

## **Details and instructions**

**Name of the Cadre :- Assistant Registrar**

**[A] Essential Qualification:**

**1. Educational Qualification :-**

In addition to Good Academic Record, the candidate should have passed Masters Degree with minimum 55% marks or U.G.C. 7 point scale with "B" grade certificate from any recognized University established under the Act passed by the Parliament or the State Legislative Assembly or any educational institution established by the Central or State legislation or any university recognized by U.G.C Act, 1956 under section "3" or any equivalent institution.

**2. Age Limit :-**

Not above 35 years as on 21/04/2016.

Age relaxations allowed in upper age limit as mentioned below :

1. 5 (Five) years for SC, ST or SEBC (OBC) male candidates.
2. 5 (Five) years for all female candidates.
3. 10 (Ten) years for all female candidates covered under reserved category ( 5 years as female candidate + 5 years for reserved category )
4. The candidate having more than 40% disability is entitled for relaxation of 10 years as per the prevailing rules and regulations of Government of

Gujarat. The candidate should invariably furnish requisite proof along with his application for claiming benefit of relaxation of age limit.

5. The maximum age prescribed shall not apply to a candidate who is already in Central/State Government/Semi Government Organizations, Central/State Universities or any higher educational institution recognized by/affiliated with such universities, either as a permanent servant or temporary servant or contract base servant and was within the age limit prescribed for the advertised post at the time of his first appointment in such institution. The candidate should invariably furnish requisite proof alongwith his application for claiming benefit of relaxation of age limit.

**Note :-**

(1) S.E.B.C candidates will have to furnish latest Non Creamy Layer Certificate of Social Justice and Empowerment Department, issued by Competent Authority after 01/04/2013 for the year ended on 31/03/2013. The candidate will have to furnish the original certificate as and when asked by the University.

(2) The S.E.B.C female candidate who is marraied will have to furnish Non Creamy Layer Certificate which is in reference with the income of her father-mother.

If she will furnish NCLC certificate mentioning her husband's income, then her application will be rejected.

### **3. Experience :-**

Experience of Academical Administration in a post having Grade Pay not less than Rs. 4200/- of minimum five years cumulatively in Central/State Govt./Semi Govt. Organizations/Central/State Universities or any higher educational institution recognized by or affiliated with such university.

### **4. Computer Awareness :-**

The candidate should have basic knowledge of computer. The Govt. of Gujarat has declared curriculum mentioned in General Administrative Department resolution dated :- 13/08/2008 no. CRR-10-2007-120320-G.5 and its enclosure - 1, as required basic knowledge of computer. The computer certificate of above mentioned curriculum from any reputed institute will be valid. In addition, any certificates of any Degree or Diploma computer course from any University or Government approved Institute or any degree or diploma course which included Computer as subject or passed of Std-10 or Std.12 with computer subject will be valid. The candidate who does not have such computer certificate can also apply for the post, but he/she will have to furnish such certificate

before appointment. The candidates who does not have such qualification will not be qualified for appointment.

#### **5. Knowledge of languages :-**

The candidate should have adequate knowledge of Gujarati or Hindi and basic knowledge of English.

#### **[B] Examination Fees :-**

There will be Rs. 250 form fee and examination fees. For the candidates belonging to SC,ST, SEBC(OBC), Physically handicapped category, there will be no examination fee.

#### **[C] 1. Instructions for the application form :**

1. The candidate is required to submit the following documents [self attested] with the application form.
  - (i) School leaving certificate.
  - (ii) Certificates of Educational Qualifications.
  - (iii) Experience Certificates.
  - (iv) Caste Certificate (if applicable)
  - (v) Non Creamy Layer Certificate (if applicable).
  - (vi) Physically Disability Certificate (if applicable)
  - (vii) Widow Certificate (if applicable)
  - (viii) NOC of present employer (if applicable)
  - (ix) Demand draft of fees.

- (x) Any other document.

**Special instruction:**

**The attachment of above documents should be serially numbered. The candidate should submit an index of all the attachments with the application form.**

2. The candidate should paste his recent passport size photograph at the designated place in the application form and sign upon the photograph.
3. In case of a candidate who is presently in the employment of any other organizations or the Govt., the application forms should be forwarded through the present employer.
4. All columns of the application form may be filled legibly with ball pen and the candidate should make his signature at the designated place.
5. All the information and documents provided by the candidate would be considered final for the recruitment process.
6. The candidate is supposed to produce documents in original whenever demanded by the University.
7. Application form received after last date, without required fees, without required details, with false information, without self attested photograph, without signature or any other material shortcomings would be declared invalid.
8. The request to change reservation category already declared in the application form would not be entertained.
9. It would be University's privilege when to conduct objective test/interview etc.

10. The candidate should mention the name of the post on the envelope containing the application form.

## **2. Recruitment process:**

The Selection Committee would decide regarding the screening test and written test considering the number of applications received. It is the privilege of the Selection Committee to decide the selection process.

Widow candidate, who is not re-married, would be given 5% additional marks as per the Govt. of Gujarat directives. She would be required to produce necessary documents whenever asked for.

## **3. General Instructions :**

1. The application form of a candidate would be declared invalid during any stage of the recruitment process in the following circumstances.
  - (i) An attempt to directly or indirectly influence the Director General, Dy. Director General, Registrar or any other officer of the University.
  - (ii) In case of impersonation.
  - (iii) In case of production of false or fake documents.
  - (iv) False or insufficient declaration.

**4. General Conditions :**

1. It is the privilege of the University to cancel or change the advertisement as per the requirements. The University is not supposed to give any reasons for that. The recruitment process would be as per the Raksha Shakti University Services (Recruitment of other employees) Regulations, 2013.
2. Nationality – The candidate should be citizen of India.
3. If the Appointing Authority ensures himself that the selected candidate is not fit to be appointed as per the rules and regulations of the University, such candidate may be dropped at any stage. It's decision about appointment would be final.
4. Selected candidate would be appointed as per the terms and conditions decided by the Appointing Authority.
5. The appointed candidate would be eligible to draw his pay in the pay-scale of Rs. 15,600/--39,000/- + Grade pay Rs. 5,400/- (+ Dearness Allowance and other Allowances as per the prevailing rules).
6. As for the Leave, Pension, Conduct and Discipline, the rules of Raksha Shakti University, in this regard, would be applicable to the appointee.

**(Sumit Kumar Choudhary)**  
I/c Registrar  
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