EMPLOYMENT NOTICE

ADVERTISEMENT NO: 01 /2018   **Date: 26.02.2018**

Last Date: 13/03/2018

Online application from the eligible candidates are invited in prescribed preform for the **contractual** post of **Director(Graduate School of Engineering /Technology), Deputy Director, Computer Programmer, Research Assistant, Administrative Assistant, Project Officer, Network Administrator and Database Administrator .** We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

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 250/- through net banking whereas the candidates belonging to **SC/ST/WOMAN/PD** are exempted from payment of fees.

Last date of applying online is **13/03/2018 (up to 13:00 p.m.).** And Last date for submitting the print out of an online application along with all the requisite documents is **20/03/2018**.

PLACE: AHMEDABAD

Sd/-
DATE: 26/02/2018   **I/C REGISTRAR**

GUJARAT TECHNOLOGICAL UNIVERSITY
(Established Under Gujarat Act No.: 20 of 2007)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Advertisement No. 01/2018

Sr. No.	Name of the Post	Specification	Pay	No. of Post
1	Director(Graduate School of Engineering/Technology)		37400-67000 + 9000	1
2	Deputy Director		15600-39100+6000	2
3	Computer Programmer	A	Rs.30,000/- Fix per month	7
		B	Rs.35,000/- Fix per month	1
4	Research Assistant		Rs.22,000/- Fix per month	6
5	Administrative Assistant		Rs.22,000/- Fix per month	10
6	Project Officer		Rs.30,000/- Fix per month	2
7	Network Administrator		Rs.25,000/- Fix per month	1
8	Database Administrator		Rs.40,000/- Fix per month	2

Note: No. of post are tentative, it may increase or decrease.

The appointment of above said post are for a period of 11 months (purely on contractual basis).

The Candidates interested to apply for the above posts may apply online and send the printout of online application format along with all the requisite documents, fees etc. to the **I/C Registrar, Gujarat Technological University, Nr.Vishwakarma Government Engineering College, Nr.Visat Three Roads, Visat - Gandhinagar Highway, Chandkheda, Ahmedabad – 382424 - Gujarat,** with the post applied for clearly super scribed on the envelope by Registered Post/Speed Post or By Hand, latest by **20/03/2018**

Details of Minimum Qualification and Experience required for all the posts:

Sr. No.	Minimum Qualification and Experience
1	**Director(Graduate School of engineering /Technology):-** **Essential Qualifications & Experience:** Ph.D. with first class in Master of engineering /Technology. In addition, the candidates should be eminent persons in their fields of specialization with outstanding academic record throughout. candidate should have 15 years of experience in teaching /research out of which 10 years must be at the level of professor or above in reputed educational institutes/research organizations N.B.: The appointment shall be in the scale of Rs. 37400-67000 G.P. 9000/-.However, retired candidates shall be offered Rs. 80000/- fix per month. **Age:** Below 65 years. **Pay Band (Rs.):** 37400-67000 + 9000 (G.P.).
2	**Deputy Director: (Pay Scale Rs. 15600 – 39100 + 6000)** **Essential:** I. First class in Master's Degree in appropriate branch of Engineering (Eng.) & Technology (Tech.). II. **Experience:** Eight years' experience at supervisory level out of which, at least four years' experience in teaching or research, educational planning or administration, training etc. in central or state government or university **OR** Other Institutions of Higher Education or Autonomous Bodies or PSUs. III. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time. **The following are considered as desirable:** • Should have qualified Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test–SLET/ SET).

- NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.
- Teaching, research/industrial and/or professional experience in a reputed Organization.
- Success in obtaining research grants; Post Ph.D. publications in high impact journals and tier 1 conferences; successful guidance of project work/ dissertation of PG/Research Students or supervising R&D projects in industry.
- Experience of obtaining patents and working with IPR issues.
- Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.

OR

Essential:

First Class Master's Degree in Business Management/Administration/in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/accredited by the AICTE /UGC.

OR

First Class graduate and professionally qualified Charted Accountant/Cost and Works Accountant/ Company Secretary of the concerned statutory bodies.

I. **Experience:** Eight years' experience at supervisory level out of which, at least four years' experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institutions of Higher Education or Autonomous Bodies or PSUS.

II. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time.

The following are considered as desirable:

- Candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by ICAR, University Grant Commission (UGC) Council of Scientific and Industrial Research (CSIR) or similar test accredited by the University Grants Commission/State Government.
- Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).
- NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment. Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree)

	Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
	• NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.
	• Teaching, research, industrial and/or professional experience in a reputed organization.
	• Papers presented at Conferences and/or published in refereed journals.
	• Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.
	• Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.
3(A)	**Computer Programmer(A):** **Essential Qualifications & Experience:** **Minimum Qualification:** First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). **Minimum Experience: 2** Years **The applicant should have exposure/aptitude in more than one of the following broad areas:** • Experience in .NET with C# and MS-SQL including ASP.NET • Experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking. • Experience in Cloud Computing /Exposure on AWS • Knowledge of Network/ Distributed/ Web based applications and their security. • Develop document and conduct technical training sessions for end users.
3(B)	**Computer Programmer(B):**

	Essential Qualifications & Experience: **Minimum Qualification:** First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). **Minimum Experience:** • 3 Years(Preferred experience at university level) **The applicant should have exposure/aptitude in more than one of the following broad areas:** • Experience in .NET with C# and MS-SQL including ASP.NET • Experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking. • Experience in Cloud Computing /Exposure on AWS • Knowledge of Network/ Distributed/ Web based applications and their security. • Develop document and conduct technical training sessions for end users.
4	**Research Assistant** **Minimum Qualification and Experience:** The candidate must have a B.Tech /B.E. in any stream of Engineering with at least six months work exposure with any Incubator, co-working space or innovation centre. **Skills /Additional requirement** *Preferable*: Candidate should have ability to coordinate various innovation and entrepreneurial activities like boot camps, hackathons, start-up conference, and innovation related workshops and lead student initiatives covering innovation and entrepreneurship. Candidate should have self-participated in entrepreneurial activities at any incubator, university incubation systems or arranged by any innovation/entrepreneurship promoting national or state organisation. He/she should have ability to lead large initiatives involving students and academic stakeholders and should have ability to design and lead initiatives. Good communication and interpersonal skills with public outreach capabilities will be in need. Candidates with aptitude of documentation and analytical /research inclination in the field of innovation and start-up would be preferable. Candidate with interest in student entrepreneurship and such initiatives/organisation will be helpful.

	AGE: Not exceeding 30 years.
5	**Administrative Assistant:** **Essential Qualifications & Experience:** (I) B.E./M.E/MBA/MCA with first class OR (II) Master's Degree with first class in computers/ IT related any other discipline with good knowledge of creating and managing web-sites and working in a computerized environment. **AGE:** Not exceeding 35 years.
6	**Project Officer** **Minimum Qualification:-** Candidate having first class in BE/MBA/PGDM and having self-started/founder/co-founder and run start-up /enterprise at least for 1.5 years or having worked with any reputed incubation centre/entrepreneurship organization for minimum 1.5 years fulltime in incubation and allied activities. Candidate should have entrepreneurial capabilities and having idea about present Indian and other start-up ecosystem. **Experience**: - Candidates must have strong inclination towards student start-up initiatives and building start-up ecosystem involving university students, incubators and other actors. - Candidate must have ability to work with multiple stakeholders in the field of innovation and entrepreneurship and lead some of the self-conceived initiatives at GTU. - If candidate would have self-started an enterprise as Student Start-up it would be advantage. - Candidate must have experience and exposure to various kind of student start-up initiatives, activities , policy interventions - Candidate should have passion and skill to implement GTU's student start-up policy and related initiatives. - Candidate should have basic idea about innovation and start-up value chain and idea about activities and processes required for a co-working space and incubator. - Candidate should have clear idea about how he/she can build a student start-up network, ecosystem, incentives involving all GTU colleges.

7	**Network Administrator:**
	Essential Qualifications & Experience: BCA/PGDCA/Diploma (Computer/IT) MCA/BE-Computer/ BE –IT with at least **3 years of experience** as Network Administrator. The candidate is expected to join as team member with focus on networking and planning for different aspects of GTU infrastructure. **The applicant should have exposure/aptitude in more than one of the following broad areas:** - Configure and maintain the organization's internal computer network. - Manage network security tools, e.g., firewall, anti-virus and intrusion detection systems. - Identify, troubleshoot, solve and document network connectivity and performance issues. - Install and support telephones and other networked telecommunication devices. - Monitor network performance and optimize the network for optimal speed and availability. - Install, configure and maintain network hardware, for example, Cisco routers and switches. - Deploy, configure and upgrade network software, such as, enterprise antivirus or diagnostics programs. - Implement and maintain emergency backup and restore systems for mission-critical network servers. - Network administrators regulate user access to sensitive files to protect against internal security breaches. - In smaller companies, network administrators are often responsible for end-user desktop support, and the maintenance of servers and other networked devices. - Candidate having certification related system maintenance / installation or networking will be given preference.

8	**Database Administrator:** **Essential Qualifications & Experience:** **Minimum Qualification:** First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). **Minimum Experience:** 2 Years **The applicant should have exposure/aptitude in more than one of the following broad areas:** • Experience in Ms-SQL Database • Database administrator (DBA) is responsible for the performance, availability, integrity, security, confidentiality and reliability of a database. • Involved in the planning and development of the database as well as troubleshooting any issues on behalf of the users. • Recovery of DB in case of Disaster. • Integration of Databases and centralization of whole university database(s). • Data Migration from different Data sources • Data Extraction through writing SQLs/Procedures etc. • Developing, Managing and testing back-up and recovery plans • Installing and testing new versions of the Data Base Mgt. System. • Managing databases in server / cloud environments. • Candidate having certification in related area will be given preference.

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

A. FILLING UP THE APPLICATION FORM:

1. Visit the University website http://www.gtu.ac.in/Recruitment.asp

☐Detailed Advertisement No.01/2018 for Recruitment in PDF format *Click to Open*

☐Online Application Login *Click to Open*

☐SBI Collect. *Click to Open*

2. Separate application should be made for each post.

3. Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details. Put scan copy of your photograph and signature. Submit the form. For fees payment *Click Here*. For Online Payment: Fill the details of challan, make payment (through cards/Internet banking) and take a print of Challan. For Offline payment fill the necessary details in challan and take a print of **Pre Acknowledgement Payment Form**. Take it to the nearby SBI branch and deposit the fees in the bank. Bank will return Depositor's Copy of the filled challan. After completing the fees payment procedure you need to fill the Journal No. and date of fees payment in the online application form. Once the online application form is completely filled submit it and get printout of the same and send it along with depositor's copy of bank challan, self-attested photo copy of all necessary certificates, photographs and endorsement from the current employer (if applicable) through Speed post/Registered/By hand to **The I/C Registrar, Gujarat Technological University University Campus, 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. 20.03.2018)** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.

4 . Documentary proofs of previous experiences and academic qualifications 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. Depositor's copy of bank challan (**Exempted for SC/ST/PD/Woman category candidates**) should be sent invariably along with the printout of application form, otherwise application will be summarily rejected.

7. Before filling / submitting the application form you are advised to go through the qualifications mandatory for the post and make sure that you possess the same.

8. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**

9. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel**.

10. 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.
SUCH APPLICATION THROUGH PROPER CHANNEL RECEIVED AFTER LAST DATE SHALL NOT BE CONSIDERED.

B. MAILING THE APPLICATION FORM:

1. The application form should be sent to **The I/C Registrar, Gujarat Technological University University Campus, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424**. Applicants are advised to submit the applications to the University 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.

2. The required qualifications/experience/age shall be considered as on closing date.

3. The applicant must ensure that he/she fulfils the eligibility criteria for the post.
4. Candidates with requisite qualifications acquired from recognized University / Institutions can only apply.
5. Candidates should enclose SELF attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
6. The University reserves the right to fill or not to fill any or all posts.
7. 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 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 services shall be liable to be terminated.
8. 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, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. 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.
10. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
11. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
12. Selection will be made on the basis of candidates' previous record and their performance in the process of selection. Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record would be some of the important criteria for selection for the teaching positions. Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research.

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Sd/-

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Date: 26/02/2018   **I / C REGISTRAR**

Documentary proofs of 1. Education Qualifications 2. Age Proof 3. Previous & Present job experiences 4. Research Paper Published & others documents indicated in the application should invariably be sent along with the application, failing which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.