

GUJARAT UNIVERSITY
AHMEDABAD 380009
EMPLOYMENT NOTICE
ADVERTISEMENT NO.NT/01/2022

The number of posts, Minimum Qualifications, Experience, Pay, General Conditions and other details are as given below. Interested candidates may apply online by paying (ONLINE) required application processing fee of Rs.650/-(For General category candidates) and Rs.400/- (For SC/ST/SEBC/EWS/PD category candidates) before the last date prescribed i.e. 03/11/2022.

Sr. No.	Name of Post	Pay Scale + Grade Pay	No. of Position	Category
1	Director College Development Council	37400-67000 (GP 8900)	1	UR
2	Principal Scientific Officer	15600-39100 (GP 7600)	1	UR
3	Chief Accounts Officer	15600-39100 (GP 6600)	1	UR
4	Director Physical Education	15600-39100 (GP 6600)	1	UR
5	Deputy Registrar	15600-39100 (GP 6600)	1	UR
6	Press Manager	15600-39100 (GP 6600)	1	UR
7	Librarian	15600-39100 (GP 6600)	1	UR
8	Senior Scientific Officer	15600-39100 (GP 6600)	1	UR
9	System Analyst	15600-39100 (GP 6600)	1	UR
10	System Engineer	15600-39100 (GP 6600)	1	UR
11	Assistant Registrar	15600-39100 (GP 5400)	2	SEBC – 01 ST-01
12	Programmer	15600-39100 (GP 5400)	1	UR
13	University Engineer	15600-39100 (GP 5400)	1	UR
14	Lady Medical Officer	15600-39100 (GP 5400)	1	UR
15	PA to Registrar Cum Office superintendent	38,090/-*	1	UR
16	Stenographer Grade-1	38,090/-*	1	UR

17	Technical Assistant	38,090/-*	1	UR
18	Deputy Engineer (Civil)	38,090/-*	1	UR
19	Senior Technical Assistant (Electronics)	38,090/-*	1	UR
20	Senior Computer Operator	38,090/-*	1	UR
21	Senior Pharmacist	31,340/-*	1	UR
22	Glass Blower	31,340/-*	1	UR
23	Job receptionist	19,950/-*	1	UR
24	Tap Disc Librarian	19,950/-*	1	UR
25	Cook Cum Care Taker	19,950/-*	1	UR
26	Junior Clerk	19,950/-*	92	SC -07 ST-14 SEBC-26 EWS-09 UR-36

***As Per Finance Department Resolution No.KRC-2002-57-Part-2-z-1 dated 18/01/2017.**

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

GENERAL INFORMATION:

1. University will conduct direct interview for the post of Director College Development Council, Principal Scientific Officer & Director Physical Education for Selection of Candidate.

2. The Gujarat University will conduct 2(two) test for Selection of Candidate (Sr. No. 3, & 5 to 26) whenever applicable:

(1) The First test is Preliminary test

(2) The Second Test is Subject / Technical Proficiency test.

(1) Preliminary Test (Objective type- MCQs-OMR Based)

The Preliminary Test will be conducted for Screening for all the Posts (Sr. No. 15 to 26) of 120 marks of 2 (Two) Hours Duration.

Language of the Question Paper shall be Gujarati and English.

The Question Paper of Preliminary test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 mark and of OMR Based. For every wrong answer, shall be Negative Marking of 0.25 Mark.

The Syllabus for this Preliminary Test and approximate weight of marks are as follows (OMR based):

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|----|---|-----------------|
| a) | English Language - of the level up to 12 th Standard Level: | 12 marks |
| b) | Gujarati Language - of the level up to 12 th Standard Level: | 12 marks |
| c) | General Knowledge, Reasoning, Arithmetic, Current Affairs, Indian History and Geography, Analytical Reasoning, Mental Ability, Sports, etc. | 84 marks |
| d) | Basics of Computer Application - Equivalent to CCC Level: | 12 marks |

The Minimum passing standard for Preliminary Test is 50% (without rounding off) for General Category and 45% (without rounding off) for SC/ST/SEBC and PH Category.

(2) Those candidates who clear the Preliminary test will be required to appear for Subject/Technical Proficiency Test of 120 Marks of Two (2) Hours.

The question paper of subject/technical proficiency test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 Mark. For every wrong answer, there shall be Negative Marking of 0.25 Mark. Language of the Question Paper shall be Gujarati and English. Duration of the Test shall be 120 Minutes.

The Post-wise detailed syllabus for Subject/Technical Proficiency Test is as follows:

1. **Chief Accounts Officer***

a)	Computer Skills	60 Marks
b)	Financial Accounting Methods/ Audit/ Tally & Accounting related Software, Financial Management related to Institution like University, RTI Act, University & UGC Acts, etc., GST, IT rules, Banking and Financial Institutions and their functioning	60 Marks

2. Deputy Registrar & System Analyst*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, Law, etc.	60 Marks

3. Press Manager*

a)	Computer Skills	60 Marks
b)	Press Activities and Functioning, Print and electronic media, printing technology, Factory Act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, Law, etc.	60 Marks

4. Librarian*

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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5. Senior Scientific Officer *

a)	Computer Skills	60 Marks
b)	Electronics and communications, Instrumentation, Scientific and sophisticated instruments, purchase, maintenance and repair, Project proposals and funding agencies, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

6. System Engineer * & Programmer*

a)	Discrete Structures and Optimization, Computer System Architecture, Different Programming Languages/ tools and Computer Graphics, Database Management Systems, System Software and Operating System, Software Engineering, Data Structures and Algorithms, Theory of Computation and Compilers, Data Communication and Computer Networks, Artificial Intelligence (AI), Machine Learning (ML)	120 Marks
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7. Assistant Registrar*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

8. University Engineer*

a)	Computer Skills	60 Marks
b)	Civil and electrical materials, R&B Rules and regulations, BU Permission, tender inventory, town planning, maintenance, purchase, Factory act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

9. Lady Medical Officer*

a)	Computer Skills	60 Marks
b)	Various forms of Medical practices, their norms and regulations, medical instruments, various medical councils, Treatments and clinical approaches, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

10. P.A. to Registrar cum Office Superintendent & Stenographer Grade-I*

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Knowledge of English Stenography, Office management , Communication Skills, etc.	60 Marks

11. Technical Assistant*

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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12. Deputy Engineer (Civil)

a)	Computer Skills	60 Marks
b)	Civil and electrical materials, R&B Rules and regulations, BU Permission, tender inventory, town planning, maintenance, purchase, Factory act, General Administration related to University Functioning, University & UGC Acts, GCSR, Communication Skills, RTI Act, etc.	60 Marks

13. Senior Technical Assistant (Electronics)

a)	Computer Skills	60 Marks
b)	Electronics and communications, Instrumentation, Scientific and sophisticated instruments, purchase, maintenance and repair, Project proposals and funding agencies, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

14. Senior Computer Operator

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, Inward/Outward register, tendering and purchase process, GCSR, University, UGC and RTI Acts, etc.	60 Marks

15. Senior Pharmacist

a)	Computer Skills	60 Marks
b)	Fundamentals of medicines, drugs, various medical tests, Basics of Health care, pharmacology, purchase, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

16. Glass Blower

a)	Computer Skills	60 Marks
b)	Glass and Ceramic materials, Glass blowing techniques and equipments, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

17. Job Receptionist

a)	Computer Skills	60 Marks
b)	Communication skills, Placement related activities, Communication tools, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

18. Tap Disc Librarian

a)	IPR and Legal Issues - Categories, Conventions, Treaties, Laws; Plagiarism: Concept and Types; Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network; International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS); Library Resource Sharing and Library Consortia – National and International; General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, Library Functioning, Library Science and Related Software, etc.	120 Marks
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19. Cook cum Care Taker

a)	Computer Skills	60 Marks
b)	Hotel Management, Food and grain, FSL and Food Testing Laboratories, Cook wears, Recipes and ingredients, General Administration related to University Functioning, University & UGC Acts, GCSR, RTI Act, Law, etc.	60 Marks

20. Junior Clerk

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, Inward/Outward register, tendering and purchase process, GCSR, University, UGC and RTI Acts, etc.	60 Marks

Note 1) For the posts indicated with ‘*’ - if the numbers of applications received by the University are less, the University may conduct Interview only.

2) Whenever It Is necessary University will take Written Examination.