



Recruitment 2022

**Non-Teaching
Posts on**

**Contractual
Basis**

Non-Teaching Post

Sr. No.	Post	No. Of Posts	Eligibility
1.	Assistant Registrar	2	<ul style="list-style-type: none">• Master's Degree with at least 55% of the marks or an equivalent grade of "B" in the UGC 7-point scale.• Proficiency in Gujarati, English & Hindi language. <p><u>Desirable:</u></p> <ol style="list-style-type: none">1. Five years of experience in supervisory level in Administration/ Establishment/Finance/Examination/Academic of the University in Level 7 or holding analogous post.2. Knowledge of Computer Applications <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none">1. To Maintain Files and Records of day-by-day work.2. Following up the work3. Co-Ordination of Administration work
2.	Account Auditor	1	<ul style="list-style-type: none">• Certified Chartered Accountant <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none">1. To Maintain a day-to-day accounting function.2. Internal Audit Work.3. To solve the queries regarding Audit4. Providing Data to Statutory Auditor5. Make a Proposal Setup Audit Channel/Procedure
3.	PA to VC	1	<ul style="list-style-type: none">• A Master's degree from a recognized University or Certified Company Secretary• At least 2 years of experience in Administration / Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking of repute /Research Institute OR Project Work. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Good knowledge of computer applications.• Knowledge of office management, computer office Application & secretarial practice.• Knowledge of English & Gujarati & Hindi <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none">1. Schedule Meeting2. Correspondence3. Coordination with Branch/Centre
4.	PA to Registrar	1	<ul style="list-style-type: none">• A Master's degree from a recognized University or Certified Company Secretary• At least 2 years of experience in Administration / Accounts/ Secretarial work, preferably in a junior supervisory post in a University/ Government / Public Undertaking of repute /Research Institute OR Project Work. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Good knowledge of computer applications.• Knowledge of office management, computer office Application & secretarial practice.• Knowledge of English & Gujarati & Hindi <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none">1. Schedule Meeting

			<p>2. Correspondence</p> <p>3. Coordination with Branch/Centre</p>
5.	Graphic Designer	1	<ul style="list-style-type: none"> • Bachelor's Degree in Graphic Designing/ Fine Arts. • Minimum 3 years' Experience in relevant field. <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> 1. Do Designing work as per instruction. 2. To prepare Brochure, Advertisement, Proposal as per requirement.
6.	Tapovan Counsellor	1	<ul style="list-style-type: none"> • A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a Psychology or Home Science from an Indian University, or an equivalent degree from an accredited foreign university. • Minimum 2 Years of Experience and knowledge of working in the field of child development is preferable. • Computer Skill & Knowledge of Gujarati Language is necessary. <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> 1. Maintain Tapovan Online/Offline Class 2. Daily Activity for Tapovan Garbha Sanskar Centre 3. Organising Various Activities 4. Maintain Records
7.	System Manager cum Analyst	2	<p>Any Bachelor's of Engineering degree from a recognized University</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • PG Degree in IT/ Computer Application from UGC recognized institutes/ Universities with at least 55%marks or equivalent grade. <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> 1. Managing IT Infrastructure, ERP Co-ordination 2. Handling Computer in Laboratory 3. Managing Data Centre 4. Exam Management 5. Website Management. 6. Software Facilitator 7. E-Waste Management
8.	Library Assistant	1	<ul style="list-style-type: none"> • Bachelor's degree in Library Science or equivalent with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed. <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> 1. Management of Routine Library work 2. Data entry 3. Documentation
9.	Illustrator	1	<ul style="list-style-type: none"> • Diploma in Fine Art (Drawing & Painting) • ATD (Art Teacher Diploma) • Minimum 5 Years of Experience and knowledge of working in the field <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> 1. Designing and Painting work for Publications 2. Routine Painting Work

10.	Administrative Assistant	5	<ul style="list-style-type: none"> Any Bachelor's degree from a recognized University or Certified Company Secretary At least 2 years of experience in Administration/Accounts/Secretarial work, preferably in a junior supervisory post in a University/Government/Public Undertaking of repute/ Research Institute OR Project Work. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> A Master's degree from a recognized University or Certified Company Secretary Good knowledge of computer applications. Knowledge of office management, computer office Application & secretarial practice. Knowledge of English & Gujarati <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> Daily Filing Work Data Entry Management of Routine Administration Work IT Related Work
11.	Receptionist	1	<ul style="list-style-type: none"> Any Bachelor Degree <p style="text-align: center;">or</p> <ul style="list-style-type: none"> 3 to 5-year Experience in University Administration <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> Multi Language Proficiency Communication Skill
12.	Clerical Assistant	10	<ul style="list-style-type: none"> Any Bachelor's Degree from a recognized University <p><u>Desirable:</u> Computer Proficiency</p> <p><u>Key Area of Work:</u></p> <ol style="list-style-type: none"> Manage All Clerical Work Gujarati / English Typing File Management Data Entry

Pay Scale of Non-Teaching Posts

Sr.No.	Post No.	Monthly Salary
1	1 & 2	I.N.R. 35,000/- (Fix)
2	3 to 5	I.N.R. 32,500/- (Fix)
3	6 to 8	I.N.R. 25,000/- (Fix)
4	9 to 11	I.N.R. 20,000/- (Fix)
5	12	I.N.R. 15,000/- (Fix)

ગુજરાત રાજ્ય સરકારશ્રીનાં શિક્ષણ વિભાગના ઠરાવ ક્રમાંક : બજટ-૧૨૨૦-ન.બા.૩૪૧-ખ૨, તા. ૦૨/૦૬/૨૦૨૧ મુજબ નીચે મુજબની જગ્યા Ph.D. FACILITATION CENTRE માટે ભરવાની થાય છે.

Sr. No.	Name of Post	Essential Qualification	Monthly Emoluments
1.	Research Advisor-Facilitator (One Post)	<ol style="list-style-type: none"> Any Post Graduate Degree with 55% marks M.Ed. with 55% marks Ph.D. in Education Three years' experience in Research Methodology, Research Paper, Data Collection and Analysis, Age: Max. 36 Years <p>Desirable:</p> <ol style="list-style-type: none"> Good Command in English Computer Literacy 	40,000/- Fixed per month. No other benefits will be given.
2.	Statistical Analyst (One Post)	<ol style="list-style-type: none"> Any Master Degree with Statistics/Mathematics/Allied Subject with 55% marks Two years' experience in Data Analysis, Coordination, Report Analysis, Conclusion Finding etc. <p>Desirable:</p> <ol style="list-style-type: none"> M.Ed. with 55% Marks Good Command in English Computer Literacy 	25,000/- Fixed per month. No other benefits will be given.

General Schedule:

Commencement of Online Application	Dt. 13/08/2022 (Saturday) from 2.00 PM
Website closure for submission of online application	Dt. 23/08/2022 (Tuesday) Up to 6.00 PM
Tentative Dates for Interview (Eligible candidates communicated for interview via email)	Dt. 26/08/2022 to Dt. 30/08/2022
After interview tentative date for joining for selected candidates is	Dt. 01/09/2022

General Instructions:

- These posts are purely temporary and on contractual basis for 11 months No Other benefits will be given.
- Do not send a Hard Copy of Application and other documents to the office.
- If necessary, an elimination test will be arranged.
- Last date of online submission of application is 23/08/2022, 06:00 PM
- Eligible candidates communicated for the interview via email.
- Tentative dates for Interview of eligible candidates between 26/08/2022 to 30/08/2022
- After interview tentative date for joining for selected candidates is 01/09/2022
- Candidate has to submit his/her necessary documents i.e. qualification, experience, caste, age, other documents along with the print out of application form duly signed and fees receipt by the e-mail.
- Last date for document submission through e-mail (on recruitment@cugujarat.ac.in) is 23/08/2022, 06:00 PM
- Application form and related information are available on the University website <http://recruitment.cugujarat.ac.in/>
- The online application will be scrutinized by competent authority and only the eligible candidate will be communicated by email.
- The Subject mentioned above may vary as per actual subject workload in particular subject, CU shall have right to fill the post accordingly.
- Candidates are requested to visit the University website www.cugujarat.ac.in regularly for updates, if any.
- The Submission of application form is acceptable only through online mode.
- Please use CAPITAL LETTERS for filling the form.
- Applications incomplete in any respect will not receive any consideration at all.
- Candidates must pay an online application fee Rs. 400 for each post. Application processing fee shall not be refunded under any circumstances.
- In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, the University reserves the right to modify/ withdraw/ cancel the candidature of such candidates.
- The Number of posts advertised may be treated as tentative. The University shall have the right to increase/ decrease the number of posts at the time of interview/ selection and make appointments accordingly.
- Canvassing in any form on behalf of any candidate will lead to disqualification of such candidates.
- Separate application along with separate application fee should be submitted for each post.
- Qualification and Experience will be reckoned as on the last date of submission of online application i.e. 23/08/2022, 06:00 PM.

- 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 the further process. The University will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- No TA/ DA will be paid.
- In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice Chancellor of CU shall be final.
- Interview will be commenced either physical or online mode.
- The candidate must bring the printed copy of the online submitted application form, complete in all aspects along with all enclosures and fee receipt at the time of Interview. Without printed copy of online submitted application form, candidate will not be permitted to appear for the Interview under any circumstances (Only in case of Physical interview)
- The candidates must reach 1 hour before the scheduled interview time for their respective subject. (Only in case of Physical interview).
- Candidate must send required documents otherwise his/ her candidature may be canceled.
- Feel free to send Email (recruitment@cugujarat.ac.in) for any query related to this process.
- The Place of Interview will be:

Children's University,
Subhash Chandra Bose
Shikshan Sankul,
Near Chh-5 Children's
University Circle,
Sector-20
Gandhinagar (Gujarat)-382021.

Contact Information:

Contact hours : 11:00 a.m. to 6:00 p.m. during working days.

E-mail : recruitment@cugujarat.ac.in, 079-23244569 (General Query)

: recruitment@mail.cugujarat.ac.in, 079-23268279 (Technical Query)

Website : www.cugujarat.ac.in

