



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

No.GTU/Emp_Noti /Rect/2015/3808

Date: 27/03/2015

EMPLOYMENT NOTICE
ADVERTISEMENT NO. 03/2015

The University invites online application in prescribed format for appointment of the following posts purely on contract.

Sr. No.	Name of the Post	Pay	No. of Post(s)
1	Deputy Director	Pay band of Rs. 15600 – 39000 + 6000 per month	05
2	Trainer/ Instructor	Rs.30,000/-Fix per month	06
3	PA to Registrar	Rs.12,000/-Fix per month	01
4	Research Assistant (IPR)	Rs.20,000/-Fix per month	01

Essential qualification, pay, general conditions, online application guidelines and other details are clearly specified in detailed advertisement available on University website www.gtu.ac.in. Interested candidates may apply online and send the print-out of online application along with all the requisite documents, fees etc. (with the post applied for clearly mentioned on the envelope) 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 by Registered Post/Speed Post or By Hand Delivery during office hours in working days. **Last date for receiving the applications is 06/04/2015.**

Position No. (01) Deputy Director & Position No. (03) PA to Registrar are of 11 months contract whereas Position No. (02) Trainer/ Instructor and Position No. (04) Research Assistant (IPR) are of 06 months contract.

PLACE: AHMEDABAD

DATE: 27 / 03 /2015

I/C REGISTRAR



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EMPLOYMENT NOTICE
ADVERTISEMENT NO. 03/2015

The Gujarat Technological University was established vide Gujarat Act No. 20 of 2007. The main objective of the University apart from other is to develop the knowledge of science, engineering, technology, management and environment for the advancement of quality of life of the mankind in general and in relation to the domain of engineering and technological development and applications. The prime objects of the University shall be to create Centres and Institutes of excellence in basic and applied sciences, engineering and technology.

The University invites applications for the post of Trainer Glass Processing purely on contract. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

The No. of Posts, Qualification required/ experience/ pay/ general conditions, application format and other details are mentioned below. Candidates interested may apply online and send the print-out of online application along with all the requisite documents and fees (if applicable) of Rs.250/- (Rupees Two hundred and fifty only) 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, Gujarat** by Registered Post/Speed Post or By Hand Delivery during office hours in working days. The post applied should be clearly mentioned on the envelope. Last date for receiving the applications is **06/04/2015**.

Minimum Qualification, Job requirement, Experience and essential details:

Sr. No.	Minimum Qualifications and other details
01	<p><u>Post: Deputy Director (Pay Scale Rs. 15600 – 39100 + 6000)</u></p> <p>Essential:</p> <p>I. First class in Master's Degree in appropriate branch of Engineering (Eng.) & Technology (Tech.).</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Other Institutions of Higher Education or Autonomous Bodies or PSUs.</p>



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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:

- a. Should have qualified Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test–SLET/ SET).
- b. 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.
- c. 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.
- d. Teaching, research/industrial and/or professional experience in a reputed Organization.
- e. 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.
- f. Experience of obtaining patents and working with IPR issues.
- g. 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:

- I. 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 Chartered Accountant/Cost and Works Accountant/ Company Secretary of the concerned statutory bodies.

- 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.



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	<p>The following are considered as desirable:</p> <ol style="list-style-type: none">I. 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.II. Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).III. 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, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.IV. 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.V. Teaching, research, industrial and/or professional experience in a reputed organization. .VI. Papers presented at Conferences and/or published in refereed journals.VII. Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.VIII. Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.
02	<p><u>Post: Trainer / Instructor</u></p> <p>Minimum Qualification: Diploma in Civil or Mechanical Engineering with minimum 10 years or B. E. Civil or B. E. Mechanical Engineering with 3 years' experience.</p> <p>Job Requirement: Training quality workmen, supervisors, quality testing engineer, site engineer and design engineers for glass fabrication or construction technology and installation industry. Competence in hands on jobs working in the area will be required to be done.</p> <p>Experience: Hands-on experience in teaching/ laboratory in charge in technical institute (Degree /Diploma/ ITI institute), shop floor, manufacturing/ glass fabrication/ fabrication experience will be given preference.</p> <p>Essential Qualities: Over-riding preference will be for hands-on experience, as given above. Alternatively hands on working competencies will have to be acquired fast so that the person can do the job. <u>Person should be ready to work with his/her own hands.</u></p> <p>Age: Not more than 40 years.</p>



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03.	<p><u>Post: PA to Registrar</u></p> <p>Minimum Qualification: First class graduate with PGDCA or equivalent. Experience: 2 Years' experience of Administrative /Secretarial work. Age: Not exceeding 30 years</p>
04.	<p><u>Post: Research Assistant (IPR)</u></p> <p>Minimum Qualification: M. Pharm /ME /M. Tech, with First Class or equivalent either in Bachelors or Master's Degree. Experience: Minimum 1 year experience in the field of IPR/Patents. Desirable: (i) PG Diploma in IPR from any recognized University. (ii) Ph.D. or equivalent in appropriate discipline. (iii) Patents applied/Published/Granted. Age: Not more than 40 years.</p>

It is expected from the candidates that he/she should:

1. Have knowledge of various software.
2. Possess adequate exposure in handling one or more functions related to General Administration/Housekeeping/ Purchase/ Service matters/Office management/ Establishment/Accounts & Finance/HR/Legal in a computerized environment.
3. Possess good communication and analytical skills and aptitude for drafting/noting in English and Gujarati. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
4. All recruits are expected to work in a computerized environment.

NOTE:

- I. The reservation policy for the SC/ST/SEBC/PH/EX-SERVICE MAN and WOMAN shall be as per Government of Gujarat Contractual Staff Recruitment Norms.
- II. The University reserves the right to increase/ decrease the number of vacancy, fill or not to fill any or all the vacancy advertised depending on the circumstances.

□ 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.03/2015 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.



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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) 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. 06/04/2015**) 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. Depositor's copy of bank challan (**Exempted for SC/ST/PH/Woman category candidates**) should be sent invariably along with the printout of application form, otherwise application will be summarily rejected.
6. 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.
INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED
7. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel**. 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 OF APPLICATION 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.



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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 interview.

Date: 27/03/2015

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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 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.