



**GUJARAT VIDYAPITH: AHMEDABAD - 380 014**  
(Established under Section 3 of the UGC Act, 1956 vide Notification No.F.10-20/62-U2 of the Govt. Of India)

**Advertisement No. 13-2017-2018**

Gujarat Vidyapith was founded by Mahatma Gandhi in 1920 and is a Deemed University since 1963. The objectives of the Vidyapith are to impart higher education for preparing grass root workers with character and competency, and educate them for movements connected with social reconstruction in the country. Adherence to truth and non-violence, participation in productive work with a sense of dignity of labour, respect for all religions, creed and communities, social and economic equity, and above all priority for rural reconstruction are emphasized in all curricula. Education is largely imparted in mother-tongue i.e. Gujarati. However, in exceptional cases learning and guiding in Hindi and English are allowed. Students are free to take examination in English and other Indian languages with prior permission. But it is expected that teachers pick up Gujarati within a short time.

Applications in prescribed form are invited for the following Non-teaching posts so as to reach the Registrar, Central Office, Gujarat Vidyapith, Ahmedabad- 380014, **on or before 18/09/2017**. Application forms are available on any working day from the Central Office, Gujarat Vidyapith, Ashram Road, AHMEDABAD 380 014, on payment of Rs.400/- by unreserved category candidates (Rs.200/- SC/ST candidates) in cash or demand draft (DD) in favour of 'Registrar, Gujarat Vidyapith, Ahmedabad', along with a self-addressed and stamped envelope (23"x10") worth Rs.10/-. Application forms can also be downloaded from the website [www.gujaratvidyapith.org](http://www.gujaratvidyapith.org); [www.gujaratvidyapith.ac.in](http://www.gujaratvidyapith.ac.in) and the filled in application should be sent only by RPAD to the Registrar with a demand draft in favour of 'Registrar, Gujarat Vidyapith' for Rs.400/- unreserved category candidates (Rs.200/- SC/ST candidates).

**Name of Post:** Internal Audit Officer-01 (On Deputation basis only)

Pay Scale 15600-39100 Grade Pay 7600

The University is in need of an Internal Audit Officer preferably with auditing background on standard terms of deputation initially for a period of one year and may be extended up to three years. The officer requires developing and strengthening the internal audit wing of the University and should be able to function independently in multi-tasking environment. The Officer should also have thorough knowledge in Computer Application and in various accounting packages/software with knowledge of Gujarati language.

**Qualifications:**

Officers working in the cadre of Indian Audit and Accounts services or related services in the scale of Rs.15600-39100 Grade Pay 7600.

**Name of Post:** Deputy Registrar- 01 (OBC), Pay Scale Rs. 15600-39100 GP 7600

**Qualifications:**

**Essential:**

Good academic record (50% with second class in undergraduate courses) plus Master Degree with at least 55% of the marks or its equivalent grade of in the UGC seven point scale, along with

- i. Nine years of experience as Assistant Professor In the AGP of 6000 and above with experience in educational administration.

OR

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- ii. Comparable experience in research establishment and/or other institute of higher education.

**OR**

- iii. Five years of administrative experience as Assistant Registrar or in an equivalent post.

**Desirable:** Working knowledge of Computers

**Age:** 50 Years, Relaxations of age for OBC/Government servants as per GOI rules.

**Name of Post:** Programmer- 01 (UR), Rs. 15600-39100 GP 5400

**Qualifications:**

First Class B.E./B. Tech. In Computer Science/Engineering/Technology (AICTE Approved Institute)

**OR**

M.Sc.(IT)/ M.Sc. (CS)/MCA 1<sup>st</sup> class in relevant subject with minimum three years' experience in relevant field (from recognized University/ Institute)

**Age:** 35 Years, Maximum age shall not exceed 40 Years in all cases inclusive of all relaxations.

**Name of Post:** Stenographer-01 (UR) Rs. 5200-20200 GP 2400

**Qualifications:**

1. A Bachelor's Degree from recognized University.
2. English Stenography speed - 100 wpm; English Typewriting speed - 50 wpm.

**OR**

2. Gujarati Stenography speed - 100 wpm; Gujarati Typewriting speed - 40 wpm.
3. Good knowledge of computer applications especially skill in MS office, excel, Power Point, Internet. Knowledge of Open source is desirable.

**Age:** 25 Years, (Relaxations of age for Departmental as per GOI rules).

**Name of Post:** Upper Division Clerk (UDC) 03 Posts (ST-01, OBC-01, UR-01)

Pay Scale Rs. 5200-20200 GP 2400.

**Qualifications:**

**Essential:**

1. Bachelor in any discipline with 50% marks from a recognized University with five years' experience as LDC, preferably in educational institution.

**OR**

1. Master's degree in any discipline with 50% marks from a recognized University with three years' experience as LDC or equivalent, preferably in educational institution.

2. Working knowledge of computer in Gujarati & English script.

**Age:** 25 Years, Maximum age shall not exceed 30 Years in all cases inclusive of all relaxations. (Relaxations of age for Departmental/ST/OBC as per GOI rules).

**Name of Post:** Lower Division Clerk (LDC) 04 Posts (OBC-01, UR-03) Pay Scale Rs. 5200-20200 GP 1900.

**Qualifications:**

**Essential:**


1. Graduate from a recognized University;
2. Should be in a position to operate computer in English script with 10500 KDPH (35 wpm) and Gujarati script with 9000 KDPH (30 wpm) on an average of 5 key depressions for each word, which shall be assessed by a skill test.

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Age: 25 years, Maximum age shall not exceed 30 Years in all cases inclusive of all relaxations (Relaxations of age for Departmental/OBC as per GOI rules)

**GENERAL CONDITIONS:**

1. Candidate employed in Govt./Quasi Govt./ Public sector undertaking should forward their application through proper channel and separate application be made for each posts.
2. Medium of instruction at all levels is generally in Gujarati; hence knowledge of Gujarati/Hindi is basic requirement.
3. Discontinuation of Interview at Junior Level Posts up to 4200 GP as per instructions of GOI/UGC.
4. The candidates belonging to reserved category can apply for the unreserved posts however all the criteria as applicable to unreserved category posts will be applicable to all the candidates.
5. Qualifications and Age will be calculated as on last date of receipt of Application.
6. Candidates applying against reserved post for OBC category must submit a valid (up-to-date -current financial year) "Non Creamy Layer" Certificate from the appropriate authority as per Government of India Rules.
7. Reservation and relaxation in qualifications and work experience for SC/ST/OBC/PH candidates are applicable as per Govt. of India rules.
8. If the Gujarat Vidyapith decides to conduct the Preliminary Test considering the number of posts and applications received, the marks obtained by the candidate in the Preliminary Test shall be considered for shortlisting the candidates to be called for interview but such marks shall not be considered for final selection.
9. 3 % posts are reserved for Physical handicapped candidates.
10. No. T.A. & D.A. will be paid for attending interview.
11. Selected candidates are liable to be transferred anywhere in any Campus of Gujarat Vidyapith.
12. The University reserves the right not to fill up any of the vacancies advertised and may increase or decrease the actual number of posts depending on the circumstances.
13. The post of Internal Audit Officer is to be filled up on Deputation basis only. The University reserves the right to fill up any of the vacancies advertised on Deputation/Absorption basis also.
14. All delayed, incomplete and the application that are not in the prescribed form will be rejected. No intimation in this regard will be sent to candidates
15. Pay Scale as per GOI/UGC norms.
16. A candidate furnishing incorrect or false information shall stand disqualified.
17. Postal delay shall not be entertained.
18. Name of the post applied for must be written at the top of the envelope as under:  
"Application for the post of \_\_\_\_\_".
19. The application forms along with attested photocopies of all certificates should be sent only by R.P.A.D. on or before 18/09/2017.

  
(Rajendra Khimani)  
Registrar

Place: Ahmedabad

Date : 11/08/2017

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