



ગુજરાત વિદ્યાપીઠ

(भारत सरकार की अधिसूचना सं. एफ. 10-20/62 -यू 2 के अनुसार यूजीसी अधिनियम – 1956 की धारा -3 के अंतर्गत डीम्ड टू बी विश्वविद्यालय)

GUJARAT VIDYAPITH

(Deemed to be University established under Section 3 of the UGC Act, 1956; vide Notification No. F.10-20/62-U2 of the Govt. of India)

(Accredited Grade 'B++' by NAAC and included in the list of Deemed to be Universities under Section 12 B of the UGC Act, 1956),

Ashram Road, Ahmedabad - 380 009

Ph. No. 079 40016200

E-mail: registrar@gujaratvidyapith.org | Website: www.gujaratvidyapith.org

No. 952 /Est./Non-Teaching/Advt./2024-25

Date: 20.11.2024

EMPLOYMENT NOTIFICATION NO. 08/2024-25

ADVERTISEMENT FOR THE POST OF REGISTRAR AND FINANCE OFFICER

Gujarat Vidyapith was founded by Mahatma Gandhi in 1920 and is a Deemed to-be-University since 1963. The objectives of the Vidyapith are to impart higher education for preparing grass root workers with character and competency, and educate them for movements connected with social reconstruction in the country. Adherence to truth and non-violence, participation in productive work with a sense of dignity of labour, respect for all religions, creed and communities, social and economic equity, and above all priority for rural reconstruction are emphasized in all curricula. Education is largely imparted in mother-tongue *i.e.* Gujarati.

The University is looking for qualified, accomplished and committed Registrar and Finance Officer who believe in institution-building. Online submitted Applications are invited from eligible and suitable persons for tenure basis. Printout of Online Application(s) in **ONE** set with all necessary self-attested copy of testimonials, certificates, and documents must be submitted by the eligible candidates to the Gujarat Vidyapith. Following are the important dates for application:

Dates will be shown adhere to

Date of Commencement of online Application	21.11.2024
Last date of online Application	20.12.2024 Up to 2.00 PM
Last date of receipt of hardcopy of online application along with all enclosures [By R.P.A.D./Speed Post/Courier (including postal processing days) or in-person in Central Office, Gujarat Vidyapith, Ahmedabad – 380009 on or before office hours]	21.12.2024 Up to 2.00 PM
Eligibility Convey to the Applicant by eMail	22.12.2024
Tentative date for final list of Eligible Candidates (Eligible Candidates communicated for interview via eMail)	24.12.2024
Date for Interview	30.12.2024

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIREMENTS, ETC.

1	Name of the post	REGISTRAR
2	Level in the Pay Matrix	Pay Matrix Level 14 - Rs.144200- Rs.2,18,200
3	Age limit for direct recruits	Preferably below 57 years
4	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's Degree with at least 55% of the marks or equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in Academic 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 08 years shall be as Deputy Registrar or an equivalent post.</p>
5	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)

1	Name of the post	FINANCE OFFICER
2	Level in the Pay Matrix	Pay Matrix Level 14 - Rs.144200-Rs.2,18,200
3	Age limit for direct recruits	Preferably below 57 years
4	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Master's Degree with at least 55% of the marks or equivalent grade in a point scale wherever grading system is followed.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in Academic 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 08 years shall be as Deputy Registrar or an equivalent post.</p>
5	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct for a tenure of five years or till attaining the age of superannuation i.e.62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications with required uploaded enclosures will be accepted. Applicants must send **ONE** hard copy of the application by R.P.A.D./Speed Post/Courier (including postal processing days) or in-person to the “Registrar, Gujarat Vidyapith, Ashram Road, Nr. Income Tax, Ahmedabad – 380009” or in-person in Central Office, Gujarat Vidyapith, Ahmedabad – 380009 on or before office hours of 21.12.2024 along with all self-attested testimonials, certificates wherever required or else the application will not be considered. Applicants must produce original testimonials, certificates and other documents on or before interview, if called.
2. The application should be addressed to “Registrar, Gujarat Vidyapith, Ahmedabad” in a closed cover, super scribed as "Application for the post of.....”.
3. The Last Date for receipt of Online Applications is fixed as 20.12.2024 till 2.00 PM.
4. The candidates must possess the required qualifications at the time of last date fixed for online application in the notification by the Gujarat Vidyapith (Deemed to be University) *i.e.* 20.12.2024.
5. Incomplete application in any respects will not be considered at all and will be rejected.
6. Experience and qualification will be reckoned as on last date for submission of online applications. No updating of qualification and experience will be entertained after the last date.
7. Candidate has to submit conversion table from Grade/CGPA to percentage in case of mark sheet with Grade/CGPA without fail.
8. If any case, application for any particular post number is rejected or candidate is found ineligible for that particular post, his/her candidature will not be considered for any other post in any circumstances. No representation will be entertained in this regard.
9. Applicants are advised to submit the applications to Gujarat Vidyapith (Deemed to be University) well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. Gujarat Vidyapith (Deemed to be University) will not be responsible for any postal delay at any stage.
10. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
11. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
12. Candidates who desire to apply for more than one post will be required to submit separate Online Applications on the prescribed format along with all the specified supporting documents along with each application.
13. Gujarat Vidyapith (Deemed to be University) reserves the right to fill or not to fill any or both the posts, without assigning any reason and no notice will be issued in this regard.
14. Gujarat Vidyapith (Deemed to be University) shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
15. 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, Gujarat Vidyapith (Deemed to be University) reserves the right to modify/withdraw/cancel any communication made to the candidates or process done in this regard.
16. All the terms and conditions laid down in the UGC Regulations (as amended from time to time) is


applicable mutatis and mutandis.

17. 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.
18. Gujarat Vidyapith (Deemed to be University) reserves the right to restrict the candidates to be called for interview and/or any other method decided by the Gujarat Vidyapith (Deemed to be University) 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 and/or any other method decided by the Gujarat Vidyapith (Deemed to be University) will be sent only to the short-listed candidates by speed post/registered post/E-mail and will be displayed on Gujarat Vidyapith (Deemed to be University) website: www.gujaratvidyapith.org. Short-listed Candidates have to present for Document Verification/Eligibility Process/Interview Process. No correspondence will be entertained with applicants who are not short-listed to be called for interview and/or any other method decided by the Gujarat Vidyapith (Deemed to be University).
19. Selection will be made on the basis of candidates' overall record and performance in the interview or any other method decided by the Gujarat Vidyapith (Deemed to be University). Gujarat Vidyapith (Deemed to be University) may utilize any other mode as a method of selection.
20. Canvassing in any form on behalf of or by any candidate will disqualify the candidate.
21. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible or had furnished false information, his appointment shall be liable to termination forthwith as per this clause. This shall be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council in this regard shall be final.
22. Medium of instruction at all levels is generally in Gujarati; hence knowledge of Gujarati/Hindi is basic requirement.
23. The recruitment to the advertised posts shall be carried out in accordance with the prevalent Gujarat Vidyapith (Deemed to be University)/UGC/GoI norms.
24. Gujarat Vidyapith (Deemed to be University) reserves the right:
 - a) To modify or withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - c) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority/UGC/GoI from time to time.
25. Gujarat Vidyapith (Deemed to be University) will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
26. Candidates already in service must submit a NOC from their employer and forward their applications (hard copy) through proper channel. In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with 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 on or before 21.12.2024, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate from his/her employer to the Gujarat Vidyapith (Deemed to be University) at the time of interview/document verification.

27. Age of superannuation and salary for said post shall be as per UGC/Government of India norms.
28. No person shall be recruited unless he/she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Before the candidates recruited directly are finally approved for appointment to the Gujarat Vidyapith (Deemed to be University), he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
29. Candidates are advised to check regularly the Gujarat Vidyapith (Deemed to be University) website: www.gujaratvidyapith.org and their email account for updates.
30. No TA/DA will be paid for attending interview. The outstation candidates belonging to the SC/ST/PwBD categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route only on production of necessary documents. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST/PwBD candidates who are already in Central/State Government service/or holding any other employment under Government/ Government-aided Universities/Autonomous Bodies/PSUs/Local Governments/Panchayats.
31. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria prescribed in the advertisement and as per recruitment rules.
32. If three minimum eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised.
33. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Gujarat Vidyapith (Deemed to be University) in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
34. Fake/Derecognized Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
35. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of Gujarat Vidyapith (Deemed to be University)/UGC/GOI.
36. The person appointed on against any post shall be governed by the Rules of the Gujarat Vidyapith (Deemed to be University) and also the CCS (Conduct) Rules, 1964, the CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the Gujarat Vidyapith (Deemed to be University).
37. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment
38. The selected candidates shall be required to perform duties as per the Rules of Gujarat Vidyapith (Deemed to be University), as amended from time to time. Gujarat Vidyapith (Deemed to be University) shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours / holidays which the employee shall have to perform without fail to avoid any disciplinary action.

39. The selected candidate shall be liable to serve anywhere within the jurisdiction of Gujarat Vidyapith (Deemed to be University).
40. Gujarat Vidyapith (Deemed to be University) may draw a panel in form of a 'waiting list' to fill up a post, in the event of selected candidate regrets to join. The life of the wait listed candidate will be one year from the date of approval of Selection Committee recommendations.
41. Feel free to contact through eMail (recruitment@gujaratvidyapith.org) for any query related to this process.
42. Application fees:

Category	Fees in Rs.
General/OBC/EWS	1500
SC/ST	800
PwBD	Exempted


(Prof. Nikhil Bhatt)
I/c. Registrar

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