



Date:-20/02/2020

EMPLOYMENT NOTICE

ADVERTISEMENT NO: 18 /2020

Online application(s) from the eligible candidates are invited in prescribed Performa for the below administrative post as per **Table A**. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative/academic excellence and quality.

Number of Posts, Essential Qualification / experience/ pay/ general conditions, application format and other details are mentioned below. The general category candidates are required to pay fee of 500/- through net banking whereas the candidates belonging to SC/ST/SEBC/EWS/PD are required to pay fee of Rs.250/-.

The candidate's belong to reserved category can apply against vacancies for Unreserved / General Category and the criteria will be applicable as per unreserved category. Candidate are advised to see the details of advertisement before applying online.

Last date of applying online is **23/03/2020 (up to 13:00 p.m.)**. And Last date for submitting the print out of an online application along with all the requisite documents is **31/03/2020(up to 18:00 p.m.)**. The online application will start on 24/02/2020 by 13:00 pm onwards.

PLACE: AHMEDABAD

Sd/-

REGISTRAR

DATE: 20 /02/2020

*Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013*

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Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Government Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
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Advertisement No. 18/2020

➤ Table : A

Sr.	Name of the Post	Pay Bands + Grade Pay	No. of Post	Category				
				GEN	EWS	SC	ST	SEBC
1	Chief Account Officer	15600-39100 +6600	1	1	-	-	-	-
2	Controller of Examination	15600-39100 +6600	1	1	-	-	-	-
3	Network Administrator	15600-39100 +5400	1	1	-	-	-	-
4	Assistant Registrar	15600-39100 +5400	1	-	-	-	-	1
5	Computer Programmer	9300-34800 +5400	1	1	-	-	-	-
6	Project Officer	9300-34800 +4400	1	1	-	-	-	-
7	Store Keeper	5200-20200 +2400	1	1	-	-	-	-
8	Data Entry Operator	5200-20200 +1900	2	1	1	-	-	-
9	Junior Clerk	5200-20200 +1900	5	4 *	-	-	-	1
10	Technical Assistant	5200-20200 +1900	1	1	-	-	-	-
11	Assistant Librarian	5200-20200 +1900	1	1	-	-	-	-

* out of 04 posts, one post is reserved for women candidates of General Categories.

- Candidate applying for more than one post need to apply separately for each post and should pay separate fees for each application.
- All approved posts & Pay scales are subject to change as may be directed by Government of Gujarat.
- For regular updates do visit career section on GTU website.
- For any query contact at recruitment2020@gtu.edu.in
- If candidate has obtain any degree from other university and grading system is followed, he/she should provide equivalency criteria for conversion of their score either in

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percentage or class.

- f) If Candidate hold foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.
- g) Benefit of the reservation shall be granted to the candidate belonging to SC/ST/SEBC & EWS provided that the respective certificate in respect of the reservation as well as valid Non-Creamy layer Certificate (in case of SEBC) issued by the competent authority of the State of Gujarat.

Important Note:

The Candidate selected for the post mentioned above at

Sr. No. - 6 shall be appointed in the fix pay of Rs.38, 090/- P.M., and from Sr. No.- 7 to 11 above shall be appointed in the Fix Pay Rs. 19,950/-P.M. as per State Govt. Policy for first Five Years with prevailing terms and conditions and on completion of Five Years satisfactorily service he / she shall be posted in the regular pay bands + Grade Pay at initial stage of the concerned post.



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❖ 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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<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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IMPORTANT INSTRUCTIONS

- The applicant must ensure that he/she fulfill the eligibility criteria for the post.
- The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for being called for Interview / selection.
- Candidates called for written test/interview/ Computer Test shall have to appear at their own cost.
- Applicant must produce original testimonials, certificates and other documents at the time of interview/ document verification time, if called.
- 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 if 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/her services shall be liable to be terminated.
- 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, and/or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
- The University reserves the right to fill or not to fill any or all posts.
- Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
- If any additional information is to be given, the information in separate sheet should be provided.
- For regular updates do visit career section on GTU website.
- **All correspondence with the candidate will be done through e-mail id as provided by the candidate in application form only.**

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NOTE:

Relaxation in Upper age limit:

1	S.E.B.C., S.C., S.T. and EWS Male candidates of Gujarat origin.	05 years, Subject to maximum 45 years.
2	Women candidates of unreserved Category.	05 years, Subject to maximum 45 years.
3	Women Candidates of Reserved Category.	10 years (including 05 years relaxation as Woman) subject to Maximum up to 45 years.
4	Physically disabled candidates.	10 (ten) years subject to his / her ability to discharge duties attached to the posts, as may be performed by any other normal persons, on the basis of production of medical certificate prescribed by GAD circular dated 01-12-2008 from the Medical Board.
5	GTU and other Universities employee of Gujarat State.	The employee working in the GTU or other university of Gujarat State shall be allowed on a uniform basis relaxation of a ,maximum period of 5 years or to the extent of equal number of year for which service has been put up by him/her, whichever is less.
6	Ex-servicemen / Officers	Length of military service+3years to be deducted in his/her actual age and he/she should be within the prescribed age limit of the concerned post.

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 <https://www.gtu.ac.in/Recruitment.aspx>
- (2) Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details. Put scan copy of your photograph and signature. Submit the form.
- (3) Once the online application form is completely filled submit it and get printout of the same and send it along with photographs, self-attested copies of necessary certificates including in support of the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, all supporting documents related to Academic Performance Indicators (if applicable), endorsement from the current employer (if applicable) etc. with the applications, and **only through Speed**

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post/Registered Post (No any other mode will be entertained) to **The Registrar, Establishment Section, Gujarat Technological University, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424.** It should reach on or before last date (i.e **31/03/2020**) **up to 18:00 hours** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.

- (4) Applicants are advised to submit **their application by clearly mentioning the name of applied post on the top of sealed envelope** and 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.
- (5) Documentary proofs of experiences and academic qualifications in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
- (6) Fees once paid shall not be refunded in any circumstances.
- (7) Before filling / submitting the application form you are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
- (8) **INCOMPLETE APPLICATIONS AND APPLICATIONS IN HARD COPY RECEIVED AFTER LAST DATE SHALL NOT BE CONSIDERED.**
- (9) Candidates employed in Government / Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel.**
- (10) In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received 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.
- (11) Separate application is required to be sent for each post, otherwise application will be rejected.

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 – 382 424.** Applicants are advised to submit **the applications with clear mentioning of applied post mention on sealed envelope** and well in

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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.

- 2) The required qualifications/experience/age shall be considered as on closing date of online application.
- 3) The applicant must ensure that he/she fulfils the eligibility criteria for the post.
- 4) Candidates with requisite qualifications acquired from recognized University / Institutions can only apply.
- 5) Candidates should enclose SELF attested copies of certificates in support of the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
- 6) The University reserves the right to fill or not to fill any or all posts.
- 7) 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 if 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.
- 8) 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, and /or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
- 9) The prescribed qualifications and experience are minimum and the mere fact that a Candidate possesses the same does not entitle him/her for being called for Interview/ selection.
- 10) Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.

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SELECTION PROCESS

SCHEME OF EXAMINATION

POST: Chief Account Officer / Controller of Examination:

If university decide to shortlist the candidates for the interview the scheme of examination shall be as under:-

PHASE 1: PRIMARY EXAMINATION (WRITTEN) – 200 MARKS

Duration: 120 minutes

Total Marks: 200

Medium: English

Number of Questions: 200

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	Data Analysis & Interpretation
4)	General Awareness :- Indian Economy / Geography / Natural Resources/ Population / Government Schemes – With Special Reference to Gujarat State, Role & Functions of Various Industrial Associations of India / Gujarat (CII, ASSOCHAM, GCCI, ICC, FICCI, NASSCOM),
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission,
6)	NITI Aayog - Role and Functions, Right to Citizen for Public Service Act, 2013 (RCPS Act), Right to Information Act, 2005 (RTI Act)
7)	Modern History of India with special reference to Gujarat State.
8)	Current Affairs: Regional / National / International Events related to Political / Economical / Sports / Education

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

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9)	<p>Professional/Technical Education: Education System in Gujarat-State Policy, Knowledge Consortium of Gujarat (KCG), Educational Problems of socially deprived classes and women, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Challenges before Higher Education, Impact of Globalization and Privatization on Indian Education, Higher Education System (Diploma, Degree, Masters, Doctorate, Vocational Education and Training (VET)), Rashtriya Uchchattar Shiksha Abhiyan (RUSA), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee –Technical (FRC) - Gujarat, University Administration Systems, Professional / Technical Education as a tool of Human Resource Development, India's present status, Higher Education System and Training, Government Policy, Programs, Schemes and Challenges, Issues and efforts for solution, Propagation of Professional and Technical Education, Regulatory and Sanctioning Institutions.</p>
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PHASE 2: PERSONAL INTERVIEW (ORAL) - 100 MARKS

On the basis of merit list of Primary exam, about 15 times shortlisted candidates shall be called up for personal interview. The Score of the Primary Tests shall be used as elimination test only and it does not have any role in the final selection process.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Personal Interview (Oral)	100	100%	100
Total Marks Considered for Selection Process:				100

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SCHEME OF EXAMINATION

POST: ASSISTANT REGISTRAR / COMPUTER PROGRAMMER / NETWORK ADMINISTRATION

If university decide to shortlist the candidates for the interview the scheme of examination shall be as under:-

PHASE – 1: PRIMARY EXAMINATION (WRITTEN) – 200 MARKS

Duration: 120 minutes

Total Marks: 200

Medium: English

Number of Questions: 200

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude , Quantitative Aptitude & Logical Reasoning Ability
3)	General Awareness :- Indian Economy / Geography / Culture & Heritage / History / Population / Public Administration/ Government Schemes – With Special Reference to Gujarat State, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee –Technical (FRC) – Gujarat,
4)	Modern History of India with special reference to Gujarat State.
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission, Constitutional and Statutory Bodies: Election Commission of India, Union Public Service Commission, State Public Service Commission, Central Vigilance Commission, Lokpal and Lokayukta, Central Information Commission,
6)	Right to Information Act, 2005 (RTI Act)

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
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7)	Current Affairs: Regional / National / International Events related to Political / Economical / Sports / Education
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PHASE 2: PERSONAL INTERVIEW (ORAL) - 100 MARKS

On the basis of merit list of Primary exam, about 15 times shortlisted candidates shall be called up for personal interview. The Score of the Primary Tests shall be used as elimination test only and it does not have any role in the final selection process.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Personal Interview (Oral)	100	100%	100
Total Marks Considered for Selection Process:				100

SCHEME OF EXAMINATION

POST: DATA ENTRY OPERATOR / JUNIOR CLERK / STORE KEEPER

PHASE 1: COMPETITIVE EXAMINATION (WRITTEN)

Duration: 120 minutes

Total Marks: 200

Medium: English

Number of Questions: 200

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Quantitative Aptitude
3)	Reasoning Ability (Verbal / Non-Verbal)
4)	Computer / I.C.T. Aptitude

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5)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.
6)	University Administration (UGC / AICTE / PCI / COA)
7)	Gujarati Grammar
8)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events

PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL)

On the basis of merit list of competitive exam (written), about 15 times shortlisted candidates shall be called up for PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL).

TOTAL MARKS: 100

DURATION: 90 MINUTES

Sr. No	Name of Test	Marks
1)	Computer Test (Word, Excel, PowerPoint) based on data provided	50
2)	Computer Typing (English Note)	25
3)	Computer Typing (Gujarati Note)	25
	TOTAL	100

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Competitive Test (Written) : OBJECTIVE TYPE	200	50%	50
2)	Computer Proficiency Test : (Practical)	100	50%	50
	Total Marks Considered for Selection Process:			100

The Final Merit on the basis of composite score of above two tests (Competitive and Practical), shall be considered for the final selection.

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
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SCHEME OF EXAMINATION

POST: PROJECT OFFICER / TECHNICAL ASSISTANT/ASSISTANT LIBRARIAN

PHASE-I: GENERAL & QUALIFICATION RELATED EXAMINATION (WRITTEN) - 200 MARKS

Duration: 120 minutes

Medium: English

Total Marks: 200

Number of Questions: 200

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Part - 1 (GENERAL-MCQ): Marks :- 100; Total Question:- 100 ; Duration :- 60 minutes

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.
4)	Gujarati Grammar
5)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events

Part - 2 (QUALIFICATION RELATED - OBJECTIVE) – Marks :- 100; Total Question:- 100 ; Duration :- 60 minutes

PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL)

On the basis of merit list of competitive exam (written), about 15 times shortlisted candidates shall be called up for PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL).

TOTAL MARKS: 100

DURATION: 90 MINUTES

Sr. No	Name of Test	Marks
1)	Computer Test (Word, Excel, PowerPoint) based on data provided	50
2)	Computer Typing (English Note)	25
3)	Computer Typing (Gujarati Note)	25
	TOTAL	100

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SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Competitive Test (Written) : OBJECTIVE TYPE	200	50%	50
2)	Computer Proficiency Test : (Practical)	100	50%	50
Total Marks Considered for Selection Process:				100

The Final Merit on the basis of composite score of above two tests (Competitive and Practical), shall be considered for the final selection.

COMMON INSTRUCTIONS AND GUIDELIENS FOR CANDIDATES:

- (1) All Written Competitive / Conventional Examinations, will be based on Multiple Choice Question (MCQ) and Optical Mark Reader (OMR).
- (2) University will decide the criteria to prepare a merit list.
- (3) Each Question will consist of 1 mark for correct answer.
- (4) There will be 0.3 negative marking for each wrong answer or selecting more than one option or left blank.
- (5) Candidates who have qualified in written exam will be called for Computer Proficiency Test / Personal Interview. From total number of vacant post, about 15 (fifteen) times candidates will be called for Computer Proficiency Test/ Practical Test/ Personal Interview as declared in the scheme of examination of each post.
- (6) For the selection of various posts, separate Merit list will be prepared for each position as declared by the university in the scheme of examination for each post.
- (7) There is no need to conduct Personal Interview for the post of Project Officer, Store Keeper, Data Entry Operator, Junior Clerk, Technical Assistant and Assistant Librarian. Only the composite merit score based on Phase -1 and Phase -2 examinations shall be used to prepare a final merit list for the selection in such posts.

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- (8) Personal Interviews followed by Primary examination, shall be conducted for the posts of Chief Account Officer, Controller of Examination, Network Administration, Assistant Registrar and Computer Programmer. However if found suitable by the university/selection committee, on the basis of internal scrutiny, the candidates can be called up for direct interview without holding primary examination.
- (9) For the post of Project Officer, Store Keeper, Data Entry Operator, Junior Clerk, Technical Assistant and Assistant Librarian, As per the state Government instruction the 5% marks of the obtained by the candidate shall be added in case of sport person who has participated at the level of Inter-School tournament, Inter University tournament, State level and National Level. Such benefit only available to such games which are recognised by the State Government. The candidate shall produce the certificate in prescribed Performa issued by the competent authorities.
- (10) As per the instructions of the State Government and accepted by the university, the waiting list shall be prepared in all of the above mentioned post.
- (11) University shall update all the Applicants about the date, time, and place of examination / personal interview in due time limits through circular on its official website from time to time. Hence, all the applicants are advised to check the university website for future updates related to the recruitment process of the above mentioned positions.
- (12) Entry in the compound of the examination centre with mobile / cell phone/ tables/ laptop/ electronic gadgets etc. is strictly prohibited. If candidate who is found breaching this instruction or found to be indulging in 'unfair practises' viz. copying or misconduct during the course of the examination, using electronic gadgets or mobile phone etc. tempering with question and/or answer paper, influencing any person concerned with primary examination / written examination / test or interview will be debarred either in that examination process or for any number of years or permanently as decided by BOG.
- (13) In case of tie in the final merit list score, appropriate policy decided by the university / selection committee shall be employed. And in case of any discrepancy in the above mentioned guidelines, the decision of the university / selection committee shall be considered as final.
- (14) Mere success in the examination, shall not confirm any right to appointment and no candidate shall be appointed to the post unless the university is satisfied, after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

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(15) Result of the candidates will be published on the website of the GTU.

Sd/-

Date: - 20/02/2020

REGISTRAR

Documentary proofs of 1. Education Qualifications 2. Age Proof 3. Previous & Present job experiences 4. Cast certificate 5. Research Paper Published & others essential documents indicated in the application should invariably be sent along with the application, failing which it will be considered that you do not possess the same and the application shall be treated as incomplete.



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