



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

No. SGGU/ESTA/NT/2019/450042

Date : 23/11/2019

EMPLOYMENT NOTICE

ADVERTISEMENT NO.03/2019

Shri Govind Guru University, Godhra invite applications for the following Posts in Prescribed Performa from the Qualified Citizens of India.

Sr. No.	Name of Post	No. of Post	Category	Pay + Grade Pay
1	Assistant Registrar	1	General	Rs. 15600 - 39100 + 5400
2	Deputy Accountant	1	General	Rs. 9300- 34800 + 4200 (Fixed pay for first five years Rs.31,340/-)

Application form, details of essential qualifications, experiences, pay scale, general terms and conditions etc. downloaded from the University website www.sgggu.ac.in. Last date for to submit the application with all relevant testimonials on or before : 12/12/2019 to "The Registrar, Shri Govind Guru University, Govt. Polytechnic Campus, RTO Road, Gadukpur, Godhra, Panchmahals - 389001"

Shri Govind Guru University, Godhra reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.

Place : Godhra
Dated : 23/11/2019

Sd/-
I/c REGISTRAR



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી, ગોધરા

(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

Details of Minimum Qualification and Experience required for the various posts are given below:

1.	<p>Assistant Registrar :-</p> <p>Pay Scale + GP : Rs. 15600 - 39100 + 5400</p> <p>Educational Qualifications Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale along with Good Academic Record.</p> <p>Age limit for direct recruits: 40 years (Age relaxation shall be applicable as Government of Gujarat rules)</p>
2	<p>Deputy Accountant :-</p> <p>Pay Scale + GP : Rs. 9300-34800 + 4200 (Rs. 31,340/- Fixed pay for first five years as per State Govt. policy as may be amended from time to time with prevailing terms and condition and on compilation of Five years with satisfactory work he/she shall be posted in the regular Pay + Grade Pay at initial stage)</p> <p>Educational and other qualifications</p> <p>I. Bachelor's Degree with at least second class in Commerce with Finance / Accounts and Auditing from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>II. Knowledge of computer application viz word processing, spread sheet / excel and computer – based accounting software.</p> <p>III. (a) Handling account & finance / educational administration / purchase and general administration experience in a comparable post of minimum Three years cumulatively in Central / State Government / Semi Government Organization or Central / State Universities / Research Institution or PSU</p> <p>Desirable Candidate should have experience of accounting and auditing in a large organization and knowledge of financial matters, budgetary system and performance budgeting.</p> <p>Age limit for direct recruits: 35 years (Age relaxation shall be applicable as Government of Gujarat rules)</p>



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

1. Visit the University website www.sgggu.ac.in Click on the field “**Recruitment**” available at right side of the corner of home page.
2. Separate application should be made for each post.
3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
4. Processing fees of Rs. 1000/- (For General Category candidates) and Rs. 350/- (For Reserved Category candidates) by way of Demand Draft in favour of “Registrar Shri Govind Guru University Payable at Godhra should be submitted along-with the filled in application form. The fee is non-refundable/non-transferable in any case.
5. Before submitting the hard copy of application form, you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
6. Please make sure that all entries in this form are enter neatly and legibly
7. Candidates must give their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an E-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
8. The candidate is required to submit the following documents [self-attested] with the application form as separate annexure.
 - i. School leaving certificate.
 - ii. Certificates of Educational Qualifications.
 - iii. Experience Certificates including appointment and relieving letter and Proof of Grade Pay to be provided.
 - iv. Physically Disability Certificate (if applicable)
 - v. NOC of present employer (if applicable)
 - vi. Demand draft of fees.
 - vii. Any other document, if necessary, in support of any claim.
9. The time taken by the candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to stake claim for appointment.
10. Requirement of experience wherever mentioned in this advertisement shall mean post qualification experience only.
11. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
12. The application form should reach the Registrar on or before Dt. 12/12/2019. Applications form received after the last date shall stand rejected automatically.



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)

13. Fees once paid shall not be refunded in any circumstances.
14. Candidates already in service must submit their applications (hard copy) **through proper channel**. In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit advance copy of the application along with fees payable and all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University 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 failing which he/she shall not be interviewed.
15. The Candidates Selected for the post shall be required to serve at any place notified as the Campus of Shri Govind Guru University
16. Candidates who have been awarded degrees from foreign Universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
17. Appointment of Assistant Registrar is permanent and the appointment will be on 1 year probation basis which carry D.A., H.R.A. and benefit of newly defined contributory pension scheme/pension Scheme inclusive of Family Pension / Gratuity and General Provident Fund /Contributory Provident Fund as the case may be prescribed by the University/Government of Gujarat from time to time and appointment of Deputy Accountant is Fixed pay for first five years as per State Govt. policy as may be amended from time to time with prevailing terms and condition and on completion of Five years with satisfactory work he/she shall be posted in the regular Pay + Grade Pay at initial stage.
18. The selected candidates shall be appointed under written contract.
19. Age of superannuation shall be 58 years.
20. A Relaxation of 5% of Marks at The Master's Level For SC/ST Category Is Applicable
21. Age relaxation shall be applicable as per Government of Gujarat rules only for the post of System Manager.
22. The candidate should have passed the Course on Computer Concept (CCC) exam as per Government of Gujarat rules.
23. Candidates who are already in service should submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him/her.
24. Person serving and willing to be considered for appointment on deputation basis can also apply.



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)

25. The application for appointment on deputation may be forwarded by the employer along with the CR duly certified by the Competent Authority for the desired periods through proper channel.
26. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement, Suppression of factual information , supply of fake documents, providing false or misleading information or any other undesirable action by the candidates shall lead to cancellation of his candidature . In case, it is detected at any point of time in future even after appointment that the candidates were not eligible as per the prescribed qualification, experience etc. Which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this case.
27. The selected candidates will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
28. The service condition of selected candidate will be governed by the provision of Act, Statutes & Ordinance of this University.
29. The selected candidates including in-service candidates shall be governed by the Act / Statues / Ordinance / Regulations / Rules of the University / State Govt. as amendment from time to time and any other Rules / Resolution prescribed specifically for maintaining the conduct of the employees by the University.
30. Candidate should bring all original certificates relating to his/her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her application, he/she not to allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
31. (i) The University reserve the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy may be filled up from the panel of that post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of state government approval.
(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)

- (iii) The University reserves the right to reject any application without assigning any reason thereof.
32. Interim enquiries shall not be entertained.
 33. Canvassing in any form shall disqualify the candidature of candidate.
 34. Applicants are required to apply on separate form for each post. Each application without the required application fee by way of demand payee draft shall be rejected. Cheque(s)/Cash/IPO shall not be accepted under any circumstance.
 35. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST Candidates will be reimbursed contribution equal to second-class railway/bus fare by shortest route on production on tickets.
 36. Application shall summarily reject without necessary supporting documents, duly self-attested clear Xeroxed copies of degree certificate/marks sheet/experience certificate/category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
 37. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the application.
 38. If the space provided in application form is insufficient may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
 39. Candidates are advised to attach duly signed list of enclosures with the application letter.
 40. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
 41. The University will not be responsible for any postal delay.
 42. Candidates in their own interest are advised to remain in touch with the University website www.sgggu.ac.in they should also regularly check university website for updates/corrigendum if any. Issuance of notifications in the newspaper is not obligatory on the part of University.
 43. Any change of postal address given in the application form should at once be communicated to the University.
 44. In case of any dispute, any suite or legal proceeding by or against the university. Courts within whose local jurisdiction, Headquarter of the University is Situated shall have the jurisdiction.
 45. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

46. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
47. The envelope should be superscribed as "Application for the post of.....". Application send through Speed Post/Registered Post (RPAD/RPP) only.
48. 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 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.
49. 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, the University reserves the right to modify/withdraw/cancel any communication made to the candidate including termination of appointment.
50. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an ID and check ID as well as University website regularly for further communication and Notices.
51. University, Godhra reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.

MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 Gujarat**
2. Applicants are advised to submit the applications to the University 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.
3. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of applications.
4. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)

-
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Place : Godhra
Dated : 23/11/2019

Sd/-
I/c REGISTRAR

Copy forwarded for information to:

1. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi -110002.
2. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, NewDelhi-110002.
3. The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
4. The Commissioner of Higher Education Gandhinagar
5. The Registrars of all Central/State Universities for wide publicity.
6. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in **Gujarat Rojgar Samachar**



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

APPLICATION FORM

Advertisement No: 3/2019
Last Date of Receipt of
Application Form: 12/12/2019

Registration No:
(For Office use Only)

Paste your recent
colour passport
size signed photo

Details of Bank Payment

DD Number & Date	Amount	Name of the Bank	DD issuing Branch's Name

1. Name of the Post Applied for: _____

2. Personal Details:

(a) Name (in capital letters)	First Name			Middle Name	Surname	
	(b) Date of Birth	Day	Month	Year	Age as on date of Advertisement	Years
(c) Father's Name						
(d) Mother's Name						
(e) Nationality						
(f) Gender	Male / Female					
(g) Religion						
(h) Community/Category	GEN / SC / ST / SEBC /EWS Other categories: _____ If other Categories give details _____					
(i) Marital Status	Married/ Unmarried					
(j) If physically disabled indicate the relevant particulars	If applicable write "Yes"				Percentage of Disability	
(i) Blindness or Low Vision						
(ii) Hearing impairment						
(iii) Locomotors Disability or Cerebral Palsy(includes all cases of Orthopedically Handicapped)						
(k) Present Postal Address with Pin Code						



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી, ગોધરા

(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

E-mail:	
Mobile Phone Number:	
Telephone No with STD Code:	
UID No.	

3. Educational Qualifications: (attach additional pages if required)

Name of the Course	Name of the Board/University	Month & Year Passed	% of Marks	Aggregate Marks	Subjects Studied
10 th Class/ Equivalent					
12 th Class/ Equivalent					
Bachelor's Degree					
Master's Degree					
M.Phil.					
Ph.D.					
C.C.C.					
Any other					

4. Experience: (use separate sheet is space in-sufficient)

Designation & Scale of Pay	Name & Address of the Employer	permanent/Temporary/Contract/Others (specify)	Period Of Experience		Nature of work
			From	To	



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી, ગોધરા

(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

5. Seminars/Conferences etc.

	In India (No)	In Abroad (No)
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. Organized		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. Participated as per Paper Contributor/Presenter		
Seminars/Conferences/workshops/Symposiums/Training/Programmes etc. Attended Only		

6. References (three)

1. Name: _____

PostalAddress: _____

e-mail id: _____

Mobile No.: _____

2. Name: _____

Postal Address: _____

e-mail id: _____

Mobile No.: _____

3. Name: _____

Postal Address: _____

e-mail id: _____

Mobile No.: _____

7. Are you willing to accept the minimum initial pay in the grade?

if not, state reasons for claiming higher starting pay.

8. Time Required to join, If offer of appointment will issued?

9. Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law? Yes ___ No ___

If the answer to the above question is "Yes" give details



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

10. Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? Yes _____ No _____

If the answer to the above question is "Yes" give details

11. Has any disciplinary action been taken against you by any University/ Institute where you have served? Yes _____ No _____

" If Yes" give details

Declaration

I Son/Daughter
of.....hereby declare that all the statements and entries
made in this application are true, complete and correct to the best of my knowledge and belief. In
the event of any information being found false or incorrect or ineligibility being detected before
or after the selection committee and during my entire career, my candidate/appointment may be
cancelled by the University

Date:

Signature of the Applicant

Place:

(Application not signed by the candidate liable to be rejected)



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

Endorsement by the Employer:

(The endorsement below is to be signed & Forwarded by the Head of the Institution /Employer of the organization/ institution in the case of the in-service candidate)

Forwarded to The Registrar ShriGovind Guru University Godhra.

The applicant Dr /Mr /Mrs./Ms. who has submitted this application for the post of in **Shri Govind Guru University Godhra** has been working in this organization namely in the post of in a the temporary/contract/permanent capacity with effect from in the scale of pay of Rs. He/ She is drawing a basic pay of Rs.

Further, it is certified that the applicant has requisite qualifications experiences as per the post advertised. No disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being Considered by the SGGU

Signature of Forwarding Officer

Name:

Designation:

Place:

Date:

Seal



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात अेकट नं. २४/२०१५ द्वारा स्थापित)

Checklist of Documents Enclosed

Sl. No	Documents	Please tick, whichever is applicable	Page No
1.	School Leaving Certificate (L.C.)		
2.	Matric / Secondary / High School (10th Class) Marks Sheet		
3.	Sr. Secondary / Intermediate (12th Class) Marks Sheet		
4.	Bachelor's Degree Marks Sheet		
5.	Bachelors' Degree		
6.	Master's Degree Marks Sheet		
7.	Master's Degree		
8.	M. Phil. Marks Sheet		
9.	M. Phil Degree		
10.	Ph. D. Degree		
11.	JRF / NET / SLET / SET		
12.	C.C.C. Marksheet		
13.	Caste/Category certificate		
14.	Experience Certificate(s) from previous employers		
15.	Endorsement from the present employer		
16.	DD for the application fees (in original)		
17.	Any other (Please specify)		
18.			