



**CENTRAL UNIVERSITY OF GUJARAT**  
**(Established Under Central Universities Act 2009)**

गुजरातकेन्द्रीयविश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)

F. No. 9-4/2009-Admn.Vol III

Date: 14.01.2012

**ADVERTISEMENT NO. 40/2011**

The Central University of Gujarat invites applications in prescribed format from the Indian nationals for the following non-teaching post on direct recruitment/deputation basis:

No	Name of Post	Pay Band (Rs.)	Grade Pay(Rs.)	No. of Posts	Reservation Position
1	Upper Division Clerk	5200-20200	2400	4	UR-2, ST(HH)-1, OBC-1.

*HH:-Hearing impairment. It may be noted that such candidates may apply for other posts also and on their selection they will be adjusted in appropriate category.*

The detailed advertisement including educational qualifications, experience, application form, instructions etc. for the above posts has been published and can be downloaded from the University website [www.cug.ac.in](http://www.cug.ac.in) (Employment Notice No. 40/2011). Last date for receiving the duly filled-in applications is 13<sup>th</sup> February 2012. The application may be addressed and sent in envelope with the post applied for clearly superscribed on the envelope to the Registrar, Administration and Establishment department, Central University of Gujarat, Sector-30, Gandhinagar-382030, Gujarat by Registered AD/Speed post/Courier/hand.

Registrar



**CENTRAL UNIVERSITY OF GUJARAT**  
**(Established Under Central Universities Act 2009)**

गुजरातकेन्द्रीयविश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)

F. No. 9-4/2009-Admn.Vol III

Date: 14.01.2012

**ADVERTISEMENT NO. 40/2011**

The Central University of Gujarat invites applications in prescribed format from the Indian nationals for the following non-teaching post on direct recruitment/deputation basis:

No	Name of Post	Pay Band (Rs.)	Grade Pay(Rs.)	No. of Posts	Reservation Position
1	Upper Division Clerk	5200-20200	2400	4	UR-2, ST(HH)-1, OBC-1.

HH:-Hearing impairment. It may be noted that such candidates may apply for other posts also and on their selection they will be adjusted in appropriate category.

**QUALIFICATION AND EXPERIENCE FOR UPPER DIVISION CLERK (UDC)**

**Essential:**

- (1) A University degree.
- (2) At least 5 years experience as LDC in a University / Govt./ Public / Private Sector Undertakings of repute.

**Desirable:**

Good knowledge of computer applications

Age : Not more than 35 years

**Notes:**

- 1 The last date for receipt of filled in applications by the University is **13<sup>th</sup> February 2012.**
- 2 Applicants are advised to submit the applications to the University well in advance, without waiting till 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 The Applicant must ensure that he/she fulfills the eligibility conditions for the post.
- 5 Candidates with requisite qualifications acquired from recognized University/ institutions need only apply.
- 6 Candidates should enclose attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc.
- 7 Candidates who are desirous of applying for more than one post will have to submit a separate prescribed application form for each post with separate application fee for each application.
- 8 The University reserves the right to fill or not to fill any post.

- 9 The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.
- 10 In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the candidate.
- 11 The reservations policy for SC/ST/OBC/PWDs shall be as per Govt. of India/UGC norms.
- 12 The qualifications and other conditions prescribed in the present advertisement are subject to regulations/norms stipulated by the MHRD/UGC from time to time.
- 13 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 interview.
- 14 The University reserves the right 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 as decided by duly constituted Screening Committee/s and approved by the Competent Authority. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier or E-mail service. No correspondence will be made with applicants who were not short-listed/not called for interview.
- 15 Candidates applying for the Reserved Posts should clearly state to which category they belong. They must also enclose a Certificate issued by District Magistrate/Tahsildar /Mandal Revenue Officer/ Equivalent authority as a proof, without which the applications will not be considered.
- 16 In case a candidate wants to claim benefits under the Persons with Disabilities category, the candidate's relevant disability should be not less than 40 per cent. Proof, to this effect, must be enclosed to the application, without which the application will be treated as 'general (unreserved)'.  
*17 Candidate applying for the post(s) reserved for O.B.C., must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India; otherwise the application will be summarily rejected without further consideration.*
- 18 The number of vacancies of the posts indicated in this Advertisement is tentative. The University reserves the right to fill any consequential vacancies, and /or to increase/decrease the number of posts and make appointments accordingly.
- 19 Canvassing in any form on behalf of any candidate will disqualify such candidate.
- 20 Candidates already in service must submit their applications (hard copy/print out) 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 and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, to the address given in the employment notification

directly (with or without employer's endorsement on the Advance Copy). In such case, the Demand Draft towards application fee must be enclosed to the Advance Copy. A photocopy of the Demand Draft must be enclosed to the original application being sent through proper channel/employer. If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' obtained from his/her employer to the University at the time of interview, if he/she is called for interview.

- 21 Applications incomplete in any respect will not receive any consideration at all.
- 22 The duly filled in Application (for each post separate application with separate Demand Draft) shall be submitted by the applicant so as to reach the University on or before the due date mentioned in this Advertisement with the following requirements :
- a) **A crossed Demand Draft for Rs. 350/-** for candidates under 'General' and Rs. 250/- for OBC category candidates (irrespective of whether the post is reserved for this category or not), drawn in favour of **Central University of Gujarat**, payable at **Gandhinagar/Ahmedabad** should be sent with the application towards application processing fee (non-refundable). SC/ST/PWD (irrespective of whether post reserved for these category or not) candidates and in-service candidates of CUG are exempted from payment of application processing fee.
  - b) Please write the Advertisement No. & Name of the post applied for and applicant's name with full postal address on the back of the Demand Draft without fail.
  - c) Enclose good self-attested photo copies (not originals) of certificates with the application as proof of each information (date of birth, qualifications, experience etc.) furnished in the Application. Please mention 'Sl. No. of proof enclosed' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
  - d) Complete Application in all respect in a good envelope [*please write on the top-left side of the envelope the Name of the post, SC/ST/OBC/PWD/General etc.*] should send to the Registrar, Central University of Gujarat, Sector-30, Gandhinagar-382030, Gujarat, India on or before the last date given in the advertisement.
  - e) Detailed format of application and other instruction, etc. required for the post(s) be downloaded from the University's website [www.cug.ac.in](http://www.cug.ac.in)

**Registrar**

**Place: Gandhinagar**

**Date: 14/01/2012**

**Copy forwarded for information to the:**

1. Secretary, Ministry of Human Resource Development, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary U.G.C, Bahadurshah Zafar Marg, New Delhi – 110002.

3. Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002
4. Director (CU), MHRD, Shastri Bhawan, New Delhi – 110002
5. Principal Secretary, Govt. of Gujarat Higher Education Department, New Secretariat, Gandhinagar.
6. Registrars of all Indian Universities for publicity.
7. Director Information, Govt. of Gujarat, Gandhinagar.
8. Daily local & national newspapers.