



Date: 01/02/2016

EMPLOYMENT NOTICE

ADVERTISEMENT NO. 01/2016

The University invites online application in prescribed format for appointment of the following post purely on contract for 11 months.

Sr. no.	Name of the Post	Pay	No. of
1	Legal Officer	Pay band of Rs. 37,400 – 67,000 + 9000 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/Recruitment.asp. Interested candidates should apply online and send the print-out of online application along with all the requisite documents, fees (if applicable), etc. (with the post applied for clearly mentioned on the envelope) to **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.

- **All those candidates who have applied earlier in our advertisement no. 04/2015 need not apply again. Their application will be considered for this advertisement, if found eligible.**

Last date for receiving the application is 15/02/2016

PLACE: AHMEDABAD

DATE: 01/02/2016

I/C REGISTRAR

EMPLOYMENT NOTICE

ADVERTISEMENT NO. 01/2016

Detailed Advertisement

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 contractual post of Legal Officer for Grievance Redressal Cell. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Number of Posts, Qualification required/ experience/ pay/ general conditions, application format and other details are mentioned below. Candidates interested should apply online and send the print-out of online application along with all the requisite documents and fees Rs.250/- (if applicable) 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 **15/02/2016**.

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

Sr. No.	Minimum Qualification and Experience
1.	<p>Legal Officer:</p> <p><u>Minimum Qualification and Experience:</u></p> <p>1. Master's Degree in Law with minimum B+ with five years standing experience at the Bar</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Law with ten years' experience as a Law Officer in a University or a reputed educational institution</p> <p style="text-align: center;">OR</p> <p>LL.B. with fifteen years standing at the Bar or twelve years' experience as Law Officer in a University or a reputed educational institution</p> <p>2. Experience of handling RTI applications in a University or a reputed educational institution is highly desirable.</p>

Important Note:

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:

- 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.
- 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.01/2016 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. **15/02/2016**) 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/PH/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



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(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

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 interview. 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.

Date: 01/02/2016

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.