



❖ Details of Minimum Qualification and Experience required for all the posts

Sr. No.	Minimum Qualification and Experience
1	<p><u>CHIEF ACCOUNTS OFFICER :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1. Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.2. Basic Knowledge of computer.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience :</u></p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Age :</u> Not more than 52 Years.</p> <p><u>Relaxation :</u></p> <p>A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. /SEBC/PD category.</p>

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❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

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<p>2</p>	<p><u>CONTROLLER OF EXAMINATION :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1. A master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.2. Basic Knowledge of computer.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience :</u></p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which, 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age: Not more than 52 Years.</p> <p><u>Relaxation :</u></p> <ul style="list-style-type: none">• A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. /SEBC/PD category.
<p>3</p>	<p><u>NETWORK ADMINISTRATOR :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1) First Class in MCA/BE/B. Tech. in Computer Engineering/ IT /CSE from a recognized University.2) CCNA Certified or other Equivalent Network Certification. <p><u>Experience :</u></p> <ol style="list-style-type: none">1) At least 10 years of experience as Network Administrator; experience on developing and using webinar systems, video conference systems and e-Learning system is required.2) Good updated knowledge of Computer applications (on emails, word processing, spreadsheet, presentations software etc. and OS like MS-Windows, Linux and other additional required software skills used in office.3) Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 45 Years.</p>

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4	<p><u>ASSISTANT REGISTRAR :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1. Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale wherever grading system is followed.2. Basic Knowledge of computer.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience:</u> After obtain the qualification have 5 years administrative experience on the post not below the rank of office superintendent class III in a Government Department / Autonomous body / PSU / Statutory Body or in any recognized institution on the post equivalent to the post of not below the rank of office superintendent Class III.</p> <p><u>Age:</u> Not more than 42 years.</p> <p><u>Relaxation :</u> A relaxation of 5% from 55% to 50% of marks at the Master's level for the S.C. /S.T. /SEBC/PD category.</p>
5	<p><u>COMPUTER PROGRAMMER :</u></p> <p><u>Minimum Qualification :</u></p> <ul style="list-style-type: none">• Master's Degree in Computer Applications/ Computer Engineering/Compute Science/Computer Technology/Computer Science and Engineering/Information Technology or M.Sc(Computer Science/Information Technology) with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale wherever grading system is followed from a recognised University/Institute;• Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience:</u> Three years' post qualification experience in computer programming /Information System in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognised institution.</p> <p><u>Age:</u> Not more than 40 years</p>

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6	<p><u>PROJECT OFFICER :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1. At least Bachelor's degree with first class in Journalism from a recognized University with2. Basic Knowledge of computer.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience :</u></p> <ul style="list-style-type: none">- Five years' experience related to Public Relation Work after acquiring Minimum Qualification. <p>Age: Not more than 40 years.</p>
7	<p><u>STORE KEEPER :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1. Bachelor's Degree with at least 55% from a recognized University.2. Basic Knowledge of computer.3. Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Experience :</u></p> <ul style="list-style-type: none">- Two years' experience as a Store Assistant/ Junior Clerk / Data Entry Operator in a Government Office/PSU/Autonomous Body/Statutory Body or in any recognized institution. <p>Age: Not more than 36 years.</p>
9	<p><u>JUNIOR CLERK :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1) Bachelor's Degree from a recognized University in any discipline.2) Basic Knowledge of Computer (Gujarati and English Typing).3) Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Age: Not more than 35 years.</p>

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10	<p><u>DATA ENTRY OPERATOR :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1) Bachelor's Degree from a recognized University in any discipline.2) Basic Knowledge of Computer (Gujarati and English Typing).3) Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Age:</u> Not more than 35 years.</p>
11	<p><u>TECHNICAL ASSISTANT :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1) First class Diploma in Electrical Engineering from a recognized university / institute.2) Basic Knowledge of Computer.3) Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Age:</u> Not more than 35 years.</p>
12	<p><u>ASSISTANT LIBRARIAN :</u></p> <p><u>Minimum Qualification :</u></p> <ol style="list-style-type: none">1) First class Bachelor's degree in Library science from recognized university.2) Basic Knowledge of Computer.3) Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p><u>Age:</u> Not more than 35 years.</p>

Important Note for all posts:

It is expected from the candidates that he/she should:

1. Possess adequate knowledge of Gujarati or Hindi or both.
2. Age, Educational Qualification and Experience should be considered with reference to the last date of application to be submitted through online.
3. Experience should be considered after obtaining the essential educational qualification.

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