



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

Ph. No. 079 23977407, Fax: 079 23260076

E-mail: recruitmentcell@cug.ac.in, Website: www.cug.ac.in

F.No.9-4/2020-Admn./2268

25/01/2020

EMPLOYMENT NOTIFICATION NO. CUG/20-2/2019-20 ADVERTISEMENT FOR THE NON - TEACHING POSTS

Central University of Gujarat (CUG) invites online applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment for the 'Group-B' posts. Following are the important dates for application:

Date of Commencement of Online Application	27/01/2020
Last date of Online Application	27/02/2020 Up to 5:30 p.m.
Last date of receipt of hardcopy of online application along with all self-attested enclosures (Including postal processing days)	09/03/2020 Up to 5:30 p.m.

IMPORTANT NOTE

Candidates who have applied earlier, under the 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, but they need to present the relevant proof of Payment(s) & Application(s) in order to get relaxed from the payment of fees.

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	Section Officer	B	3	SC-1, OBC-1, UR-1	7	44,900 - 1,42,400
2	Assistant	B	4	SC-1, OBC-1, UR-2 [PWBD-1 (OA, OL, OAL, BL)]	6	35,400 - 1,12,400
3	Private Secretary	B	4	OBC-1, UR-3	7	44,900 - 1,42,400
4	Personal Assistant	B	3	OBC-1, UR-2	6	35,400 - 1,12,400

Sr. No.	Name of Post	Group	No. of Posts	Category	Pay Matrix As per 7 th CPC	
					Pay Level	Pay Range
5	Professional Assistant (Library)	B	1	UR-1	6	35,400 - 1,12,400
6	Senior Technical Assistant (Laboratory)	B	1	SC-1	6	35,400 - 1,12,400
7	Senior Technical Assistant (Computer)	B	1	OBC-1	6	35,400 - 1,12,400
8	Assistant Engineer (Civil)	B	1	UR-1	7	44,900 - 1,42,400
9	Junior Engineer (Civil)	B	1	UR-1	6	35,400 - 1,12,400
10	Junior Engineer (Electrical)	B	1	UR-1	6	35,400 - 1,12,400
11	Hindi Translator	B	1	UR-1	6	35,400 - 1,12,400
12	Security Officer	B	1	UR-1	7	44,900 - 1,42,400

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.

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

1	Name of Post	SECTION OFFICER
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Bachelor's Degree in any discipline from any recognised Institute / University.</p> <p>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt. / University / PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies / bank with annual turnover of at least Rs.200/- Crores or more.</p> <p>iii) Proficiency in Computer Operation, noting and drafting.</p>
4	Period of probation, if any	2 Years for direct recruits

1	Name of Post	ASSISTANT
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor Degree from a recognized University / Institution.</p> <p>ii) Three Years of experience as UDC or equivalent in the Level 4 in Central / State</p>

		<p>Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies / corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>iii) Proficiency in Typing, Computer applications, noting and drafting.</p> <p>Desirable:</p> <p>Experience in Administrative / Accounts / Academic matters. Capacity to work in a fully computerized environment.</p>
4	Period of probation, if any	2 Years for direct recruits

1	Name of Post	PRIVATE SECRETARY
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Bachelor's Degree from a recognized University / Institute.</p> <p>ii) At least 03 Years' experience as Personal Assistant in a University / Research establishment / Central / State Govt. / PSU and other autonomous bodies.</p> <p>iii) English / Hindi Stenography speed @ 120 w.p.m. in English or 100 w.p.m. in Hindi</p> <p>iv) English / Hindi Type speed @ 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>i) Dictation:</p> <p>10 minutes @ 120 w.p.m. (English) / 100 w.p.m. (Hindi)</p> <p>ii) Transcription:</p> <p>50 minutes (English) / 60 minutes (Hindi).</p> <p>Desirable:</p> <p>Proficiency in English & good communication skills.</p>
4	Period of probation, if any	2 Years

1	Name of Post	PERSONAL ASSISTANT
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Bachelor's Degree in any discipline from any recognised Institute / University.</p> <p>ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 w.p.m.</p> <p>iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 w.p.m. respectively.</p> <p>iv) Knowledge of Computer Applications.</p> <p>v) Two years' experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution / reputed private institutions having a turnover 200 Crores.</p> <p>Skill Test Norms on Computer:</p> <p>i) Dictation: 10 minutes @ 100 w.p.m. (English / Hindi)</p> <p>ii) Transcription: 40 minutes English / 55 minutes Hindi.</p> <p>Desirable: Proficiency in English & good communication skills.</p>
4	Period of probation, if any	2 Years

1	Name of Post	PROFESSIONAL ASSISTANT (Library)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Library & Information Science from any recognised University / Institution with one year's experience in the relevant field in a University / Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute / University with three years' experience in the relevant field in a University / Research Establishment / Central / State / Govt. / PSU and Library of other autonomous Institutions.</p>

		ii) Knowledge of Computer Applications. Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.
4	Period of probation, if any	2 Years

1	Name of Post	SENIOR TECHNICAL ASSISTANT (Laboratory)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	Essential: First Class M.Sc. in Chemical Sciences / Life Sciences / Environmental Science / Physical Sciences / Instrumentation OR First-Class B.Sc. in Chemical Sciences / Life Sciences / Instrumentation with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. Desirable: Strong background in Chemistry / Life Science / Environmental Science / Physical Sciences / Instrumentation, data acquisition systems and computers. Ability to handle the repairing and maintenance work of the instruments.
4	Period of probation, if any	2 Years

1	Name of Post	SENIOR TECHNICAL ASSISTANT (Computer)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	Essential: i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. OR Master of Science in Computer Science / MCA from any recognized University / Institute. ii) At least two years' experience in relevant field in University / Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more. Desirable: CCNA / CCNP or equivalent certification
4	Period of probation, if any	2 Years

1	Name of Post	ASSISTANT ENGINEER (Civil)
2	Age Limit for Direct Recruits	40 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) First Class Bachelor's Degree in relevant field (Civil) from a recognised Institute / University or equivalent.</p> <p>ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services / Statutory or Autonomous organization / University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p>Desirable:</p> <p>Knowledge of Computer Aided Design (CAD) and latest Management Technology / other relevant software.</p>
4	Period of probation, if any	2 Years

1	Name of Post	JUNIOR ENGINEER (Civil)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree of Engineering in relevant field from a recognised Institute / University with one year's relevant experience.</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p> <p>Desirable:</p> <p>Working knowledge of AUTOCAD, other relevant software.</p>
4	Period of probation, if any	2 Years

1	Name of Post	JUNIOR ENGINEER (Electrical)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree of Engineering in relevant field from recognised Institute / University with one year's relevant experience.</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p> <p>Desirable:</p> <p>Working knowledge of AUTOCAD, other relevant software.</p>
4	Period of probation, if any	2 Years

1	Name of Post	HINDI TRANSLATOR
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p>

		<p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable:</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
4	Period of probation, if any	2 Years

1	Name of Post	SECURITY OFFICER
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor's Degree from a recognized University / Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more;</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p>ii) Holding a valid Driving License (LMV / Motor cycle).</p> <p>Desirable:</p> <p>i) Completion of a course in firefighting or unarmed combat course in Army or Paramilitary force. Knowledge in Computer applications.</p> <p>ii) Ability to speak English and Hindi / Regional Language of the location of the university.</p>
4	Period of probation, if any	2 Years

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. Only online applications will be accepted. Applicants need to send **ONE** hard copy of Printout of Application along with all self-attested testimonials, certificates and all supporting documents wherever required to “**Recruitment Cell, Central University of Gujarat, Sector-29, Gandhinagar - 382030**” in closed cover on or before 09/03/2020 up to 05:30 p.m., super scribing as under through Registered Post / Speed Post / Courier only, failing which the application will be rejected:

Application No:
Post Applied for:
To, “Recruitment Cell” Central University of Gujarat, Sector-29, Gandhinagar - 382030, Gujarat, India.
From, Name of Applicant. Full Address. Mobile No.

2. Candidates who desire to apply for more than one post will be required to submit separate online applications along with separate online application processing fees. Candidates need to send **ONE** hard copy of Printout of Application along with all self-attested testimonials, certificates and all supporting documents wherever required separately attached to each application in the manner described in above point No. 1.
3. Incomplete application in any respect will not be considered.
4. The Last Date for receipt of Online Application is fixed as **27/02/2020** till **5:30 p.m.**
5. The Experience and Qualification will be reckoned as last date of submission of Online 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. Applicants must produce original testimonials, certificates and other documents at the time of interview, if called.
8. The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.

9. 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.
10. 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.
11. The reservations / relaxations policy for SC / ST / OBC / PwBD / EWS Candidates will be provided as per the existing Govt. of India / UGC policy.
12. In case of 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.
13. 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.
14. 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).
15. 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).
16. 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.

17. 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)'.

18. 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.
19. 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.
20. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations / norms stipulated by the MHRD / UGC / University from time to time.
21. 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.
22. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.

23. 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.
24. Candidates showing experience of Private Organization in their application, need to attach the proof of Organization's turnover of ₹. 200/- crores or more, wherever applicable.
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 Central University of Gujarat, which is available on University website.
27. The University will hold written / skill test, wherever necessary as per the University Amended Ordinance No. 13, which is available on University website.
28. The candidates selected for the post shall be required to serve at any place notified as the Campus of Central University of Gujarat.
29. 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.
30. All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
31. 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.
32. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
33. 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.
34. Hall Tickets / Call letters and other correspondence for attending the Examination / Interview, etc., will be sent only to the eligible candidates by Email only.

35. 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.
36. 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.
37. The applications received shall be screened as per screening guidelines published in Amended Ordinance No. 13 of the University.
38. 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.
39. 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.
40. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / UGC / GOI.
41. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
42. 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 / EWS	250
SC / ST / PwBD / Ex-servicemen	Exempted

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. 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 etc.
5. A recent scanned passport sized colour photograph of candidate (the digital size of the file should be between 20 KB - 50 KB).
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).
7. Scanned copies of documents related to Candidate's Age, Category, Education Qualification, Present and Past work experience etc. in PDF format (the digital size of the PDF file should be between 50 - 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 must register a fresh by clicking "NEW REGISTRATION". Enter the basic information and press "Signup" button to register. The Username and Password will be sent via Email and SMS. Candidates can login using the same Username and Password received in Email and SMS.
 - (b) **Part - II : Application Form.**
 - (i) **Fresh Application or Earlier Applied:** Candidate needs to select Earlier Applied if he/she has applied and paid the fees (if applicable) towards Employment Notification No. 18/2016-17 dated 19/09/2016 issued by the Central University of Gujarat for the respective posts, check the status of your application by filling the required details and apply accordingly. Else the candidates need to apply as Fresh Application.
 - (ii) **Select the Name of Post:** Candidate need to select the post he/she wants to apply for.
 - (iii) **Personal Information Page:** Candidates must fill in the personal details with *(asterisk) sign and upload the relevant document(s) in the prescribed format only.

- (iv) **Basic Qualification:** Candidates must fill in the required basic qualification(s) with *(asterisk) sign and upload the relevant document(s) in the prescribed format only. Candidate can delete the details by clicking on “Delete” followed by refreshing the page.
- (v) **Research Qualification:** Candidates must fill in the required Research qualification(s) with *(asterisk) sign and upload the relevant document(s) in the prescribed format only, if applicable. Candidate can delete the details by clicking on “Delete” followed by refreshing the page.
- (vi) **Experience:** Candidates must fill in the required Present and Past work Experience(s) details with *(asterisk) sign, if applicable and upload the relevant document(s) in the prescribed format only. In case of non-availability of Basic Pay and Pay Level put “NA” and fill in the Gross Salary. Candidate can delete the details by clicking on “Delete” followed by refreshing the page.
- (vii) **Reference Details:** Candidates must fill in details with *(asterisk) sign of **TWO** references who are not related to you but are aware of you and your work. Candidate can delete the details by clicking on “Delete” followed by refreshing the page.
- (viii) **Upload Photo & Signature:** Upload a recent scanned passport sized color photograph of candidate (the digital size of the file should be between 20 KB - 50 KB. And upload scanned signature of Candidate using Blue/Black pen on white sheet (the digital size of the file should be between 10 KB - 20 KB.
- (ix) **Payment of Fees:** Candidates must pay the fees if applicable, through online mode only such as Net Banking, Credit card, ATM-cum-Debit card etc. No other mode of payment of fees is allowed.
- (x) **Final Submission:** Under the final submission page candidate can view and read the information he/she filled, if the candidate wants to edit any information, he/she may do at this stage. Once the candidate selects “I Agree” and “Final Submission” button his/her application will be finalized and submitted, no changes will be allowed at later stage and no inquiries will be entertained after the final submission.
- (xi) **Print Application:** Candidates can print and save the filled Application Form. Applicants need to send **ONE** hard copy of Printout of Application along with all self-attested testimonials, certificates and all supporting documents wherever required as per point No. 1 of GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS.

Sd/-
Registrar (Offg.)

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.
9. Directorate of Employment & Training , Block No.1/8,Third Floor ,Dr. Jivarajmehta Bhavan, Gandhinagar.

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***:

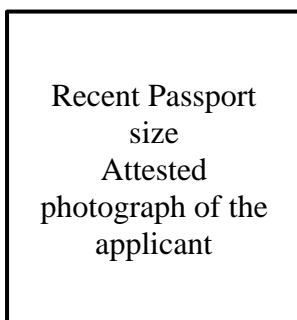
- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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
--

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: _____