.2. Possesses basic knowledge of Computer Application as prescribed by Govt. of Gujarat.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 35 years.</p> <p>Salary: Fix Salary of Rs.19,950/- per month (Pay Band of Rs. 19,900-63,200) (7th Pay Matrix Level 02)</p> |
| 13 | <p>Legal Officer (On 11 Month Contract): <u>Minimum Qualification & Experience:</u></p> <ol style="list-style-type: none">1. Master's Degree in Law from a recognized University2. Have at least 3 years of active and continuous experience as an advocate and such experience certificate shall be certified in case of an advocate practicing in the High court by the Registrar General and in other case by the Presiding Officer of the court or the tribunal where he practices an advocate.3. basic knowledge of Computer4. Adequate knowledge of English and Hindi and working knowledge of Gujarati. |

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| |
|---|
| Age: Not more than 41 Years. |
| Salary: Fix Pay of Rs.60,000/- per month (11 months –Contract) |

Relaxation of Marks: A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C./S.T./SEBC/PD category for all the posts except Legal Officer.

Relaxation in Upper age limit: As per Government Norms

Basic knowledge of Computer Application as prescribed by Govt. of Gujarat.

GENERAL INFORMATION AND INSTRUCTIONS TO CANDIDATES

(1) Application

- (1) For each advertisement separate application is to be made along with the prescribed fee.
- (2) In advertisements there is no reserved post for women candidates, however women candidates can apply against the respective category post and for unreserved post if eligible to apply.

(2) Date of Birth

- (1) For the date of birth, GTU considers the School leaving certificate/S.S.C.E Board Certificate wherein date of birth is mentioned.
- (2) At subsequent stage, no change in date of birth shown in the application be permitted.

(3) Education Qualifications

- (1) The required qualifications/experience/age shall be considered as on closing date of online application.
- (2) If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

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| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25 | 55% |
| 6.75 | 60% |
| 7.25 | 65% |
| 7.75 | 70% |
| 8.25 | 75% |

- (3) The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.
- (4) Candidates with requisite qualifications acquired from recognized University/Institutions can only apply.
- (5) If candidate hold foreign Universities degree, he/she shall produce AIU equivalency certificate at the time of submission of application.
- (6) The candidate along with application shall submit self-certified photocopy of mark statement (All years/semesters) and Degree Certificate issued by the recognized University/Institution.

(4) Experience

- (1) The candidate should produce the experience certificate, shown in the application indicating the designation, period, appointment and relieving order and proof of pay matrix level. Such certificate should be signed with date by the competent authority on the letter-head of the institution. Further Experience will be validated based on the designation and appropriate salary pay matrix level (as per submitted last month's salary slip).
- (2) At subsequent stage no change in the detail of experience be permitted. No new experience certificate will be accepted after submission of application.
- (3) The experience gained as Part-time, Daily Wager, Apprenticeship, Trainee, Honorary and Visiting Faculty cannot be considered as experience.

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(5) Reserved Category Candidate

- (1) The candidates belonging to Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward classes and Economically Weaker sections of Gujarat origin only can get the benefit as reserved category candidate.
- (2) The candidate should show the respective category in the application.
- (3) If the candidate has not shown the reserved category in the application, then at subsequent stage, the request to consider him/her as reserved category candidate cannot be considered.
- (4) To get the benefit as reserved category, the candidate should produce a photocopy of caste certificate issued by the competent-authority. If such certificate is not submitted along with the application which cannot be accepted later on and application shall be liable to be rejected.
- (5) The candidate belonging to S&EBC should produce Valid Non-Creamy layer certificate in the prescribed form. i.e" Parishisht-Ka" (issued in Gujarati language) as prescribed vide resolution dtd. 6-2-96 of Social Justice and Empowerment Department, Govt. of Gujarat or in the recently prescribed Parishisht-4.
 - (a) Benefit of the reservation shall be granted to the candidate provide that the valid Non-Creamy layer certificate issued by the competent authority of the state of Gujarat.
 - (b) The married women candidate should submit Non-creamy layer certificate obtained on the basis of the income of her parents. If such certificate obtained on the basis of the income of her husband shall not be considered and application liable to be rejected.
 - (c) If the candidate attached NCLC issued in the English language i.e. Annexure-A (which is for recruitment under Government of India) shall not be considered except that the caste of the candidate included in the list of OBC of Government of India and S&EBC of Government of Gujarat.
- (6) The candidate belonging to EWS should submit certificate in Annexure Kh (English) or Parishisht-G (Gujarati) as prescribed vide Government of Gujarat, Social Justice and Empowerment Department-GR dated 25.01.2019

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- (7) If the reserved category candidate selected on merit as per the standards of the unreserved category without applying any relax standards (i.e. Age, qualifying marks etc.) be considered against unreserved post.
- (8) No request for change of category be entertained at subsequent stage.

(6) Physical Disabled Candidate

- (1) The candidate having disability of 40% and above shall be considered as Physically Disabled candidate.
- (2) Only those candidate who are considered eligible to apply in the respective advertisement shall get the age relaxation.

(7) Widow Women Candidate

- (1) If candidate is widow candidate, she should write "Yes" in the respective column of the application else "Not Applicable" be mentioned.
- (2) If the widow candidate not married again and desire to get the benefit as widow candidate, then along with the application an affidavit to the effect that she is not re-married should be produced.
- (3) As per the policy of the state govt. 5% marks of the obtained marks will be added.
- (4) At the time of application, if the women candidate is not widow but later on such incidence occurred, and thereafter along with the requisite documents submitted by the candidate then the benefit as widow candidate should be available in the remaining stage of the recruitment.

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SELECTION PROCESS SCHEME OF EXAMINATION

1. Name of Posts:

Controller of Examinations/ Academic Officer/ Planning & Development Officer/ Librarian /Training & Placement Officer / Coach (Athletic/Football/Cricket & Badminton) and Legal Officer

PHASE 1: PRIMARY EXAMINATION (WRITTEN) – 100 MARKS

Duration: 120 minutes

Total Marks: 100

Medium: English

Number of Questions: 100

The examination would comprise 100 Multiple Choice Type Questions With 1 Mark for each Correct Answer and 0.25% Negative marking for each wrong answer or attempting more than one options or not selecting any of the options if candidate will select "E" option than no negative mark will be considered.

- Syllabus of the Exam shall be uploaded on the GTU Website

PHASE 2: PERSONAL INTERVIEW (ORAL) - 100 MARKS

On the basis of merit list of Primary exam, about 15 times shortlisted candidates shall be called up for personal interview. The Score of the Primary Tests shall be used as elimination test only and it does not have any role in the final selection process.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

| Sr. No | Examination Type | Component Marks | Weightage (%) | Converted Total Marks for Selection |
|--|---------------------------|-----------------|---------------|-------------------------------------|
| 1) | Personal Interview (Oral) | 100 | 100% | 100 |
| Total Marks Considered for Selection Process: | | | | 100 |

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2.) Name of Posts:

Project Officer/ Laboratory Technician /Store Keeper /Senior Clerk /
Laboratory Assistant /Junior Clerk

PHASE 1: COMPETITIVE EXAMINATION (WRITTEN)

Duration: 120 minutes

Total Marks: 100

Medium: English

Number of Questions: 100

The examination would comprise 100 Multiple Choice Type Questions With 1 Mark for each Correct Answer and 0.25% Negative marking for each wrong answer or attempting more than one options or not selecting any of the options if candidate will select "E" option than no negative mark will be considered.

- Syllabus of the Exam shall be uploaded on the GTU Website

PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL)

On the basis of merit list of competitive exam (written), about 15 times shortlisted candidates shall be called up for PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL).

TOTAL MARKS: 50

DURATION: 90 MINUTES

| Sr. No | Name of Test | Marks |
|--------|--|-----------|
| 1) | Computer Test (Word, Excel, PowerPoint) based on data provided | 20 |
| 2) | Computer Typing (English Note) | 15 |
| 3) | Computer Typing (Gujarati Note) | 15 |
| | TOTAL | 50 |

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SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

| Sr. No. | Examination Type | Component Marks | Converted Total Marks for Selection |
|---|---|-----------------|-------------------------------------|
| 1) | Competitive Test (Written) : OBJECTIVE TYPE | 100 | 100 |
| 2) | Computer Proficiency Test : (Practical) | 50 | 50 |
| Total Marks Considered for Selection Process | | 150 | 150 |

The Final Merit on the basis of composite score of above two tests (Competitive Written Test and Computer Proficiency Test (CPT)), shall be considered for the final selection.

COMMON INSTRUCTIONS AND GUIDELIENS FOR CANDIDATES:

1. All Written Competitive / Conventional Examinations, will be based on Multiple Choice Question (MCQ) and Optical Mark Reader (OMR) or CBRT.
2. University will decide the criteria to prepare the merit list.
3. Each Question will consist of 1 mark for correct answer in Competitive Written Test.
4. There will be 0.25 negative marking for each wrong answer or selecting more than one option or left blank.
5. Candidates who have qualified in written exam will be called for Computer Proficiency Test / Personal Interview. From total number of vacant post, about 15 (fifteen) times candidates will be called for Computer Proficiency Test/ Practical Test/ Personal Interview as declared in the scheme of examination of each post.
6. For the selection of various posts, separate Merit list will be prepared for each position as declared by the university in the scheme of examination for each post.

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7. There is no need to conduct Personal Interview for the post of Project Officer, Laboratory Technician, Store Keeper, Senior Clerk, Laboratory Assistant and Junior Clerk. Only the composite merit score based on Phase -1 and Phase -2 examinations shall be used to prepare a final merit list for the selection in such posts.
8. Personal Interviews followed by Primary examination, shall be conducted for the posts of Controller of Examinations, Academic Officer, Planning & Development Officer, Librarian, Training & Placement Officer, Coach (Athletic/Football/Cricket/Badminton) and Legal Officer. However if found suitable by the university/selection committee, on the basis of internal scrutiny, the candidates can be called up for direct interview without holding primary examination.
9. As per the instructions of the State Government and accepted by the university, the waiting list shall be prepared in all of the above mentioned post.
10. University shall update all the Applicants about the date, time, and place of examination / personal interview in due time limits through circular on its official website from time to time. Hence, all the applicants are advised to check the university website for future updates related to the recruitment process of the above mentioned positions.
11. Entry in the compound of the examination centre with mobile / cell phone/ tables/ laptop/ electronic gadgets etc. is strictly prohibited. If candidate who is found breaching this instruction or found to be indulging in 'unfair practices' viz. copying or misconduct during the course of the examination, using electronic gadgets or mobile phone etc. tempering with question and/or answer paper, influencing any person concerned with primary examination / written examination / test or interview will be debarred either in that examination process or for any number of years or permanently as decided by BOG.
12. In case of tie in the final merit list score, appropriate policy decided by the university / selection committee shall be employed. And in case of any discrepancy in the above mentioned guidelines, the decision of the university / selection committee shall be considered as final.
13. Mere success in the examination, shall not confirm any right to appointment and no candidate shall be appointed to the post unless the university is satisfied, after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

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ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

❖ PROCEDURE FOR CONCERNED CANDIDATE, TO KNOW THE MARKS OBTAINED IN THE PRIMARY EXAMINATION /WRITTEN TEST/ TEST CONDUCTED BY THE GTU.

1. Candidate must apply with the requisite fees to Public Information Officer, GTU.
2. Such candidate can apply only for his/her own marks.
3. Marks obtained in Primary Examination /Written Test shall be given after declaration of the final result.
4. In view of the provisions of section 8 (j) of the Right to Information Act-2005, **MARKS OBTAINED BY ANY OTHER CANDIDATE CANNOT BE SUPPLIED TO THE THIRD PARTY / CANDIDATE.**
5. Result of the successful candidates will be published on the website of the GTU.

IMPORTANT INSTRUCTIONS

1. The applicant must ensure that he/she fulfill the eligibility criteria for the post.
2. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for being called for Interview.
3. For all the mentioned posts, the norms of State Government and University will be applicable from time to time.
4. Candidates called for written test/interview shall have to appear at their own cost.
5. Applicant must produce original testimonials, certificates and other documents at the time of interview, if called.
6. 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 if 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/her services shall be liable to be terminated.
7. 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,

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone :- +91 079-23267521/570

e-mail : info@gtu.ac.in

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- and/or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
8. The University reserves the right to fill or not to fill any or all posts.
 9. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
 10. If any additional information is to be given, the information in separate sheet should be provided.
 11. For regular updates do visit career section on GTU website.
 12. For any query contact at recruitment2022@gtu.edu.in.
 13. All correspondence with the candidate will be done through e-mail id as provided by the candidate in application form only.

FILLING UP AND MAILING THE APPLICATION FORM

1. Online Application Login (<https://gtunt.samarth.edu.in/>)
2. Once the online application form is completely filled, submit it and get printout of the same and send it along with two photographs, self-attested copies of necessary certificates including in support of the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, all supporting documents related to Academic Performance Indicators (if applicable), endorsement from the current employer (if applicable) and E-mail printout of fees paid etc. with the applications, and **only through Speed Post/Registered Post of India post to The Registrar, Establishment Section, Gujarat Technological University, Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat Gandhinagar Highway, Chandkheda, Ahmedabad - 382 424**. It should reach on or before last date (i.e. 28/11/2023) up to **18:00 hours** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
1. Applicants are advised to submit **their application by clearly mentioning the name of applied post on the top of sealed envelope** and 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.
2. Documentary proofs of experiences, academic qualifications and Research Publications indicated in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.

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3. Fees once paid shall not be refunded in any circumstances.
4. Before filling / submitting the application form candidates are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
5. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.**
6. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel**. In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received 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.
7. Separate application is required to be sent for each post, otherwise application will be rejected.
8. As per the instructions of the State Government and accepted by the university, the waiting list shall be prepared in all of the above mentioned post.
9. University shall update all the Applicants about the date, time, and place of examination / personal interview in due time limits through circular on its official website from time to time. Hence, all the applicants are advised to check the university website for future updates related to the recruitment process of the above mentioned positions.
10. Entry in the compound of the examination center with mobile / cell phone/ tables/ laptop/ electronic gadgets etc. is strictly prohibited. If candidate who is found breaching this instruction or found to be indulging in 'unfair practices' viz. copying or misconduct during the course of the examination, using electronic gadgets or mobile phone etc. tampering with question and/or answer paper, influencing any person concerned with primary examination / written examination / test or interview will be debarred either in that examination process or for any number of years or permanently as decided by BOG.

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11. In case of tie in the final merit list score, appropriate policy decided by the university / selection committee shall be employed. And in case of any discrepancy in the above mentioned guidelines, the decision of the university / selection committee shall be considered as final.
12. Mere success in the examination, shall not confirm any right to appointment and no candidate shall be appointed to the post unless the university is satisfied, after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
13. Result will be published after completion of selection process on the website of the GTU.

Date: - 30 /10/2023


30/10/23
REGISTRAR



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