



ગુજરાત વિદ્યાપીઠ

(૧૯૨૦ મેં મહાત્મા ગાંધી દ્વારા સ્થાપિત)

GUJARAT VIDYAPITH

(Established by Mahatma Gandhi in 1920)

Ashram Road, Ahmedabad - 380 009

Ph. No. 079 40016200 | Fax: 079 27542547

Website: www.gujaratvidyapith.org

Advertisement No. 05/2023-24

Gujarat Vidyapith, Ahmedabad is seeking qualified, enthusiastic, dedicated, accomplished, and committed individuals on Contractual basis only who believe in institution-building. Online submitted Applications are invited from eligible and suitable persons. Following are the important dates for application:

Dates will be shown adhere to

Date of Commencement of online Application	27.05.2023
Last date of online Application	24.06.2023 Up to 5:30 PM

DETAILS OF POSTS, QUALIFICATIONS, OTHER REQUIREMENTS, ETC.:

Sr. No.	Post	Location	Qualifications	Key area of Work	Monthly Fixed Amount (Rs.)
1	Director – 01 (One) (For Bhasha Bhavan & Hindi Hindustani Prachar Samiti)	Ahmedabad	(i) Post Graduate with second class or equivalent Grade in any Language from a recognized University/ Institute (Preferably in Hindi). (ii) Ten years of relevant experience.	<ul style="list-style-type: none">To look after the overall administration and accounts of Bhasha Bhavan & Hindi Hindustani Prachar Samiti.To manage Admissions, registrations, and coordination of courses of different languages, run in Bhasha Bhavan.To conduct and co-ordinate state-wide examinations of different levels of Hindi, Gujarati and Gandhian Studies.Any other work assigned by the Secretary and Chairman.	50,000/-

Sr. No.	Post	Location	Qualifications	Key area of Work	Monthly Fixed Amount (Rs.)
2	Director – 01 (One) (For Oriental Study and Heritage Management Resource Centre and Museums)	Ahmedabad	(i) Post Graduate with second class or equivalent Grade in any History, Museum Studies, Oriental Studies, or a related field from a recognized University/ Institute. (ii) Ten years of relevant experience.	<ul style="list-style-type: none"> To look after the overall administration and accounts of Oriental Study and Heritage Management Resource Centre (OSHMRC) and Museums. To look after the daily operations of the museums, including visitor services, exhibitions, collections management, and educational programs. Provide exceptional customer service to museum visitors, answering inquiries, providing information, and ensuring a positive visitor experience. Support the installation, arrangement, and maintenance of museum exhibitions, ensuring proper handling and display of artworks and artifacts. Cataloging, inventorying, and documenting museum collections using appropriate database systems. Planning and implementation of educational programs, workshops, and events for diverse audiences. Any other work assigned by the Secretary and Chairman. 	50,000/-
3	Director – 01 (One) (For CWMG Cell)	Ahmedabad	(i) Graduate from a recognized University/ Institute with deep knowledge of and commitment to Gandhian philosophy. (ii) Ten years of relevant experience.	<ul style="list-style-type: none"> To look after the overall administration and accounts of Collected Works of Mahatma Gandhi Cell (CWMG). Any other work assigned by the Secretary and Chairman. 	Project based
4	Director – 01 (One) (For Equity and Development Cell)	Ahmedabad	(i) Post Graduate with second class or equivalent Grade in any Sociology, Social Anthropology, Social Work, or a related field from a recognized University/ Institute.	<ul style="list-style-type: none"> To look after the overall administration and accounts of Equity and Development Cell. To prepare Research Plans, Proposals and Presentations to submit to the State or Central Govt./Public Sector/Private organizations. 	Project based

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			(ii) Ten years of relevant experience.	<ul style="list-style-type: none"> To receive substantial Grant to carry out different research and extension activities and projects. To carry out the research activities of the approved projects, to manage the grant and expenses, to prepare and submit the final report and utilization certificate. Any other work assigned by the Secretary and Chairman. 	
5	Office Superintendent – 01 (One)	Ahmedabad	(i) Bachelor's degree in any discipline from any recognized Institute/ University. (ii) Ten Years' Experience in Administration and/or Accounts. (iii) Proficiency in Computer Operation, noting and drafting.	<ul style="list-style-type: none"> To look after the overall administration, accounts, educational, and extension activities of the Trust. Any other work assigned by the Secretary and Chairman. 	35,000/-
6	Coordinator – 01 (One)	Ambheti	(i) Master's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. OR Bachelor's degree from recognized University and Ten years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. (ii) Proficiency in Computer Operation, noting and drafting.	<ul style="list-style-type: none"> To look after the overall administration, accounts, property, extension, and educational activities of the Campus. Any other work assigned by the Secretary and Chairman. 	28,000/-
7	Coordinator – 01 (One)	Bhalada	(i) Master's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. OR	<ul style="list-style-type: none"> To look after the overall administration, accounts, property, extension, and educational activities of the Campus. To look after the activities of the <i>Gau Shala</i>. 	28,000/-

Sr. No.	Post	Location	Qualifications	Key area of Work	Monthly Fixed Amount (Rs.)
			<p>Bachelor's degree from recognized University and Ten years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>(ii) Proficiency in Computer Operation, noting and drafting.</p>	<ul style="list-style-type: none"> Any other work assigned by the Secretary and Chairman. 	
8	Coordinator – 01 (One)	Bochasan	<p>(i) Master's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>OR</p> <p>Bachelor's degree from recognized University and Ten years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>(ii) Proficiency in Computer Operation, noting and drafting.</p>	<ul style="list-style-type: none"> To look after the overall administration, accounts, property, extension, and educational activities of the Bochasan Campuses. Any other work assigned by the Secretary and Chairman. 	28,000/-
9	Coordinator – 01 (One)	Dethali	<p>(i) Master's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>OR</p> <p>Bachelor's degree from recognized University and Ten years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>(ii) Proficiency in Computer Operation, noting and drafting.</p>	<ul style="list-style-type: none"> To look after the overall administration, accounts, property, extension, and educational activities of the Dethali and Bamangam Campuses. To look after the activities of the <i>Gau Shala</i>. To look after the farming activities, storage and selling of crops and accounts of the farming activities. Any other work assigned by the Secretary and Chairman. 	28,000/-
10	Coordinator – 01 (One)	Ahmedabad	<p>(i) Master's degree from recognized University and Five years' experience in the field of</p>	<ul style="list-style-type: none"> To look after the overall administration, accounts, and publication work of the Trust. 	28,000/-

Sr. No.	Post	Location	Qualifications	Key area of Work	Monthly Fixed Amount (Rs.)
	(For Publication Branch)		<p>Publication/ Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>OR</p> <p>Bachelor's degree from recognized University and Ten years' experience in the field of Publication/ Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>(ii) Proficiency in Computer Operation, noting and drafting.</p>	<ul style="list-style-type: none"> To look after the overall administration, accounts, sell and purchase of publications for the <i>Pustak Bhandar</i>. Developing and implementing strategic plans to enhance the quality and impact of the publications. Developing and implementing plans to increase the sales of the <i>Pustak Bhandar</i>. Collaborating with authors, researchers, and editors to ensure the timely and efficient production of publication works. Establishing and maintaining strong relationships with external publishers, funding agencies, and other stakeholders. Keeping abreast of emerging trends and best practices in academic publishing to drive innovation within the department. Supporting open access initiatives and exploring new avenues for digital publishing and dissemination. Ensuring compliance with ethical guidelines and copyright regulations in all publication processes. Any other work assigned by the Secretary and Chairman. 	
11	Coordinator – 01 (One) (For Sports Complex)	Ahmedabad	<p>(i) Master's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc.</p> <p>OR</p> <p>Bachelor's degree from recognized University and Ten years' experience in the field of</p>	<ul style="list-style-type: none"> Developing and implementing strategic plans to enhance the overall athletic experience and performance of students. Managing the day-to-day operations of the Sports Complex, including accounts, new enrolments, scheduling, maintenance, and safety protocols. Collaborating with coaches, trainers, and staff to ensure the smooth functioning of athletic events, practices, and competitions. 	28,000/-

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			Administration/ Accounts/ Coordination/ Supervision etc. (ii) Proficiency in Computer Operation, noting and drafting.	<ul style="list-style-type: none"> Establishing and maintaining strong relationships with external sports organizations, sponsors, and community partners. Any other work assigned by the Secretary and Chairman. 	
12	Assistant Administrator – 01 (One) (For Trust Office)	Ahmedabad	(i) Master's degree from recognized University and Three years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. OR Bachelor's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. (ii) Proficiency in Computer Operation, noting and drafting.	<ul style="list-style-type: none"> To assist the overall administration, accounts, educational, and extension activities of the Trust. Any other work assigned by the Secretary and Chairman. 	25,000/-
13	Assistant Administrator – 01 (One) (For Satyagrah Aashram, Kochrab)	Ahmedabad	(i) Master's degree from recognized University and Three years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. OR Bachelor's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. (ii) Proficiency in Computer Operation, noting and drafting.	<ul style="list-style-type: none"> To look after the overall administration, accounts, property, and extension activities of the <i>Satyagrah Aashram, Kochrab</i>. To look after the overall administration, accounts, property, and activities of the <i>Abhay Ghat</i>. Any other work assigned by the Secretary and Chairman. 	25,000/-
14	Assistant Administrator – 01 (One)	Dethali	(i) Master's degree from recognized University and Three years' experience in the field of	<ul style="list-style-type: none"> To assist the Coordinator in all activities of Dethali and Bamangam. To assist in the overall administration, accounts, property, extension, and 	25,000/-

Sr. No.	Post	Location	Qualifications	Key area of Work	Monthly Fixed Amount (Rs.)
			Administration/ Accounts/ Coordination/ Supervision etc. OR Bachelor's degree from recognized University and Five years' experience in the field of Administration/ Accounts/ Coordination/ Supervision etc. (ii) Proficiency in Computer Operation, noting and drafting.	educational activities of the Dethali and Bamangam Campuses. <ul style="list-style-type: none"> To assist in the activities of the <i>Gau Shala</i>. To assist in the farming activities, storage and selling of crops and accounts of the farming activities. Any other work assigned by the Secretary and Chairman. 	
15	Assistant Coordinator – 01 (One)	Bochasan	(i) A Bachelor's Degree from a recognized Institute/ University. (ii) Two years' experience in Administration / Accounts. (iii) Proficiency in Computer Operations.	<ul style="list-style-type: none"> To look after the farming activities, storage and selling of crops and accounts of the farming activities. To look after and maintain the overall properties of the Bochasan campuses. To look after the activities of the <i>Gau Shala</i>. Any other work assigned by the Coordinator, Secretary, and Chairman. 	20,000/-
16	Zonal In-charge – 05 (Five) (For Hindi Hindustani Prachar Samiti)	Ahmedabad	(i) A Bachelor's Degree from a recognized Institute/ University. (ii) Proficiency in Computer Operations.	<ul style="list-style-type: none"> To assist the Director in overall activities of the Hindi Hindustani Prachar Samiti. To conduct and co-ordinate the examinations of different levels of Hindi, Gujarati and Gandhian Studies of a zone of Gujarat State. Any other work assigned by the Secretary and Chairman. 	17,000/-
17	Art & Craft Teacher – 05 (Five)	Ahmedabad	Subjects: Weaving, Embroidery, Sewing/Stitching, Handicrafts, Drama, etc. (i) A Bachelor's Degree from a recognized Institute/ University. (ii) Two years' of relevant experience as Art & Craft Teacher.	<ul style="list-style-type: none"> Plan, develop and implement art & craft curriculum to meet learning goals and to conduct practical sessions for the students. Procurement of art & craft materials and maintaining the inventory and accounts of art & craft materials. Beautification & Decoration of campus, if any. 	17,000/-

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. These posts are purely temporary and on contractual basis or through outsource for 11 months No Other benefits will be given.
2. Do not send a Hard Copy of Application and other documents to the office.
3. If necessary, an elimination test will be arranged.
4. Last date of online submission of application is 24.06.2023, 05:30 PM.
5. Eligible candidates shall be communicated for the further process via email.
6. Tentative dates for further recruitments process of eligible candidates between 01.07.2023 to 06.07.2023.
7. After further process tentative date for joining will be with-in one week of issuance of appointment letter.
8. 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.
9. Candidate has to upload his/her necessary documents i.e. qualification, experience, caste, age, other documents in the online application portal as per the instructions given on Annexure – I.
10. Link for online Application and related information are available on the website www.gujaratvidyapith.org.
11. The online application will be scrutinized by competent authority and only the eligible candidate will be communicated by email.
12. 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/written test/skill test.
13. Gujarat Vidyapith will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
14. Candidates are requested to visit the website www.gujaratvidyapith.org regularly for updated, if any.
15. The Submission of application form is acceptable only through online mode.
16. Please use CAPITAL LETTERS for filling the form.
17. Application incomplete in any respect will not receive any consideration at all.
18. Candidates must pay an online application fee Rs. 500/- for each post. Application processing fee shall not be refunded under any circumstances.
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, Gujarat Vidyapith reserves the right to modify/ withdraw/ cancel the candidature of such candidates.
20. The Number of posts advertised may be treated as tentative. Gujarat Vidyapith shall have the right to increase/ decrease the number of posts at the time of interview/ selection and make appointments accordingly.
21. Canvassing in any form on behalf of any candidate will lead to disqualification of such candidates.
22. Separate application along with separate application fee should be submitted for each post.
23. Qualification and Experience will be reckoned as on the last date of submission of online application i.e. 24.06.2023, 05:30 PM.
24. 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 the further process. The University will have 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 or by any other condition that it may deem fit.
25. No TA/ DA will be paid.
26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority of Gujarat Vidyapith shall be final.
27. Interview will be commenced either Physical/Online/Hybrid mode.
28. The candidate must bring the printed copy of the online submitted application form, complete in all aspects along with all enclosures at the time of Interview.

29. Without printed copy of online submitted application form, candidate will not be permitted to appear for the Interview under any circumstances (Only in case of Physical interview).
30. The candidates must reach 1 hour before the scheduled interview time for their respective subject. (Only in case of Physical interview).
31. Feel free to send Email (recruitment@gujaratvidyapith.org) for any query related to this process.
32. Guidelines to fill online application form as per Annexure – I.
33. Contact Information:
 - Phone No. : 079-40016200
 - Contact hours : 11:30 a.m. to 5:30 PM during working days.
 - E-mail : recruitment@gujaratvidyapith.org
 - Website : www.gujaratvidyapith.org



(Prof. Nikhil Bhatt)
Secretary,
Gujarat Vidyapith

GUIDELINES TO FILL ONLINE APPLICATION FORM**PREREQUISITE TO APPLY ONLINE**

1. Candidates are advised to go through the Eligibility Criteria carefully before filling up the application form.
2. Valid E-mail ID for registration and for receiving all future correspondence till the recruitment process is over and subsequently, if selected.
3. Access to an online payment facility/service such as SBI I-Collect/Payment Gateway.
4. Scanned copies of Candidate's all necessary copies of testimonials, certificates and documents in PDF format (the digital size of the PDF file should be less than 500 KB).

STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION

The entire process of filling online Application form can be completed in below mentioned steps:

1. Online submission of application can only be made at Gujarat Vidyapith's website <http://gujaratvidyapith.org/employment/>.
2. Candidates should read the instructions carefully before making any entry or selecting options.
3. Candidates should furnish all the required details while filling up the online form, mandatory fields are marked with *(asterisk) sign.
4. Online Application Form is available in English and Gujarati Language and it can be filled in English/Gujarati Language.
5. The filling of online application contains two parts.

(a) Part-I: Registration – Candidates will have to fill the basic information.

The Name of the candidates or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

On submission of details, an auto-generated email will be sent on candidate's registered email-id. Please click on the link given in the email to verify your email-id. Upon successful verification of email-id candidates will be able login to fill the application. In case candidate cannot the email in Inbox, please check SPAM folder / ensure that submission of email-id is correct. (Not applicable in case if a candidate sign-in with valid Gmail Email ID).

(b) Part-II Application Form consists of following Stages.

- i) Filling up Personal details
 - ii) Educational Qualifications
 - iii) Employment Details
 - iv) Reference Details
 - v) Payment Details
 - vi) Declaration Details
6. Before final submission of online Application form, the candidates must read the declaration carefully and furnish his/her consent on it, without which he/she will not be able to complete the Online Application. Candidates will not be able to edit Online Application once submitted.
 7. On successful completion of your complete application, an auto-generated email will be sent on your registered email-id. In case you have not received an email, please check / ensure that submission of Part-II of the Application has been completed successfully.