



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Sector-29, Gandhinagar - 382 030

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F.No.9-4/2019-Admn./875

06/07/2019

EMPLOYMENT NOTIFICATION NO. CUG/04-2/2019-20

ADVERTISEMENT FOR THE NON-TEACHING POSTS AND OTHER ACADEMIC POSTS

Central University of Gujarat (CUG) invites online applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment for following 'Group-A' posts. Printout of Online Application in **ONE** set with all necessary self-attested copy of testimonials, certificates, and documents should be submitted by the eligible candidates to the Central University of Gujarat. Following are the important dates for application:

Date of Commencement of Online Application	08/07/2019
Last date of Online Application	08/08/2019 Up to 5:30 PM
Last date of receipt of hardcopy of online application along with all self-attested enclosures (Including postal processing days)	23/08/2019 Up to 5:30 PM

IMPORTANT NOTE

Candidates who have applied earlier under Employment Notification No. 18/2016-17 dated 19/09/2016 issued by the Central University of Gujarat against below post(s) are required to apply afresh. However, they need not pay the fee(s) again. They need to present the relevant proof of Payment(s) & Application(s).

DETAILS OF NON-TEACHING AND OTHER ACADEMIC POSTS:

Sr. No.	Name of Post	Group	No. of Posts	Category	Pay Matrix As per 7 th CPC	
					Pay Level	Pay Range
1	Registrar*	A	1	UR	14	144200 - 218200
2	Finance Officer	A	1	UR	14	144200 - 218200
3	Controller of Examination	A	1	UR	14	144200 - 218200
4	Librarian	A	1	UR	14	144200 - 218200
5	Deputy Librarian	A	1	UR	12	79800 - 211500
6	Internal Audit Officer	A	1	UR	12	78800-209200

Sr. No.	Name of Post	Group	No. of Posts	Category	Pay Matrix As per 7 th CPC	
					Pay Level	Pay Range
7	Assistant Registrar	A	2	2 [UR-1, PwBD-1 (Cat.-c – OA, OL, OAL, BL)]	10	56100 - 177500
8	Assistant Librarian	A	1	UR	10	57700 - 182400
9	Executive Engineer	A	1	UR	11	67700 - 208700
10	Information Scientist	A	1	UR	10	56100 - 177500
11	System Analyst	A	1	SC	10	56100 - 177500

Abbreviation: UR=Unreserved, SC=Scheduled Caste, PwBD=Persons with Benchmark Disabilities, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, BL=Both Legs.

** The Appointment or Deputation for the post of Registrar shall be subject to the outcome of the SCA no. 3265 of 2018 in the Hon'ble High Court of Gujarat, Ahmedabad.*

DETAILS OF THE POST(S), PAY, QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

1	Name of Post	REGISTRAR
2	Age Limit for Direct Recruits	Preferably below 57 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>

4	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process.)
5	In case of recruitment by deputation, grades from which deputation to be made.	Deputation: As indicated at col.3

1	Name of Post	FINANCE OFFICER
2	Age Limit for Direct Recruits	Preferably below 57 years
3	Educational and other qualifications required for direct recruits	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
4	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process.)
5	In case of recruitment by deputation, grades from which deputation to be made.	Deputation: Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. OR University System/ Other organisation subject to fulfilment of qualification as indicated under col. 6 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.

1	Name of Post	CONTROLLER OF EXAMINATION
2	Age Limit for Direct Recruits	Preferably below 57 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
4	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier.</p> <p>(Eligible for reappointment after observance of due selection process.)</p>
5	In case of recruitment by deputation, grades from which deputation to be made.	<p>Deputation:</p> <p>As indicated at col. 3.</p>

1	Name of Post	LIBRARIAN
2	Age Limit for Direct Recruits	Preferably below 57 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.</p> <p>iii) Evidence of innovative Library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science / documentation / archives and manuscript keeping.</p>

1	Name of Post	DEPUTY LIBRARIAN
2	Age Limit for Direct Recruits	55 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>ii) Eight years' experience as an Assistant University Librarian/ College Librarian.</p> <p>iii) Evidence of innovative library services including integration of ICT in library.</p> <p>iv) A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library</p>

1	Name of Post	INTERNAL AUDIT OFFICER
2	Age Limit for Direct Recruits	56 years
3	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
4	In case of recruitment by deputation, grades from which deputation to be made.	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in Level 11 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>With five years regular service in Level 10 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>

1	Name of Post	ASSISTANT REGISTRAR
2	Age Limit for Direct Recruits	40 years

3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in Level 7 or holding analogous post. 2. Knowledge of Computer Applications.
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1	Name of Post	ASSISTANT LIBRARIAN
2	Age Limit for Direct Recruits	40 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii) A consistently good academic record with knowledge of computerization of library. iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or 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 : <p><i>Provided</i> that 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 Institutions 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:</p> <ol style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least

	<p>two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>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 other similar agency.</p> <p>Note :</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
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1	Name of Post	EXECUTIVE ENGINEER (CIVIL)
2	Age Limit for Direct Recruits	45 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>ii) Eight years of experience (out of which five years as Assistant Engineer) in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Relaxation of two years in experience will be given to those possessing Post-Graduate qualification in Construction Management/Structural Engineering or equivalent fields.</p> <p>Desirable:</p> <p>i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities,</p>

		<p>substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
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1	Name of Post	INFORMATION SCIENTIST
2	Age Limit for Direct Recruits	40 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.</p> <p style="text-align: center;">OR</p> <p>First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)</p> <p>Desirable: Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.</p>

1	Name of Post	SYSTEM ANALYST
2	Age Limit for Direct Recruits	40 years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>First class M.E. /M.Tech. (Computer Science & Technology)/ Information Technology)/MCA/</p>

		<p>M.Sc. (Computer Science/Information Technology) or equivalent OR</p> <p>First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience.</p> <p>Desirable</p> <p>Cisco Certified Network Associate/ Cisco Certified Network Professional or equivalent certification.</p>
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GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications with required uploaded enclosures will be accepted. Applicants should send **ONE** hard copy of the application on or before **23/08/2019 till 5:30 p.m.** along with all self-attested testimonials, certificates and all supporting documents wherever required or else the application will not be considered. Applicants must produce original testimonials, certificates and other documents at the time of interview, if called.
2. The applicants must ensure that he/she fulfils the eligibility conditions for the post applied for.
3. The Last Date for receipt of Online Application is fixed as **08/08/2019 till 5:30 p.m.**
4. The Experience and Qualification will be reckoned as on last date for submission of application. No updating of qualification and experience will be entertained after the last date.
5. 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.
6. 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.
7. Incomplete application in any respect will not be considered.
8. Candidates who have been awarded Ph.D. from foreign University should enclose “Equivalence Certificates” issued by the Association of Indian Universities, New Delhi. Without which their candidature will not be considered and application will be summarily rejected.
9. 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.
10. 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.
11. 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.
12. The reservations/relaxations policy for SC/ST/OBC/PwBD/EWS Candidates will be provided as per the existing Govt. of India/UGC policy.

13. 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.
14. Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong.
15. Candidates seeking reservation under SC/ST category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-I).
16. Candidates seeking reservation under OBC category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training (Annexure-II).
17. Candidates applying for the post(s) reserved for OBC, should submit an self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.
18. The person with Degree of Disability of 40% and above are eligible for applying for the posts earmarked for persons with benchmark disabilities as under:

Sr. No.	Category	Description	% of Reservation
1	a	Blindness and low vision	1%
2	b	Deaf and hard of hearing;	1%
3	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	1%
4	d	Autism, intellectual disability, specific learning disability and mental illness;	1%
5	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be enclosed with the application as per Annexure - IV-I, IV-II, IV-III (which ever applicable) without which the application will be treated as 'General (unreserved)'.

19. EWS vacancies are tentative and subject to further directives of GoI and outcome of any litigation. The appointment is provisional and its subject to the Income and Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate (Annexure-III) issued by any one of the authorities mentioned in the prescribed format as given in Annexure-III shall only be accepted as proof of candidate's claim as belonging to EWS.
20. Candidates seeking reservation under SC/ST/OBC/PwBD/EWS category are required to submit certificate in the prescribed format and duly countersigned by the competent authority of Government of India, Department of Personnel and Trainings. Socially and Educationally Backward Class (SEBC) candidates will be considered as OBC only if they submit the required creamy layer certificates in the above mentioned format. Further, they shall submit the declaration given in the application form.
21. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time.
22. The University reserves the right to restrict the candidates to be called for 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 interview will be sent only to the short-listed candidates by speed post/registered post/E-mail. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
23. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
24. Candidates already in service must submit a NOC 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 in a sealed cover from his/her employer to the University at the time of interview.
25. The candidates selected shall be appointed under a written contract as per UGC/University norms.
26. The appointing authority for all regular non-teaching and other academic posts is as per the Amended Ordinance No. 13 of the University, which is available on University website.
27. The candidates selected for the post shall be required to serve at any place notified as the Campus of Central University of Gujarat.
28. The recruitment to the advertised posts shall be carried out in accordance with the prevalent University/ UGC/GOI rules and regulations framed from time to time.
29. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.

30. 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.
31. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
32. No TA/DA will be paid for attending interview. However, for outstation SC/ST/PwBD candidates' second-class single railway to and fro fare on shortest route will be reimbursed after attending the interview. This is not admissible to SC/ST/PwBD candidates who are already employed in the Central/ State Government services/Autonomous bodies, etc.
33. Call letters and other correspondence for attending the interview, etc., will be sent only to the eligible candidates by Email only and will be displayed on the University website.
34. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Central University of Gujarat in all matters 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.
35. Fake/derecognised 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.
36. The applications received shall be screened as per screening guidelines published in Amended Ordinance No. 13 of the University.
37. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect 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.
38. No person shall be recruited unless he/she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Before candidates recruited directly are finally approved for appointment to the University, he shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
39. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University/UGC/GOI.

40. Candidates in their own interest are advised to remain in touch with the University website www.cug.ac.in. They should also regularly check their email account for updates.

APPLICATION FEE:

Category	Fee in Rs.
General	500
OBC	250
SC/ST/PwBD/Ex-servicemen	Exempted

Note: The online application processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.

GUIDELINES TO FILL ONLINE APPLICATION FORM CENTRAL UNIVERSITY OF GUJARAT

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. Valid Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc. till the recruitment process is over and subsequently, if selected.
4. Access to an online payment facility/service such as Net Banking, Credit card, ATM-cum-Debit card.
5. 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).
6. Scanned signature of Candidate using Blue/Black pen on white sheet (the digital size of the file should be between 10 KB - 20 KB and resolution 140 pixels X 60 pixels).
7. Scanned copies of Candidate's qualification documents in JPG, JPEG and PDF format (the digital size of the PDF file should be between 100 KB - 150 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 Central University of Gujarat's website www.cug.ac.in.
2. Detailed instructions are available on the University Website.
3. Candidates should read the instructions carefully before making any entry or selecting options.
4. Candidates should furnish all the required details while filling up the online form, mandatory fields are marked with *(asterisk) sign.
5. Online Application Form is available in English and it can only be filled in English Language.
6. 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, candidates will be prompted to check the details and make login to fill the application.
 - (b) Part-II Application Form consists of following Stages.
 - i) Filling up Personal details
 - ii) Educational Qualifications
 - iii) Uploading of Photograph and Signature
 - iv) Uploading Relevant Documents
 - v) Payment (except for fee exempted Candidates and Declaration)
 - vi) Upload scanned photograph in JPG and JPEG format only, the digital size of file should not exceed 50 KB each and must not be less than 20 KB and resolution 200 pixels X 230 pixels.

- vii) Upload scanned signature in JPG and JPEG format only, the digital size of each file should not exceed 20 KB each and must not be less than 10 KB and resolution 140 pixels (Width) X 60 pixels.
 - viii) Upload scanned documents in PDF format only. The digital size of PDF file should not exceed 150 KB and must not be less than 100 KB.
 - ix) Candidates can pay application fee online through Net Banking, Credit Card and Debit Card only.
7. On successful completion of your complete 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.
 8. Before final submission of online Application form, the candidates must read the declaration given on the website carefully and furnish his/her consent on it, without which he/she will not be able to complete the registration of Online Application.

Sd/-
Registrar (I/c)

COPY TO:

1. The Secretary, Ministry of Human Resource Development, Department of Higher Education, Government of India, Shastri Bhawan, New Delhi.
2. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi – 110002.
3. The Joint Secretary (Res.), UGC, Bahadurshah Zafar Marg, New Delhi – 110002.
4. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg NewDelhi-110002.
5. The Joint Secretary, (CU), MHRD, Shastri Bhawan, New Delhi – 110002.
6. The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
7. The Registrars of all Central Universities & State Universities of Gujarat for wide publicity.
8. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Corporation would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Shrimati/Kumari* _____ son / daughter of _____ of Village/Town/* _____ in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:

- @The Constitution (Scheduled Castes) order, 1950 _____
- @The Constitution (Scheduled Tribes) order, 1950 _____
- @The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
- @The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.]

- @The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976
- @The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962
- @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962
- @The Constitution (Pondicherry) Scheduled Castes Order 1964
- @The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @The Constitution (Sikkim) Scheduled Castes Order 1978
- @The Constitution (Sikkim) Scheduled Tribes Order 1978
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
- @The Constitution (SC) orders (Amendment) Act, 1990
- @The Constitution (ST) orders (Amendment) Ordinance 1991
- @The Constitution (ST) orders (Second Amendment) Act, 1991
- @The Constitution (ST) orders (Amendment) Ordinance 1996
- @The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration to other.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother of Shri/Shrimati/Kumari* _____ of village/ town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and/or* his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Signature _____

**Designation _____

With a Seal of Office
State/Union Territory

Place: _____

Date: _____

* Please delete the words which are not applicable @ Please quote specific presidential order % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that _____ son/daughter of _____
of village _____ District/Division _____ In the
_____ State _____ belongs to the
_____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997. vii) Resolution No.12011/99/94-BCC dated 11th December, 1997. viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- vii) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- viii) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- ix) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- x) Resolution No.12015/9/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- xi) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June, 2003.
- xii) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xiii) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March, 2007.

Shri _____ and/or his family ordinarily reside(s) in
the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Dept. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:

Seal:

District Magistrate or Deputy Commissioner etc.

Note - I:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificate are indicated below:-
 - i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar
 - iv) Sub -Divisional Officer of the area where the candidate and/or his family resides.

Note - II:

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE
TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below ₹. 8 lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any of the following assets***:

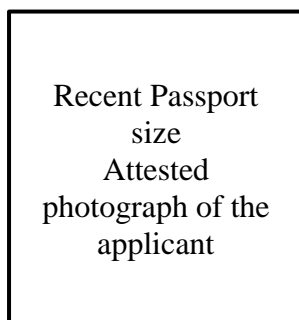
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____



-
- *Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.
 - **Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 - ***Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Form-V
CERTIFICATE OF DISABILITY
(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
Age _____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph
is affixed above, and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____.

(A) he/she has _____ % (in figure) _____ percent (in words) permanent
locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as
per guidelines (_____ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of
Notified Medical Authority)

Signature/thumb
impression of the
person in whose
favour certificate
of disability is

**Form-VI
CERTIFICATE OF DISABILITY
(In cases of multiple disabilities)**

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____ Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____
son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
Age _____ years, male/female _____ registration No. _____ permanent
resident of House No. _____ Ward/Village/Street _____ Post Office
_____ District _____ State _____, whose photograph
is affixed above, and am satisfied that:

- (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			

15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows: -

In figures: - _____ percent.

In words: - _____ percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued
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Form-VII
CERTIFICATE OF DISABILITY
(In cases other than those mentioned in Forms V and VI)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.
--

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____
 son/wife/daughter of Shri _____ Date of Birth (DD/MM/YYYY)
 Age _____ years, male/female _____ registration No. _____ permanent
 resident of House No. _____ Ward/Village/Street _____ Post Office
 _____ District _____ State _____, whose photograph
 is affixed above, and am satisfied that he/she is a case of _____
 disability. His/her extent of percentage physical impairment/disability has been evaluated as per
 guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the
 relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			

15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

- i) not necessary, or
- ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till DD/MM/YYYY.

@ eg. Left/Right/both arms/legs

eg. Single eye/both eyes

€ eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

(Authorized Signatory of Notified Medical Authority)
(Name & Seal)

Countersigned

{ Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who
is not a Government servant (with seal) }

Signature/thumb impression of the person in whose favour certificate of disability is issued

Note: - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.) _____
(Rank) _____ (Name) _____ is due to complete the
specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal: _____