



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

EMPLOYMENT NOTICE

ADVERTISEMENT NO. 05 / 2013

Gujarat Technological University invites online application in prescribed format for appointment on various posts as mention below. Essential qualifications, pay, general conditions, online application format and other details are available on University website www.gtu.ac.in.

Sr. No.	Name of the Post	Pay Bands + Grade Pay	No. Of Post	Category				Posts reserved for women in each category			
				GEN	SC	ST	SEBC	GEN	SC	ST	SEBC
1	Controller of Examination	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
2	Director (Sports / Cultural)	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
3	Research Co-ordinator	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
4	Internal Auditor	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
5	Librarian	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
6	Assistant Registrar	9300 – 34800 + 5400	1	--	--	--	1	--	--	--	--
7	System Analyst	9300 – 34800 + 5400	1	1	--	--	--	--	--	--	--
8	Computer Programmer	9300 – 34800 + 5400	1	1	--	--	--	--	--	--	--
9	Deputy Engineer	9300 – 34800 + 5400	1	1	--	--	--	--	--	--	--
10	Statistical Officer	9300 – 34800 + 4600	1	1	--	--	--	--	--	--	--
11	Office Superintendent	9300 – 34800 + 4400	2	1	--	--	1	--	--	--	--
12	Deputy Accountant	9300 – 34800 + 4200	1	1	--	--	--	--	--	--	--
13	Store Keeper	5200 – 20200 + 2400	1	1	--	--	--	--	--	--	--
14	Senior Clerk	5200 – 20200 + 2400	4	3	--	--	1	1	--	--	--

Important Note : The candidate selected for the post mentioned above at Sr. No. 11 shall be appointed in the Fix Pay of Rs. 10,000/- P.M., the candidate selected for the post at Sr. No. 12 above shall be appointed in the Fix Pay of Rs. 9400/- P.M and candidate selected for the post of Sr. No. 13, 14 above shall be appointed in the Fix Pay Rs. 5300/- P.M. as per State Govt. Policy for first Five Years with prevailing Terms and Conditions and on completion of Five Years satisfactorily work he / she shall be posted in the regular pay bands + Grade Pay at initial stage.

The Candidates interested to apply for the above posts may apply online and send the printout of online application format along with all the requisite documents, fees etc. to the Registrar, Gujarat Technological University, University Campus, Nr.Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati - Koba Highway Chandkheda, Ahmedabad – 382424 - Gujarat, with the post applied for clearly super scribed on the envelope by Registered Post/ Speed Post or By Hand. Last Date for receiving the application is 11/03/2013.

Date : 16 -02-2013.

Registrar



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The Gujarat Technological University was established vide Gujarat Act No. 20 of 2007. The main objective of the University apart from other is to develop the knowledge of science, engineering, technology, management and environment for the advancement of quality of life of the mankind in general and in relation to the domain of engineering and technological development and applications.

The University invites online application for the various posts in online prescribed format. We are looking for dedicated and committed person, who believe in *institution building and have a passion for dedication towards administrative excellence and quality.*

The No. of Posts, Essential Qualifications/Experience/Pay/General conditions, application format and other details/instructions are given below:

Sr. No.	Name of the Post	Pay Bands + Grade Pay	No. Of Post	Category				Posts reserved for women in each category			
				GEN	SC	ST	SEBC	GEN	SC	ST	SEBC
1	Controller of Examination	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
2	Director (Sports / Cultural)	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
3	Research Co-ordinator	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
4	Internal Auditor	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
5	Librarian	15600 – 39100 + 6600	1	1	--	--	--	--	--	--	--
6	Assistant Registrar	9300 – 34800 + 5400	1	--	--	--	1	--	--	--	--
7	System Analyst	9300 – 34800 + 5400	1	1	--	--	--	--	--	--	--
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13	Store Keeper	5200 – 20200 + 2400	1	1	--	--	--	--	--	--	--
14	Senior Clerk	5200 – 20200 + 2400	4	3	--	--	1	1	--	--	--

Candidates interested may apply online and send the print-out of online application along with all the requisite documents and fees Rs. 250 (if applicable), by Challan of State Bank of India, which may be downloaded from the website www.gtu.ac.in to The Registrar, Gujarat Technological University, University Campus, Nr.Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati - Koba Highway Chandkheda, Ahmedabad – 382424 - Gujarat, with the post applied for clearly superscribed on the envelope by Registered Post/Speed Post or By Hand. Last date for receiving the applications is **11/03/2013**.



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Important Note for all posts:

- A.** It is expected from the candidates that he/she should:
1. Have knowledge of various softwares.
 2. Possess adequate exposure in handling one or more functions related to General Administration/Housekeeping/ Purchase/ Service matters/Office management/ Establishment / Accounts & Finance/ HR/Legal in a computerized environment.
 3. Possess good communication and analytical skills and aptitude for drafting/noting in English and Gujarati. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
 4. All recruits are expected to work in a computerized environment.
- B.** Possess the basic knowledge of computer application equivalent to course-on computer concepts (CCC/CCC+) of Department of Electronic Accreditation of Computer Courses (DOEACC) society or of the level as may be prescribed by Government of Gujarat from time to time.Or Passed the same Examinations of CCC/CCC+ or of the equivalent level as may be determined in the State Government from time to time within probation period.

Note for post Sr. No. 11, 12, 13 & 14:

- (i) The incumbent is expected to work under the supervision of Registrar/Controller of Examinations/ Deputy Registrar / Assistant Registrar / Section Officer. He should possess an aptitude for drafting / noting in English and Gujarati including office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration / Examinations /General administration / House Keeping / Establishment / HR / Legal / Purchase / Accounts & Finance / Project management / Public relations.
- (ii) All direct recruits are expected to work in a computerized Environment and required to qualify a skill test in handling Computers within one year from their appointments or before Completion of probation period.

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

(A) FILLING UP THE APPLICATION FORM:

1. Visit the University website www.gtu.ac.in Click on the field “**Recruitment**” available at right side of the corner of home page. Click on it, the following details will display/Blink on the Screen.
 - Detailed Advertisement No. 05/2013 for Recruitment in PDF format *click to Open*
 - Online Application format *click to Open (1) for the post of Director (Sports/Culture) & Librarian (2) for Other posts*
 - Blank Challan of State Bank of India. *Download*
2. Separate application should be made for each post



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3. Download Bank Challan and print out the same. Take it to any nearby branch of SBI. Fill the necessary field in the Challan, deposit the fees in the bank. Bank will return two parts of the filled challan.
4. Open online application form of the post, filled the necessary fees details, personal details, academic details and other details. Put scan copy of Photographs and candidates Signature. Submit the form. After submitting the online filled application form get print out the same and mailed that printout with counter foil of bank challan, signature, enclosure of necessary certificates, photographs and endorsement of the employer (if applicable) through Speedpost/Courier/By hand to Registrar, Gujarat Technological University, University Campus, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati - Koba Highway Chandkheda, Ahmedabad – 382424, Gujarat -India, so that it should reach on or before last date (i.e. 11/03/2013) prescribed for received the application.
5. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
6. Clearly write the complete name of post for which applying. Please note that where the name of post is not written it may not be possible for the University to entertain such application form.
7. A recent signed pass-port size photograph should be pasted on the application in the space provided thereof.
8. The fees is non refundable in any case.
9. Challan of Rs. 250/- (except for SC/ST/PH/Woman categories candidates) sent invariably along with filled downloaded form, otherwise application will be summarily rejected.
10. Before filling / submitting the application form you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
11. Please make sure that all entries in this form are entered neatly and legibly.
12. **Incomplete applications shall not be considered**
13. The application should reach the Registrar on or before the last date prescribed for received. Applications received after the last date shall stand rejected automatically.
14. Candidates already in service must submit their applications (hard copy) **through proper channel**. In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit 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 on or before last date mentioned, the applicant will have to submit a '**NO OBJECTION CERTIFICATE**' from his/her employer to the University at the time of interview. **Such application through proper channel received after period of ten days shall not be considered.**



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(B) MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Gujarat Technological University, University Campus, Nr.Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati - Koba Highway Chandkheda, Ahmedabad – 382424 – Gujarat - India.**
2. In your own interest, you are advised to send the application form under registered cover acknowledgement due.
3. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
4. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of applications.
5. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
6. Candidates with requisite qualifications acquired from recognized University/ institutions alone need apply.
7. Candidates should enclose SELF attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
8. The University reserves the right to fill or not to fill any or all posts.
9. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
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 candidate.
11. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
12. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
13. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
14. Selection will be made on the basis of candidates' previous record and their performance in the interview.
15. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Date : 16/02/2013

REGISTRAR



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REQUIREMENT OF MINIMUM QUALIFICATIONS AND EXPERIENCE FOR THE VARIOUS POSTS:

1. CONTROLLER OF EXAMINATION

Pay Band: Rs.15600-39100 + GP Rs.6600

Minimum Qualification:

A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale from any recognized University.

Experience:

- (i) At least 15 years of experience as an Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational administration.
Or
- (ii) Comparable experience in research establishment and/or other institutions of higher education.
Or
- (iii) 15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.

Relaxation:-

- (1) Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat.
- (2) Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.
- (3) A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. category.
- (4) A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree Holders, who have passed their Master's degree prior to 19th September, 1991.
- (5) Minimum requirement of 55% at Master's level shall not be insisted for the Existing employees of the Gujarat Technological University and for the Employees of other Universities of State of Gujarat.

Age: Not more than 50 Years

2. DIRECTOR OF SPORTS AND CULTURE:-

Pay Band: Rs.15600 – 39100 & Grade Pay Rs.6600

Minimum Qualification:

Ph.D in Physical Education or Allied discipline from any recognized University.



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Experience:

- A. Experience of at least 10 years of University Deputy or fifteen years as University Assistant DPEs/College (Selection grade.)
- B. Participation in at least two national/international seminars /conferences
- C. Consistently good appraisal reports
- D. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- E. Evidence of having produced good performance teams/athletes for competitions like state/ national/ inter-university/ combined university etc. & experience in Organisation of Student affairs including management of Culture Programme.
- F. Evidence of having produced good performance teams / athletes for competition like state /national / inter-university / combines University, etc.

Preferable:

- (i) Degree in Sociology or Physical Education or other related field of Specialisations pertaining to the cultural welfare activities.

Age: Not more than 50 years.

3. RESEARCH CO-ORDINATOR:-

Pay Band Rs.15600 – 39100 & Grade Pay Rs. 6600

Minimum Qualification:

First Class Master's Degree in the appropriate branch of Engineering (Engg.) /Technology (Tech.) from any recognized University

Experience:

- (I) 2 years experience in Teaching / Research at Level of Lecturers / Junior Research Fellow/ Senior Research Fellow or equivalent or Professional experience in a reputed organizations.
- (II) Paper presented at Conferences and / or in referred Journals.

Age: Not more than 40 years.



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4. INTERNAL AUDITOR:

Pay Band Rs.15600 – 39100 & Grade Pay Rs. 6600

Minimum Qualification:

(a) Chartered Accountant or Indian Cost and Works Accountant (ICWA) or Company Secretary

Or

(b) A Second Class Master Degree in Commerce with Advance Accounting & Auditing from recognized University.

Experience:

(i) Has about three years experience of the work related to Accounts and/or Audit on the post not below the work of Accounts Officer Class II in government or Local Bodies or Board or corporation or University or in C.A.'s Firm, on the post Equivalent as work of Class II in government or as recognized by the government.

Desirable:

Candidate should have experience of Accounting and Auditing in a large organization and knowledge of financial matter, Budgeting system and Auditing.

Age: Not more than 40 years.

5. LIBRARIAN:

Pay Band: Rs.15600 – 39100 & Grade Pay Rs.6600

Minimum Qualification:

A Master's Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record from recognized University.

Experience:

- (i) At least thirteen years as a Deputy Librarian in a University library or Eighteen year's experience as a College Librarian.
- (ii) Evidence of innovative library service and organization of published work.
- (iii) A satisfactory score as stipulated in the Academic Performance Indicator System developed by U.G.C.

Desirable:

A. M.Phil / Ph.D. Degree in library science/ informationScience /documentation / achieves and manuscript-keeping from recognized University.

Age: Not more than 50 years.



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6. ASSISTANT REGISTRAR:

Pay Band: Rs.9300-34800+ GP Rs.5400

Minimum Qualification:

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with a good academic record as laid down by UGC from recognized University.

Relaxation:

- (1) Age relaxation in suitable cases of the Employees of Gujarat Technological University and for the employees of other Universities of State of Gujarat.
- (2) Age relaxation for S.C., S.T., etc. candidates shall be as per State Policy.
- (3) A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C./S.T. category.
- (4) A relaxation of 5% from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- (5) Minimum requirement of 55% at Master's level shall not be insisted for the existing employees of the Gujarat Technological University and for the employees of other Universities of State of Gujarat.

Age: Not more than 35 years.

7. SYSTEM ANALYST

Pay Band: Rs.9300-34800+ GP Rs.5400

Minimum Qualification:

- (i) Degree in Computer Science i.e. B.E. Computer from Statutory University.
Or
- (ii) B.Tech. Computer Science from Statutory University
Or
- (iii) M.C.A. or M.Sc. in Computer Science from Statutory University.
Or
- (iv) Graduate Degree in any subject with Post Graduate Diploma in Computer science from Statutory University or Government University.

Experience: 5 years experience as a programmer.



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Relaxation: Experience may be relaxed in case of a suitable candidate.

Age: Not less than 24 years and not more than 40 years.

8. COMPUTER PROGRAMMER:

Pay Band: Rs. 9300-34800+ GP Rs.5400

Minimum Qualification:

- (i) A second class in Master's Degree in Computer Application or its equivalent qualification of recognized University
Or
- (ii) Second class Bachelor's degree in Computer Application from a recognised University or its equivalent qualifications with about one years experience of Computer Programming in the Government Organisation **Or** institution recognised by the Government;
Or
- (iii) Second class Post Graduate Diploma in Computer Application from recognised University or Board or Institute with about one years experience of Computer Programming in the Government organization **Or** Institution recognised by the Government;
Or
- (iv) Second class Diploma in Computer Engineering or Technology from a recognised Board/ Institute with about two years experience of Computer programming in Government organizations/ institutions recognised by the Government.

Experience: 3 years of experience as a programmer.

Age: Not less than 24 years and not more than 40 years.

9. DEPUTY ENGINEER:-

Pay Band: Rs.9300 – 34800 & Grade Pay Rs.5400

Minimum Qualification:

At least Second Class Bachelor Degree in Civil of a recognized University.

Experience:

Experience of at least five years in any responsible post of Jr. Engineer, connected with the maintenance and construction of Building and properties & purchase of store and equipments and Maintenance and Repairs.



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Desirable:

- (i) Experience in the organization and management of residential Colonies and or large educational or government or Universities.
- (ii) Experience in estimating, quality and supervision of building.

Age: Not more than 40 years

10. STATISTICAL OFFICER:

Pay Band: Rs.9300 – 34800 & Grade Pay Rs.4600

Minimum Qualification:

- (i) Post Graduate degree in Statistics/ Operational Research / Mathematical Statistics /Applied Statistics or Post Graduate degree in Economics / Mathematics / Commerce (with Statistics at one of the subjects / papers at degree level) of a recognized University or equivalent.

Experience:

- (i) Three years experience in cadre of Statistical Assistant or equivalent of Statistical work involving collection, compilation and Interpretation of Statistical data or Planning work involving Formulation, Monitoring and Evaluation of Plan Schemes.

Age: Not more than 35 years.

11. OFFICE SUPERINTENDENT:-

Pay Band: Rs.9300-34800 & Grade Pay Rs. 4400

Minimum Qualification:

- (1) Master in Business Management / Post Graduate Diploma in Business Management / M.A. / M. Com. / C.A.

Or

- (2) B.Com. / BA / Bachelor Degree in Business Management with Experience 5 years' experience as Junior Accountant **or** Sr. Clerk having working experience of Finance / Administration/Accounts

Age: Between 18 to 35 years.



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12. DEPUTY ACCOUNTANT:-

Pay Band: Rs.9300 – 34800 & Grade Pay Rs.4200

Minimum Qualification:

Bachelor degree in commerce from any recognised University

Experience:

- (i) Three years experience of Accounts.

Desirable:

- (i) Master Degree in Commerce with Advance Accounting or CA (Inter)/
ICWA (Inter)
(ii) Experience in Accounting and Administration.

Age: Not more than 30 years.

13. STORE KEEPER:-

Pay Band:Rs.5200 – 20200 & Grade Pay Rs.2400

Minimum Qualification:

Bachelor degree of recognised University

Experience:

- (i) Two years as Jr. Clerk (Store)/ Store Asst. or equivalent post in
Government recognised organisations/Institutions.
(ii) Experience as a Store Keeper in Government or Government recognised
Organizations / Institutions / Universities.

Desirable :

Master Degree in Commerce or Arts (Economics) /Experience as a Store
Keeper in Government or Government recognised organisations / Institutions
/ Universities.

Age: Not more than 30 years.



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(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

14. SENIOR CLERK:

Pay Band: Rs.5200 – 20200 & Grade Pay Rs.2400

Minimum Qualifications:

Graduate or Post Graduate with second division (50% marks) from recognized University in any discipline with working knowledge of computers.

Experience:

Two years experience in Educational Administration, General Administration Accounts & Finance / Purchase / Personnel / HR /Legal etc. in a University/ Research Institution /Government Department / bodies / PSU or reputed commercial establishment.

Desirable:

Professional qualification like L.L.B. or PG Diploma in Business Administration or MCA/ PGDCA or CA (Inter)/ ICWA(Inter).

Age: Not more than 30 Years.



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APPLICATION FORM FOR NON-TEACHING POST

Application No. _____

Application for the Post of: _____

Advertisement No. _____ Date _____

DETAILS OF PAYMENT OF FEE

Name of the Bank / _____

Challan /Receipt No. _____ Date _____

Amount Rs. _____

Affix signed
pass-port size
photograph
here

IMPORTANT: Before filling in the form please read the enclosed information and instruction carefully

PERSONAL DETAILS

1. Name: _____

(In capital letters – Beginning with Surname)

2. Address:

For Communication PIN CODE: Phone No.: (STD Code) Mobile No.:..... e-mail:
Permanent PIN CODE: Phone No.: (STD Code) Mobile No.: e-mail:

3. Date and place of Birth : _____

4. State of Domicile: _____ 5. Home Town _____

6. Nearest Railway Station _____ 7. Sex: Male _____ Female _____



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8. Marital Status: Single _____ Married _____ Widow (er) _____

9. No. Of Children: _____ 10. Mother Tongue _____

11. Whether belong to SC* _____ ST* _____ SEBC* _____ Other _____

12. Present Designation: _____

13. Present Pay Scale: _____ Grade Pay _____

14. Personal Marks of identification: _____

15. Whether Ex-Serviceman: Yes _____ No _____

* Please attach authenticated caste certificate.

16. If Differently-abled, indicate relevant particulars

Relevant Particular	If applicable, write 'yes'	Percentage of disability	Sr. No. of proof enclosed
a. Blindness or low vision			
b. Hearing impairment			
c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

17. Languages known:

Language Proficiency	Speak	Read	Write

18. (A) Nationality _____ (B) Citizenship at Birth _____ (C) Present Citizenship _____

19. Personal Marks of Identification mark:

21. Language known:

Name of the Language	Speak	Read	Write



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22. Educational Qualification :

[Attach certificate in sequence giving serial number]

Sr. No	Name of Examination	Year of Passing	Name of Board/ University	Final grade	Field of specialization	
				Percentage	Major	Minor
1	(Bachelor Degree)					
2	(Master Degree)					
3	(Research Degree)					
4	PG Diploma					
5	Post Doctorate					
7	CCC+ / DOEACC or its equivalent					
8	Others, if any					

23. NO. OF SEMINAR/WORKSHOP / SUMMER INSTITUTE:

[Attach certificate/document giving serial number]

Sr. No.	Particulars	State Level	National Level	International Level
i.	Organised			
ii.	Participated as Paper Contributor / Resource Person / Presenter / Discussant			
iii.	Attended			

24. Medals /Awards: [Attach certificate giving serial number)

Sr. No.	Particulars	Name of MEDALS/AWARD	Year in which received	Name of Organization	No. of MEDALS/AWARD



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25. Experience: (Employment record):
(Attach the certificate giving serial number)

Sr. No.	Period		Post or position held	Employers Name and Address	Salary drawn with Grade Pay of Scale of Pay	Reason of Leaving Service
	From	To				

26. Reference:

Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____



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Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____

Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____

27. Whether debarred from any Examination by any Board /Institution?

If yes, Yes _____ No _____

Please give details on separate sheet.

28. Whether you have been punished/dismissed or Convicted by any Institution / Govt / Court?

If yes, Yes _____ No _____

Please give details on separate sheet.

29. Time required for joining duties, if offered Months _____ Days _____

30. Any other information with regard to special qualification and experience etc. not covered under heads, mentioned above in support of your candidature (if the space is insufficient please use separate sheet of paper and attach it to this form)



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DECLARATION

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that, I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed will be liable to termination without any notice or compensation.

Place: _____

(Signature of Applicant)

Date: _____

DETAILS OF ENCLOSURES

- | | | |
|-----|-----|-----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

ENDORSEMENT OF THE EMPLOYER (IF APPLICABLE)

Ref. No.....

Date.....

1. The application of _____ for the post of _____ is hereby forwarded with the remarks that we have No Objection to her/his application being considered by the Gujarat Technological University.
2. Certified that Dr./ Shri/ Smt./ Kum _____ is Working as _____



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in the Department / Office/ Institute / Organization since _____ on
Temporary/ Permanent/ Contract.

3. Certified that the information given by the applicant in this application form has been checked / verified and found to be correct with reference to her/his service records.
4. It is also certified that no vigilance case is pending/contemplated against the applicant and she/he is clear from vigilance angle.

Date:

**Signature of the
Employer with seal**



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APPLICATION FORM FOR THE POST LIBRARIAN & DIRECTOR (SPORTS & CULTURE)

Application for the Post of : _____

Advertisement No. _____ Date _____

DETAILS OF PAYMENT OF FEE

Name of the Bank / _____

Challan Receipt No. _____ Date _____

Amount Rs. _____

IMPORTANT: Before filling in the form please read the enclosed information and instruction.

PERSONAL DETAILS

1. Name: _____

(In capital letters – Beginning with Surname)

2. Address:

For Communication PIN CODE: Phone No.: (STD Code) Mobile No.: e-mail:
Permanent PIN CODE: Phone No.: (STD Code) Mobile No.: e-mail:

3. Date and place of Birth : _____

4. State of Domicile: _____ 5. Home Town _____

6. Nearest Railway Station _____ 7. Sex: Male _____ Female _____

8. Marital Status: Single _____ Married _____ Widow (er) _____

9. No. Of Children: _____ 10. Mother Tongue _____

11. Whether belong to SC* _____ ST* _____ SEBC* _____ Other _____



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12. Present Designation: _____

13. Present Pay Scale: _____ Grade Pay _____

14. Personal Marks of identification : _____

15. Whether Ex-Serviceman: Yes _____ No _____

* Please attach authenticated caste certificate.

16. If Differently-abled, indicate relevant particulars

Relevant Particular	If applicable, write 'yes'	Percentage of disability	Sr. No. of proof enclosed
d. Blindness or low vision			
e. Hearing impairment			
f. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

17. Languages known:

Language Proficiency	Speak	Read	Write

18.

(A) Nationality _____

(B) Citizenship at Birth _____

(C) Present Citizenship _____

19. Educational/Academic Qualifications :

[Attach certificate in sequence giving serial number]

Sr. No	Name of Examination	Year of Passing	Name of Board/ University	Final grade	Field of specialization	
				Percentage	Major	Minor
1	(Bachelor Degree)					
2	(Master Degree)					
3	(Research Degree)					



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4	PG Diploma					
5	Post Doctorate in India					
6	Post Doctorate at Abroad					
7	CCC+ / DOEACC or its equivalent					
8	NET or its equivalent					

20. MEDALS / AWARDS: [Attach certificate giving serial number]

Sr. No.	Name of MEDAL/AWARD	Year	Name of Organization

21. EXPERIENCE: (EMPLOYMENT RECORD) :

(Attach the certificate / order, if any giving serial number)

Sr. No.	Period		Post or position held	Employers Name and Address	Salary drawn with Grade Pay of Scale of Pay	Reason of Leaving Service
	From	To				



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22. Research Experience

Designation	Institution of affiliation	Area of Research	Duration

23. ABSTRACT OF EXPERIENCE:

Sr. No.	Particulars	Years	Months	Days
1	Experience below Assistant Librarian/Director and its equivalent cadre			
2	Experience in the cadre of Assistant Professor and its equivalent	Direct Selection, Dt.....		
		Promotion (CAS) Dt.....		
3	Experience in the cadre of Deputy Librarian/Director and its equivalent	Direct Selection, Dt.....		
		Promotion (CAS) Dt.....		
4	Experience in the cadre of Librarian/Director and its equivalent	Direct Selection, Dt.....		
		Promotion (CAS) Dt.....		
5	Total experience			

24. A] RESEARCH PAPERS PUBLICATION

[Attach list of publication giving serial number and separate sheet if the space is not sufficient]

Sr. No.	Authors	Title of Research Paper	Research Journal	Year of Publication	NASS Rating
a)	Publication in International Journal				
1					
2					
3					



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b)	Publication in National Journal				
1					
2					
3					

25. B] Publications

Publications	Published	ISBN/ISSN No.	Accepted/ In Press
Book (s)			
Book (s) (edited)			
Book (s) (co-authored/ co-edited)			
Research articles in peer- reviewed journals			
Chapters in book (s)			
Patents	Filed:	Granted:	

Note: Detailed information regarding publication giving ISBN/ISSN No. of book(s) and impact factor of journal(s) may be given on separate sheets.

26. NO. OF SEMINAR/WORKSHOP / SUMMER INSTITUTE:

[Attach certificate/document attended giving serial number]

Sr. No.	Particulars	State Level	National Level	International Level
i.	Organised			
ii.	Participated as Paper Contributor / Resource Person / Presenter / Discussant			
iii.	Attended			

27. Affiliation in Academic Bodies/Societies

Name of the Body/Society	Nature of Affiliation



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28. Research Guidance/ Supervision

	M.Phil./Equivalent	Ph.D.
Degree Awarded		

Note: Detailed information may be given on separate sheets.

29. Research Projects

Research Project	PI,CO-PI, Other(s)	Date of Commencement	Date of Completion	Funding Agency	Amount Sanctioned

30. MEMBERSHIP:

Sr. No.	Particulars	Detail in Format
i.	Member on	
ii.	Scientific/ Govt. Board/Committee	
iii.	Pannel on Editorial Board of National Level Journal	
iv.	Symposium	

Note : If more space is required, please give details in attached sheet giving number – 28

31. EXTRA CURRICULAR ACTIVITIES:

[Attach list of certificate giving serial number]

Sr. No.	Particulars	Place where you have worked	No. Of years
i.	Rector / Assistant Rector		
ii.	Chairman / Ex-Officio		
iii.	NCC/NSS Officer		
iv.	HOD / Drawing Disbursing Officer		



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32. COUNTRIES VISITED:

Name of Country	Period of Visit		Purpose of Visit (give complete detail)
	From	To	

27. Reference:

Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____

Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____



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Name : _____

Postal Address: _____

e-mail id : _____

Phone No. with STD Code No.: _____

Mobile No. : _____

Fax No., if any : _____

34. (A) whether accept minimum of Pay? YES _____ NO _____
(B) If no, please give reasons

35. Whether debarred from any Examination by any Board /Institution?
If yes, YES _____ NO _____
Please give details on separate sheet.

36. Whether you have been punished/dismissed or Convicted by any Institution / Govt /
Court?
If yes, YES _____ NO _____
Please give details on separate sheet.

37. Time required for joining duties, if offered Months _____ Days _____

38. Are you willing to join lower post other than applied, if offered by the University Yes/No

39. Any other information with regard to special qualification and experience etc. Not covered under heads, mentioned above in support of your candidature (if the space is insufficient please use separate sheet of paper and attach it to this form)

DECLARATION BY THE CANDIDATES

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that, I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed will be liable to termination without any notice or compensation.

Place : _____

(Signature of Applicant)

Date : _____



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DETAILS OF ENCLOSURES

- | | | |
|-----|-----|-----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | 12. |
| 13. | 14. | 15. |

ENDORSEMENT OF THE EMPLOYER (ONLY IF APPLICABLE)

Ref. No.....

Date.....

5. The application of _____ for the post of _____ is hereby forwarded with the remarks that we have No Objection to her/his application being considered by the Gujarat Technological University.
6. Certified that Dr./Shri/Smt./ Kum _____ is Working as _____ in the Department / Office/ Institute / Organization since _____ on Temporary/Permanent/Contract.
7. Certified that the information given by the applicant in this application form has been checked / verified and found to be correct with reference to her/his service records.
8. It is also certified that no vigilance case is pending/contemplated against the applicant and she/he is clear from vigilance angle.

Signature of the Employer
(with office seal)



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PROFORMA BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API) DEVELOPED BY UGC

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Name of the Department / Centre	:	
5.	Communication Address	:	
6.	Email Telephone / Mobile number	:	
7.	Year of Performance Appraisal	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
Total Score		125		

* Lectures & tutorials allocation to add upto the UGC norms for particular category of teacher.



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CATEGORY II:

CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals (Total Publications = N)	Refereed Journals (Total Publications = N)	15 / publication	N X 15 =	
		No. of Papers in indexed journals out of N = N ₁	No. of Papers in indexed journals out of N = N ₁	5 / publication	N ₁ X 5 =	
		No. of Papers with impact factor between 1 and 2 out of N = N ₂	No. of Papers with impact factor between 1 and 2 out of N = N ₂	10 / publication	N ₂ X 10 =	
		No. of Papers with impact factor between 2 and 5 out of N = N ₃	No. of Papers with impact factor between 2 and 5 out of N = N ₃	15 / publication	N ₃ X 15 =	
		No. of Papers with impact factor between 5 and 10 out of N = N ₄	No. of Papers with impact factor between 5 and 10 out of N = N ₄	25 / publication	N ₄ X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N ₅	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N ₅	10 / Publication	N ₅ X 10 =	
		Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N ₆	Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N ₆	10/ publication	N ₆ X 10 =	
		Total of III (A)				

Note: In case of 3 authors or more for one research publication, the principle author get 4 point while other author eligible for 2 point.



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(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2	50 /sole author; 10/chapter in an edited book	$M_1 \times 50 =$ $M_2 \times 10 =$	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN a) No. of sole author book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4	25 /sole author; 5/chapter in an edited book	$M_3 \times 25 =$ $M_4 \times 5 =$	
		Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6	Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6	15 /sole author; 3/chapter in an edited book	$M_5 \times 15 =$ $M_6 \times 3 =$	
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M_7	Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M_7	10 /Chapter	$M_7 \times 10 =$	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of chapter(s) = M_8	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories No. of chapter(s) = M_8	5 / Chapter	$M_8 \times 5 =$	
Total of III (B)						

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III(C) RESEARCH PROJECT						
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs No. of Project(s) = P ₁	Major Projects amount mobilized with grants above 5 lakhs No. of Project(s) = P ₁	20 / Project	P ₁ X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs No. of Project(s) = P ₂	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs No. of Project(s) = P ₂	15 / Project	P ₂ X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) No. of Project(s) = P ₃	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. of Project(s) = P ₃	10 / Project	P ₃ X 10 =	
III(C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs No. of 10 Lakh(s)=R	Amount mobilized with minimum of Rs.2 lakhs No. of 2 Lakh(s)=R	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂	Completed project report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂	20 / major project and 10 / minor project	Q ₁ X 20 = Q ₂ X 10 =	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process a) No. of national level output = O ₁ b) No. of international level output = O ₂	Major Policy document of Govt. Bodies at Central and State Level a) No. of national level output = O ₁ b) No. of international level output = O ₂	30 / national level; 50/ International level (output or patent)	O ₁ X 30 = O ₂ X 50 =	
Total of III (C)						
III(D) RESEARCH GUIDANCE						
III (D) (i)	M.Phil.	Degree awarded No. of Candidates = D ₁	Degree awarded No. of Candidates = D ₁	3/candidate	D ₁ X 3 =	
III (D) (ii)	Ph.D	Degree awarded Thesis submitted a) No. of Candidates = D ₂ b) No. of Candidates = D ₃	Degree awarded Thesis submitted a) No. of Candidates = D ₂ b) No. of Candidates = D ₃	10/candidate 7/ candidate	D ₂ X 10 = D ₃ X 7 =	
Total of III(D)						



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III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration No. of Programme(s)=T ₁	(a) Not less than two weeks duration No. of Programme(s)=T ₁	20 each	T ₁ X 20 =	
		(b) One week duration No. of Programme(s)=T ₂	(b) One week duration No. of Programme(s)=T ₂	10 each	T ₂ X 10 =	
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A))	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference No. of Papers=C ₁	a. International conference No. of Papers=C ₁	10 each	C ₁ X 10 =	
		a. National No. of Papers=C ₂	a. National No. of Papers=C ₂	7.5 each	C ₂ X 7.5 =	
		b. Regional /State level No. of Papers=C ₃	b. Regional / State level No. of Papers=C ₃	5 each	C ₃ X 5 =	
		c. Local- University/ College level No. of Papers=C ₄	c. Local- University/ College level No. of Papers=C ₄	3 each	C ₄ X 3 =	
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	10 each	L ₁ X 10 =	
		b. National No. of Lecture(s) and/or Presentation(s) =L ₂	b. National No. of Lecture(s) and/or Presentation(s) =L ₂	5 each	L ₂ X 5 =	
Total of III(E)						

Note: for the each category under III (E) (i, ii, iii, iv) maximum 2 presentation and/or participation of papers in training course, conference, seminar and workshop will be considered.

Signature of the Candidate