



GUJARAT VIDYAPITH
JAN SHIKSHAN SANSTHAN, VALSAD

Skill India
कौशल भारत - कुशल भारत

(Sponsored by Ministry of Skill Development & Entrepreneurship, Govt. of India, New Delhi.)

No.581/Estt./2023-24, Dated; 09.08.2023

Advertisement No. 07/2023-24

Jan Shikshan Sansthan, Ambheti being managed by Gujarat Vidyapith, Ahmedabad is looking for qualified, accomplished and committed various candidates 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	11.08.2023
Last date of online Application	31.08.2023 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 – 380 009 on or before office hours]	08.09.2023

Note: Applicants who had applied earlier for the post of Director is exempted from application fee. All eligible candidates are requested to apply afresh.

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

Sr. No.	Post	Qualifications	Monthly Fixed Amount (Rs.)
1	Director – 01 (One)	Essential Qualification: 1) Graduation preferably degree in vocational education/diploma 2) 7 years' experience in supervisory capacity preferably but not necessarily in the field of education or Social Sciences; and 3) Working knowledge of the local language both written and spoken. Age: Maximum 55 years as on the date of application.	35,000/-
2	Accountant-cum- Manager – 01 (One)	Essential Qualification: (i) B. Com. from a recognised University or Institute. (ii) Three years' experience of accounting work on computer.	18,000/-

Sr. No.	Post	Qualifications	Monthly Fixed Amount (Rs.)
3	Driver-cum-Attendant – 01 (One)	Essential Qualification: (i) 10 th pass from a recognised board. (ii) Three years' experience of driving. (iii) Valid Driving License of Heavy Motor Vehicle (HMV).	11,000/-

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. These posts are purely temporary and on contractual basis for 11 months No Other benefits will be given.
2. 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 08.09.2023 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.
3. If necessary, an elimination test will be arranged.
4. Last date of online submission of application is 31.08.2023, 05:30 PM.
5. Eligible candidates shall be communicated for the further process via email.
6. After further process tentative date for joining will be with-in one week of issuance of appointment letter.
7. 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.
8. 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.
9. Link for online Application and related information are available on the University website www.gujaratvidyapith.org.
10. The online application will be scrutinized by competent authority and only the eligible candidate will be communicated by email.
11. 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.
12. Gujarat Vidyapith will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
13. Candidates are requested to visit the website www.gujaratvidyapith.org regularly for updated, if any.
14. The Submission of application form is acceptable only through online mode.
15. Please use CAPITAL LETTERS for filling the form.
16. Application incomplete in any respect will not receive any consideration at all.
17. Candidates must pay an online application fee Rs. 500/- for each post. Application processing fee shall not be refunded under any circumstances.
18. 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.

19. 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.
20. Canvassing in any form on behalf of any candidate will lead to disqualification of such candidates.
21. Separate application along with separate application fee should be submitted for each post.
22. Qualification and Experience will be reckoned as on the last date of submission of online application i.e.31.08.2023.
23. 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 basic of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
24. No TA/ DA will be paid.
25. 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.
26. Interview will be commenced either Physical/Online/Hybrid mode.
27. 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.
28. Candidates appointed shall be governed under the JSS/Gujarat Vidyapith rules.
29. Feel free to send Email (recruitment@gujaratvidyapith.org) for any query related to this process.
30. Guidelines to fill online application form as per Annexure – I.
31. 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)
Registrar
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.