



# 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 'A' by NAAC)

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No. 395/Est./Teaching/Advt./2020-21

Date: 18.08.2020

### EMPLOYMENT NOTIFICATION NO.02/2020-2021

### ADVERTISEMENT FOR VARIOUS TEACHING POSITIONS

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. Students are free to take examination in English and other Indian languages with prior permission. But it is expected that teachers pick up Gujarati within a short time.

The University is looking for qualified, accomplished and committed faculty members who believe in institution-building and have a passion for academic excellence through teaching and quality research. Online submitted Applications are invited from eligible and suitable persons for direct recruitment to faculty positions in various subjects on regular basis through open competition on all India 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:

Date of Commencement of online Application	07.09.2020
Last date of online Application	06.10.2020 Up to 5:30 PM
Last date of receipt of hardcopy of online application along with all enclosures (Only by R.P.A.D. - including postal processing days)	16.10.2020

### DETAIL OF TEACHING POSITIONS:

Sl. No.	Subject	Name of Posts	Academic Pay Level and Pay Range (in Rs.) in Pay Matrix (7 <sup>th</sup> CPC)	Category	No. of Posts
1	English	Associate Professor	13A (1,31,400 - 2,17,100/-)	UR-01	01
2		Assistant Professor	10 (57,700 - 1,82,400/-)	UR-01	01
3	Yoga	Assistant Professor	10 (57,700 - 1,82,400/-)	UR-02	02
4	Sanskrit	Assistant Professor	10 (57,700 - 1,82,400/-)	UR-02	02
<b>TOTAL</b>					<b>06</b>

UR=Unreserved

**EDUCATIONAL QUALIFICATIONS:** Minimum Educational Qualifications, Experience and Publication etc. for all the posts shall be applicable as prescribed by the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 and amended from time to time.

**1. ASSOCIATE PROFESSOR:**

**Eligibility**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

**2. ASSISTANT PROFESSOR:**

**Eligibility (A or B)**

**A.**

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

**Note:** NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

- B.** The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:
- (i) Quacquarelli Symonds (QS)
  - (ii) The Times Higher Education (THE) OR
  - (iii) The Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

*Note: The Academic score as specified in Appendix II (Table 3A) for Universities (as per UGC Regulations, 2018) shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

**FOR YOGA DISCIPLINE:**

**1. ASSISTANT PROFESSOR:**

**Eligibility (A or B):**

- A.** Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

**OR**

- B.** A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga\* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*\*Note:* Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations.

**GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:**

1. Only online applications with required uploaded enclosures will be accepted. Applicants must send **ONE** duly signed hard copy of the application only by R.P.A.D. to the "Registrar, Gujarat Vidyapith, Ashram Road, Nr. Income Tax, Ahmedabad – 380014" on or before **16.10.2020** along with receipt of the application fees paid, if applicable, and all self-attested testimonials, certificates and all supporting documents relating to Academic Performance Indicators (API) wherever required or else the application will not be considered. Applicants must produce original testimonials, certificates and other documents on or before written test/skill test and/or interview, if called.
2. The application should be addressed to "The Registrar, 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 **06.10.2020** till **5:30 p.m.**
4. The candidates must possess the required qualifications at the time of last date fixed for online applications in the notification by the University *i.e.* **06.10.2020.**
5. Candidates for the post of Associate Professor must fill-in and attach Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) along with the hardcopy of Online Application form, failing which the applications will be summarily rejected.
6. Candidates for the post of Assistant Professor must fill-in and attach Short-listing criteria in the format provided along with the hardcopy of Online Application form, failing which the applications will be summarily rejected.
7. Incomplete application in any respects will not be considered.
8. Experience and qualification will be reckoned as on last date for submission of online applications. No updating of qualification and experience will be entertained after the last date.
9. 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 delay due to other unforeseen events or circumstances. The University will not be responsible for any postal delay at any stage.
10. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
11. The candidates who are eligible as per the UGC Regulations, 2018 (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University), amended from time to time, only need to apply.
12. The time taken by the candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to stake claim for appointment to the teaching positions.
13. 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.
14. The candidates applying for the posts of Associate Professor/Assistant Professor must enter the relevant Research/Academic score in the Format provided in online application. The Research score provided against the given categories in each column must be supported by documentary evidence and copies of full research paper/publications must be attached with hardcopy of online application, failing which no claim on account of Research/Academic score would be considered.
15. Candidates applying for the post of Associate Professor shall necessarily submit self-attested copies of minimum top seven (One copy each) full-length research papers/books, along with their applications.
16. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
17. 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 and additional application processing fee along with each application.
18. The 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.
19. The 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 have undesirable clandestine

antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.

20. 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 candidates.
21. For reserved posts, a relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
22. The candidates belonging of reserved category can apply for the unreserved posts however all the criteria as applicable to unreserved category posts will be applicable to all such candidates except application fees.
23. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
24. All the terms and conditions laid down in the Gujarat Vidyapith, Teaching Staff Recruitment Rules, 2018 is applicable mutatis and mutandis.
25. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the UGC/GoI from time to time.
26. 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 written test/skill test and/or interview.
27. The University reserves the right to restrict the candidates to be called for written test/skill test and/or interview 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 written test/skill test and/or interview 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 written test/skill test and/or interview. Selection will be made on the basis of candidates' overall record and performance in the interview. The University may utilize any other mode as a method of selection.
28. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
29. Candidates already in service must submit a NOC along with Vigilance Clearance Certificate from their employer and forward their applications (hard copy) through proper channel. In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on

- the advance copy). If the original application through proper channel has not been received by the University by the last date mentioned in this employment notification, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate from his/her employer to the University at the time of written test/skill test and/or interview, failing which he/she shall not be allowed to appear at the test or interview, as the case may be.
30. Every person appointed permanently to a post in the University by direct recruitment, shall be on probation in such post for a period of two years. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, to give him/her a chance for improvement. In case there is no perceivable improvement during the extended period of probation or a probationer has committed misconduct or misbehavior, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice or by depositing one month's salary in lieu of notice under the CCS (Temporary Service) Rules.
  31. Where a person has not completed his/her probation satisfactorily, the appointing authority may, terminate his/her services under the University without notice and assigning any reason thereof.
  32. Medium of instruction at all levels is generally in Gujarati; hence knowledge of Gujarati/Hindi is basic requirement.
  33. Age of superannuation for all the positions shall be as per UGC/Govt. of India norms.
  34. The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as in force as amended from time to time. However, if the selected candidates entered into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31<sup>st</sup> December, 2003, satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29<sup>th</sup> August, 1984 read with Department of Pensions and Pensioner Welfare, O.M. No.28-(10)/84-P&PW/Vol. II dated 7<sup>th</sup> February, 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules, 1972, they will continue to be governed by the old pension scheme. They will be eligible for counting of their past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29<sup>th</sup> August, 1984 read with O.M. dated 7<sup>th</sup> February, 1986 subject to payment of pro-rata retirement benefits for their past services to this University and submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004-P&PW(B) dated 26<sup>th</sup> July, 2005 as modified vide O.M. of even no. dated 28<sup>th</sup> October, 2009 and UGC's letter No.F.6-1/2010 (DU) dated 13.09.2012 with the copy of the letter No.F.19-20/2005-IFD dated 22.02.2006 of the Government of India, Ministry of Human Resource Development to take up the appointment offered by this University where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31<sup>st</sup> December, 2003. Similarly, candidates coming from NPS and opting for counting of earlier services shall have to facilitate for bringing contributions for said service will be the responsibility of the candidate concerned. Any further instructions issued from time to time by the Department of Pensions and Pensioners' Welfare of Government of India amending from time to time, the above instructions will be applicable for the purpose.
  35. Notwithstanding anything contained herein, the University reserves the right to: (a) offer the post at the level lower than that advertised depending upon the qualifications, experience and performance of the candidates, by relaxing any of the requirements; (b) draw reserve panel(s)

against the possible vacancies in the future; (c) consider "in-absentia" the candidature of those who may or may not have applied, or may have applied for higher positions; (d) relax any of the qualifications/experience at its discretion and I not to fill-up any or all of the advertised positions.

36. The 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 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/MHRD/GoI from time to time.

37. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong/incomplete address provided by the candidates.

38. No TA/DA will be paid for attending interview. The outstation candidates belonging to the SC/ST/PwBD categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route only on production of necessary documents. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST/PwBD candidates who are already in Central/State Government service/or holding any other employment under Government/Government-aided Universities/Autonomous Bodies/PSUs/Local Governments/Panchayats.

39. 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 University website.

40. For the posts of Senior Professor and Professor, 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. The Screening Committee shall not relax the essential qualification as prescribed in the advertisement and the recruitment rules/regulations. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised.

41. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Gujarat Vidyapith 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.

42. Fake/Derecognized Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.

43. The applications received shall be screened as per screening guidelines published in UGC Regulations, 2018, amended from time to time.

44. The character of a person for direct recruitment 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.

45. The selected candidate shall produce a medical fitness certificate from the Medical Board issued by a Government Hospital for Group A post prior to his joining. In cases where a medical fitness certificate cannot be obtained by the Medical Board prior to his/her joining, the candidate may join provisionally at the post of appointment by submitting the medical fitness certificate issued by the Government Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital. The candidate will have to submit medical fitness certificate issued by Medical Board within six months, failing which the appointment of the candidate will be cancelled. The Vice Chancellor may extend the time limit for submitting medical fitness certificate issued by Medical Board in case if the candidate fails to obtain the medical fitness certificate within six months due to unavoidable circumstances.

In cases where a person has already been examined by a Medical Board in respect of the previous appointment and if standard of medical examination prescribed for the new post is the same, then will not be required to undergo a fresh medical examination. For this purpose, the candidate will submit a copy of the medical certificate duly countersigned by the designated officer of the Organization/University.

46. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of University/UGC/GOI.
47. The person appointed against any post shall be governed by the Rules of the University and also the CCS (Conduct) Rules, 1964, the CCs (CCA) Rules, 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.
48. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
49. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The 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.
50. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
51. At the time of recruitment, an 'Undertaking' shall be executed between the University and the employee concerned for such categories of staff as provided by the University, and a copy of the same shall be deposited with the Registrar.
52. 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.
53. The appointing authority for various teaching posts in the University, shall be Vice-Chancellor, subject to recommendation of the Selection Committee and ratification of the Board of Management.
54. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University. If the advertisement for any post is withdrawn/cancelled by the



University, the application fee collected from the candidates shall be refunded.

55. Any notification regarding the employment notification will be posted on University website only. Candidates in their own interest are advised to check regularly the University website [www.gujaratvidyapith.org](http://www.gujaratvidyapith.org). They should also regularly check their email account for updates.

56. Guidelines to fill online application form as per Annexure-I.


57. Application fees:

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. Bharat Joshi)  
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 [www.gujaratvidyapith.org/employment](http://www.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 only 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) Payment (except for fee exempted Candidates)
    - iii) Educational Qualifications
    - iv) Employment Details
    - v) Academic Performance Indicator (API)
    - vi) Reference and Other Details
    - vii) 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 registration of Online Application. Candidates will not be able to edit Online Application once submitted.
7. On successful completion of your 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.