

Hemchandracharya North Gujarat University

University Road, Patan-384 265.

Employment Notice No. 22/2019 Date: 20/08/2019

Last Date and Time for Online Application: 12/09/2019 08:00 p.m.

Last Date and Time for Submission of Hard Copy of Application: 16/09/2019 06:00 p.m.

[A] GENERAL INSTRUCTIONS (Administrative Posts Only):

1. The minimum qualifications for the Posts of Registrar / Director of Physical Education & Youth Welfare / Librarian are as expressed by UGC Gazette, Notifications and G. R. of Govt. of Gujarat, Hemchandracharya North Gujarat University rules and subsequent amendments made therein.
2. A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Caste / Scheduled Tribes / Differently abled (Physically and Visually differently abled) / Other Backward Classes (OBC/SEBC) (Non-Creamy layer) categories for the purpose of eligibility and for assessing good academic records during different recruitments where applicable. The eligibility marks of 55% marks (or an equivalent grade in a scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, **based on only the qualifying marks without including any grace marks.**
3. In the case of Director of Physical Education & Youth Welfare, the award of Degrees to Candidates registered for the Ph.D. Programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / By Laws / Regulations of the Institution awarding the Degrees and the Ph. D. subject to the fulfillment of the following conditions:-
 - a. Ph. D. Degree of the Candidate awarded in regular mode only;
 - b. Evaluation of the Ph. D. Thesis by at least two External Examiners;
 - c. Candidate had published two Research Papers out of which at least one in Referred Journal from out of his/her Ph. D. Work;
 - d. The Candidate had presented two Papers in Seminars/Conferences from out of his/her Ph. D. Work;
 - e. Open Ph. D. Viva Voce of the Candidate had been conducted.(a) to (e) above are to be certified by the Vice Chancellor /Pro-Vice Chancellor / Dean (Academic Affairs) / issued by Registrar
4. A relaxation of 5% marks may be provided from 55 to 50% marks to the Ph.D. degree holder who have obtained their degree prior to 19th September, 1991 for all those positions governed by the UGC regulations.
5. Candidates have to fill-in required information in the prescribed online application form from the website www.ngu.ac.in . It is mandatory to submit the Hard Copy (**plus one xerox copy of the same**) without which the application shall not be rejected.
6. If the space in the application form against any item is insufficient, separate sheet may be used.
7. Fees (Rs.500/- for General and Rs.250/- for SC/ST/OBC/EWS categories) should be paid online only. which is non-refundable.
8. The University reserves the right to fill the post or keep it vacant. In case of dispute / ambiguity/ interpretation the decision of Vice-Chancellor shall be final.
9. The applicant should ensure that the hard copy of application is submitted to the university through Speed Post or In person so as to reach the Registrar, Hemchandracharya North Gujarat University, University Road, Patan – 384265 on or before the due date.
10. Candidate if invited for interview will have to attend at his/ her own expense.
11. Candidates must enclose the attested or self-attested copies of relevant certificates, mark-sheets, documents, testimonials, etc.

12. In case those serving in grant-in-aid/Govt. organizations will have to submit their application through proper channel. They may submit one advance copy so as to reach the university on or before due date. No Objection Certificate from the parent institution / employer shall have to be produced at the time of interview.
13. Please write name of the post applied on the envelope.
14. Tenure & other conditions of this post is as per Govt. of Gujarat Education Department's Resolution No.PGR-1208-3662-Part File/KH-2 dt.22-11-2018.
15. Candidates in their own interest are advised to check regularly the website of the Hemchandracharya North Gujarat University, Patan, ngu.ac.in.

[B] QUALIFICATIONS:

A. REGISTRAR

Pay Matrix - Level-14 : Rs.1,44,200/-.

- i A Master's degree at least 55% of the marks or its equivalent grade of B in the U.G.C. seven point scale.
- ii At least 15 years of experience as lecturer (Sr. Scale) / Lecturer; With eight years in Reader's grade along with experience in educational administration. **OR**
Comparable experience in research establishment and / or other institutions of Higher Education. **OR**
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
(Note: However, the minimum requirement of 55% should not be insisted upon for the existing incumbent, who is already in the University system. The minimum requirement in such case shall be at least 50% marks at Master's degree level.)

B. DIRECTOR OF PHYSICAL EDUCATION & YOUTH WELFARE

Pay Matrix - Level-14 : Rs.1,44,200/-.

- i A Ph.D. in Physical Education.
- ii Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).
- iii. Participation in at least two national/international seminars/conferences.
- iv Consistently good appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

C. LIBRARIAN

Pay Matrix - Level- 11 : Rs. 67700/-

- i. Master's degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC Seven point scale and consistently good academic record.
- ii. At least thirteen years' as a Deputy Librarian in a University Library or eighteen years' experience as a college librarian.
- iii. Evidence of innovative library service and organization of published work. Desirable. M.Phil / Ph.D. degree in Library Science / Information Science / Documentation / Archives and Manuscript keeping.
(Note : However, the minimum requirement of 55% should not be insisted upon for the existing incumbent who are already in the University system. The minimum requirement in such case shall be at least 50% marks of Master's degree level.)
- iv 10 years experience of library administration in a reputed library and in supervisory capacity.