

# 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),

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No. 999/Est./Non-Teaching/Advt./2022-23

Date: 08.12.2022

### EMPLOYMENT NOTIFICATION NO. 04/2022-2023

### ADVERTISEMENT FOR THE POST OF REGISTRAR, FINANCE OFFICER AND INTERNAL AUDIT OFFICER (ON DEPUTATION BASIS ONLY)

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. However, in exceptional cases learning and guiding in Hindi and English are allowed.

The University is looking for qualified, accomplished and committed Registrar, Finance Officer and Internal Audit Officer (On Deputation Basis only) who believe in institution-building. Online submitted Applications are invited from eligible and suitable persons for tenure and deputation 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	14.12.2022
Last date of online Application	13.01.2023 Up to 5:30 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]	20.01.2023

### DETAILS OF NON-TEACHING POSTS:

Sr. No.	Name of the Post	Group	No. of Posts	Category
1	Registrar	A	01	UR
2	Finance Officer	A	01	UR
3	Internal Audit Officer (Deputation basis only)	A	01	UR

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

1	Name of the post	<b>REGISTRAR</b>
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><b>Essential:</b></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 align="center"><b>Or</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education,</p> <p align="center"><b>Or</b></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/Deputation 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)
6	In case of recruitment by promotion/ deputation /absorption, grades from which promotion/ deputation/absorption to be made.	<p><u>DEPUTATION:</u></p> <p>Officers holding analogous post in Academic Level 14 - Rs.144200-Rs.2,18,200 in a University/Institute or Officers possessing qualification and experience, as prescribed for direct recruits.</p> <p>The period of deputation shall be offered as per tenure of the post.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 58 years as on the closing date of receipt of applications).</p>

1	Name of the post	<b>FINANCE OFFICER</b>
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><b>Essential:</b></p> <p>(i) Master's Degree in Commerce / MBA (Finance) with at least 55% marks or equivalent 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</p>

		<p>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;"><b>Or</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education or in Indian Audit and Accounts Services.</p> <p style="text-align: center;"><b>Or</b></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/Deputation 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)
6	In case of recruitment by promotion/deputation /absorption, grades from which promotion/ deputation/ absorption to be made.	<p><b>DEPUTATION:</b></p> <p>Officers preferably from the Indian Audit and Accounts Service or other similar organized Service in Central/State Government or Officers holding analogous post in Academic Level 14 - Rs.144200-Rs.2,18,200 in a University/Institute University System/other organisation.</p> <p>The period of deputation shall be offered as per tenure of the post.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 58 years as on the closing date of receipt of applications).</p>

1	Name of the post	<b>INTERNAL AUDIT OFFICER</b>
2	Level in the Pay Matrix	Pay Matrix Level 12 - Rs. 78,800-2,09,200
3	Age limit for direct recruits	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
4	Educational and other qualifications required for direct recruits	Officers from Indian Audit and Accounts Service or other organized service of Central/State Government in the Pay Matrix Level 12 - Rs.78,800-2,09,200.
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	<p>By deputation only.</p> <p>The period of deputation will be one year, extendable by two more years, maximum for five years.</p>

## 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) to the “Recruitment Cell, 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 **20.01.2023** 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/written test/skill test, if called.
2. The application should be addressed to “Recruitment Cell, Gujarat Vidyapith, Ahmedabad” in a closed cover, superscribed as "Application for the post of.....”.
3. The Last Date for receipt of Online Applications is fixed as **13.01.2023** till **5:30 p.m.**
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.* **13.01.2023**.
5. Incomplete application in any respects will not be considered.
6. Experience and qualification will be reckoned as on last date for submission of applications. No updating of qualification and experience will be entertained after the last date.
7. 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.
8. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
9. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
10. 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.
11. Gujarat Vidyapith (Deemed to be University) reserves the right to fill or not to fill any or all the posts, without assigning any reason and no notice will be issued in this regard.
12. 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.
13. 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.
14. The upper age limit to various posts has been prescribed in respect of each post as per Recruitment Rules of the respective post. Notwithstanding this, the upper age limit or relaxation in the upper age limit for appointment will be as prescribed by the orders/guidelines issued by the University Grants Commission/Government of India from time to time.
15. The upper age limit, experience and educational qualifications etc. will be reckoned as on the crucial date which will be the closing date of online applications.
16. All the terms and conditions laid down in the Gujarat Vidyapith, Non-Teaching Staff Recruitment Rules, 2019 (With amendments as suggested by UGC) 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/written test/skill test.
18. Gujarat Vidyapith (Deemed to be University) reserves the right to restrict the candidates to be called for interview/written test/skill test 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/written test/skill test will be sent only to the short-listed candidates by speed post/registered post/E-mail. No correspondence will be entertained with applicants who are not short-listed to be called for interview/written test/skill test. Selection will be made on the basis of candidates' overall record and performance in the interview/written test/skill test. The University may utilize any other mode as a method of selection.
19. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
20. The application for appointment on deputation must be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement.
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 must 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 Board of Management 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 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) To increase/decrease the number of posts after due procedure as per directions of UGC/GoI from time to time.
  - d) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority/UGC/Ministry of Education/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. No TA/DA will be paid for attending interview.
27. Call letters and other correspondence for attending the written test/skill test and/or interview, etc., will be sent to the eligible candidates by Email only and will be displayed on Gujarat Vidyapith (Deemed to be University) website.



28. For the posts of Registrar and Finance Officer, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:10 and the minimum ratio shall not be less than 1:3, while for the posts other than these, the number of candidates to be called for interview shall not exceed 1:20 and the minimum ratio shall not be less than 1:3. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates. But the Screening Committee shall not relax the essential qualification as prescribed in the advertisement and the recruitment rules/regulations.
29. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the eligible candidates may be called for the written test, notwithstanding the maximum prescribed ratio. However, the Screening Committee may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview, as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.
30. 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.
31. 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.
32. The character of a person for deputation 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.
33. 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.
34. The person appointed on deputation basis against any post shall be governed by the Rules of the 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 Board of Management of the University in consonance of Government of India norms.
35. 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.
36. The selected candidate shall be liable to serve anywhere within the jurisdiction of Gujarat Vidyapith (Deemed to be University).
37. The 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.
38. As per rules of the university, Vice-Chancellor of the appointing authority to all Group 'A' and

'B' posts, subject to ratification of the Board of Management of Gujarat Vidyapith (Deemed to be University).


39. Any notification regarding the employment notification will be posted on University website only. Candidates in their own interest are advised to check regularly Gujarat Vidyapith (Deemed to be University) website <http://www.gujaratvidyapith.org>. They should also regularly check their email account for updates.
40. Guidelines to fill online application form as per Annexure – I.
41. **APPLICATION FESS:**

Category	Fees in Rs.
General/OBC/EWS	400
SC/ST	200
PwBD <sup>2</sup>	Exempted

1. Bank/Transaction Charges are to be borne by the candidate.

2. As per Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, O.M. No.36035/2/2017-Estt.(Res.), dated August 23, 2019, this exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the Persons with Benchmark Disabilities) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

**Note:** The online application processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.

  
(Prof. Nikhil Bhatt)  
I/c. Registrar

**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.
4. A recent scanned passport sized colour photograph of candidate (the digital size of the file should be between 20 KB - 50 KB and resolution 200 pixels X 230 pixels).
5. 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.
  - (b) Part-II Application Form consists of following Stages.
    - i) Filling up Personal details
    - ii) Educational Qualifications
    - iii) Employment Details
    - iv) Reference and Other Details
    - v) Objective and 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.