



# 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: 06/2022**

**Date: 13/12/2022**

Online application(s) are invited for the below mentioned administrative post as per **Table A** for Gujarat Technological University (G.T.U.), Ahmedabad on Regular basis.

❖ **Table : A**

Sr. No	Name of the Post	Pay Bands & Pay matrix Level	No. of Post	Category				
				G E N	E W S	SC	ST	SEBC
1	Deputy Registrar	67700-208700 (7th Pay Matrix Level 11)	1	-	-	-	-	1 (2 <sup>nd</sup> Attempt)
2	Data Entry Operator	19900-63200 (7th Pay Matrix Level 02) Fix 19,950 /-	1	1	-	-	-	-
3	Junior Clerk	19900-63200 (7th Pay Matrix Level 02) Fix 19,950 /-	2	1	-	-	1	-

Interested candidates are required to apply online on GTU website from date **14/12/2022 13:00 hours to 02/01/2023 18:00 hours**. Last date for submitting the print out of an online application along with all the requisite documents is **09/01/2023 (18:00 hours)**.

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

The General Category candidates are required to pay fee of Rs. 500/- through net banking, whereas the candidates belonging to EWS, S&EBC/SC/ST/PD are required to pay fee of Rs. 250/-.

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

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

Candidates are advised to see the details of advertisement before applying online.

**PLACE: AHMEDABAD**

  
13/12/22  
**REGISTRAR**

**DATE: 13/12/2022**

- 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 on GTU website.
- 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. - 2 & 3 shall be appointed in the Fix Pay 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 7<sup>th</sup> Pay Matrix Level 02 at initial stage of the concerned post.

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

Sr. No.	Minimum Qualification and Experience
1	<p><b><u>DEPUTY REGISTRAR :</u></b></p> <p><b><u>Minimum Qualification &amp; Experience:</u></b></p> <p>Master's degree with at least 55% or its equivalent grade B in the UGC seven point scale of the universities established or incorporated by or under the Central or state Act in India; or any other educational institution recognized as such or declared to be deemed as a University under section 3 of university grants Commission Act, 1956, and after obtaining educational qualification should have</p> <p>(a) At least 5 years administration experience on the post of Assistant Registrar of any university OR on the post of equivalent to afore said post in the Government or in board or corporation established by and act or rules.</p> <p>OR</p> <p>(b) 9 years' experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.</p> <p>OR</p> <p>(c) Comparable experience in research establishment and/or other institutions of higher education</p> <p><b>Age:</b> Not more than 45 Years.</p> <p><b>Pay Band:</b> Rs.67700 – 208700 (Seventh Pay Matrix level-11)</p> <p><b>Relaxation:</b></p> <p>A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. /SEBC/PD category.</p>

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2	<b><u>JUNIOR CLERK :</u></b>  <b><u>Minimum Qualification :</u></b>  1) Bachelor's Degree from a recognized University in any discipline. 2) Basic Knowledge of Computer (Gujarati and English Typing). 3) Adequate knowledge of English and Hindi and working knowledge of Gujarati.  <b><u>Age:</u></b> Not more than 35 years.
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3	<b><u>DATA ENTRY OPERATOR :</u></b>  <b><u>Minimum Qualification :</u></b>  1) Bachelor's Degree from a recognized University in any discipline. 2) Basic Knowledge of Computer (Gujarati and English Typing). 3) Adequate knowledge of English and Hindi and working knowledge of Gujarati.  <b><u>Age:</u></b> Not more than 35 years.
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### Relaxation in Upper age limit:

1	S.E.B.C., S.C., S.T. and EWS Male candidates of Gujarat origin.	05 years, Subject to maximum 45 years.
2	Women candidates of unreserved Category.	05 years, Subject to maximum 45 years.
3	Women Candidates of Reserved Category.	10 years (including 05 years relaxation as Woman) subject to Maximum up to 45 years.
4	Physically disabled candidates.	10 (ten) years subject to his / her ability to discharge duties attached to the posts, as may be performed by any other normal persons, on the basis of production of medical certificate prescribed by GAD circular dated 01-12-2008 from the Medical Board.

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5	Government/GTU/Other Universities/Board/Corporation employee of Gujarat State.	The employee working in the Government/GTU/Other Universities/Board/Corporation employee of Gujarat State shall be allowed on a uniform basis relaxation of the extent of equal number of year for which service has been put up by him/her.
6	Ex-servicemen / Officers	Length of military service+3years to be deducted in his/her actual age and he/she should be within the prescribed age limit of the concerned post.

### **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.

#### (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.

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- (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
- (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.

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## (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.

## SELECTION PROCESS SCHEME OF EXAMINATION

### 1.) POST: Deputy Registrar

If university decide to shortlist the candidates for the interview the scheme of examination shall be as under:-

### 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 carrying 100 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.25% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	Data Analysis & Interpretation
4)	General Awareness :- Indian Economy / Geography / Natural Resources/ Population / Government Schemes – With Special Reference to Gujarat State, Role & Functions of Various Industrial Associations of India / Gujarat (CII, ASSOCHAM, GCCI, ICC, FICCI, NASSCOM),
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission.

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6)	NITI Aayog - Role and Functions, Right to Citizen for Public Service Act, 2013 (RCPS Act), Right to Information Act, 2005 (RTI Act)
7)	Modern History of India with special reference to Gujarat State.
8)	Current Affairs: Regional / National / International Events related to Political / Economical / Sports / Education
9)	Professional/Technical Education: Education System in Gujarat-State Policy, Knowledge Consortium of Gujarat (KCG), Educational Problems of socially deprived classes and women, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Challenges before Higher Education, Impact of Globalization and Privatization on Indian Education, Higher Education System (Diploma, Degree, Masters, Doctorate, Vocational Education and Training (VET)), Rashtriya Uchchattar Shiksha Abhiyan (RUSA), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee -Technical (FRC) - Gujarat, University Administration Systems, Professional / Technical Education as a tool of Human Resource Development, India's present status, Higher Education System and Training, Government Policy, Programs, Schemes and Challenges, Issues and efforts for solution, Propagation of Professional and Technical Education, Regulatory and Sanctioning Institutions.

### 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
<b>Total Marks Considered for Selection Process:</b>				<b>100</b>

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### 2.) **POST: DATA ENTRY OPERATOR and 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 carrying 100 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.25% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Quantitative Aptitude
3)	Reasoning Ability (Verbal / Non-Verbal)
4)	Computer / I.C.T. Aptitude
5)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.
6)	University Administration (UGC / AICTE / PCI / COA )
7)	Gujarati Grammar
8)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events

#### **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
	<b>TOTAL</b>	<b>50</b>

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## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

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

### 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
<b>Total Marks Considered for Selection Process</b>		<b>150</b>	<b>150</b>

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).
- (2) University will decide the criteria to prepare a 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.
- (7) There is no need to conduct Personal Interview for the post of Data Entry Operator, 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.

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- (8) Personal Interviews followed by Primary examination, shall be conducted for the posts of Deputy Registrar. 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) For the post of Data Entry Operator, Junior Clerk, As per the state Government instruction the 5% marks of the obtained by the candidate shall be added in case of sport person who has participated at the level of Inter University tournament, State level and National Level. Such benefit only available to such games which are recognised by the State Government. The candidate shall produce the certificate in prescribed Performa issued by the competent authorities.
- (10) 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.
- (11) 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.
- (12) 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 practises' 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.
- (13) 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.
- (14) 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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### ❖ 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/ 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, 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.

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(12) For any query contact at [recruitment2022@gtu.edu.in](mailto: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. Visit the University website <http://www.gtu.ac.in/Recruitment.aspx>  
☐ Online Application Login *Click to Open*
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 to **The Registrar, Establishment Section, Gujarat Technological University, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad - 382 424**. It should reach on or before last date (**i.e. 01.01.2023**) up to **18:00 hours** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
3. 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.
4. 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.
5. Fees once paid shall not be refunded in any circumstances.
6. Before filling / submitting the application form you are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
7. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.**

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8. 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.
9. Separate application is required to be sent for each post, otherwise application will be rejected.
10. 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.
11. 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.
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15. Result will be published after completion of selection process on the website of the GTU.

**Date: - 13 /12/2022**

  
13/12/22  
**REGISTRAR**

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