

Hemchandracharya North Gujarat University
University Road, Patan-384 265.

Employment Notice No. 21/2019 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.

GENERAL INSTRUCTIONS:

(A)(1) SELECTION PROCEDURE FOR JUNIOR CLERKS:

(i) The University will arrange for Qualifying Written Test of MCQ type questions of 100 marks (each question of 1 marks with negative marking of 0.25 mark for wrong answer) consisting of General Knowledge (20%), English Language Proficiency (30%), Mathematics and reasoning(30%) and Computer fundamentals (20 %) .

(ii) Final selection list shall be prepared based on shortlisted candidates as (i) above.

(A)(2) Selection for the post of Technical Assistant(Library) shall be done on the basis of the Technical written Test of MCQ Type question of 100 marks (each question of 1 mark with negative marking of 0.25 mark for wrong answer)

(B) AGE LIMIT FOR JUNIOR CLERKS:

Maximum age limit shall be 28 years on the date of advertisement. The age relaxation of 05 (five) years shall be given to reserved category (SC, ST, OBC,EWS), WOMEN and PH category candidates i.e. 33 Years. The age relaxation of additional 05 (five) years shall be given to Women candidates belonging to reserved category (SC, ST, OBC, EWS) i.e. 38 years

(C) Pay Scales, allowances and other Monetary Benefits:

The pay scales, allowances, pension, insurance, provident fund, gratuity, medical benefits and other monetary benefits of the University employees shall be such as may be laid down by the Executive Council from time to time and approved by the Government of Gujarat.

(D) If the space in the application form against any item is insufficient, separate sheet may be used.

(E) Fees of Rs.500/- for General and Rs.250/- for SC/ST/OBC/EWS categories should be paid online only which is non-refundable.

(F) The University reserves right to fill the post or keep it vacant. In case of dispute / ambiguity/ interpretation the decision of Vice-Chancellor shall be final for any legal conenoses. the jurisdiction shall be Patan only.

(G) 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.

(H) Candidate if invited for interview / written test will have to attend at his own expense.

- (I) Candidates must enclose the attested or self-attested copies of relevant certificates, mark-sheets, documents, testimonials, etc.
- (J) 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 form parent institution / employer shall have to be produced along with the documents.
- (K) A applicant who wants to apply for more than one post has to fill up separate online form for each post along with the required fees.
- (L) Qualifying written test shall be in both the languages (1) Gujarati and (2) English except language section.
- (M) Please write name of the post applied on the envelope.
- (N) For the Proof of knowledge of computer, a Certificate of Data entry Level course or above shall have to submit along with the documents.
- (O) Those who get appointed have to clear the computer Exam as per government rules within one year of joining as Junior Clerk.
- (P) Qualifications:

Sr. No.	Name of the Post & Pay Scale	Qualification
1	Junior Clerk 7 th Pay Matrix- 2 :- Rs.19,900 /-	<ul style="list-style-type: none"> A Bachelor's degree in any discipline. Knowledge of Data entry on computer in English and Gujarati.
2	Technical Assistant (Library) 7 th Pay Matrix-7 :- Rs. 39,900/-	<ul style="list-style-type: none"> A Bachelor's degree and Diploma in Library Science or B.Lib. from in a statutory University. Experience of Library work in a university.