



Re-Accredited Grade B by NAAC
(CGPA 2.93)

QUALIFICATIONS AND EXPERIENCE

Details of required qualifications, experience and other details for the non-teaching posts advertised vide employment notice no.1132/'10, Dt.30/08/'10

1. Computer Assistant (PB-9300-34800, GP-4200/-)

1) (i) **BCA, OR B.Sc.(IT), OR B.Sc.(Computer)**, With minimum of 50% marks and 2 Years experience of Computer Operating work.
OR

(i) **B.E.(Computer/IT)**

OR

(i) **Any Graduate with P.G. Degree in Computer Science.**

AND

2) **A degree / diploma /certificate course of computer equivalent to CCC level from Government recognized University / Polytechnic / Training institute.**

AND

3) **Working knowledge of English is desirable.**

2. Senior Assistant (PB-5200-20200 , GP-2400/-)

1) **Graduate of Any recognized University.**

AND

2) **A degree/diploma /certificate course of computer equivalent to CCC level from Government recognized University / Polytechnic / Training institute.**

AND

3) **Working knowledge of English is desirable.**

AND

4) **2 Years Experience of Assistant OR its equivalent Positions in administration / Accounts Fields.**

3. Assistant (PB-5200-20200, GP-1900/-)

1) **Graduate of Any recognized University.**

AND

2) **A degree/diploma /certificate course of computer equivalent to CCC level from Government recognized University / Polytechnic / Training institute.**

AND

3) **Working knowledge of English is desirable.**

AND

4) **Preference for selection will be given to the candidate having experience in the University system.**

4. Hostel Attendant (PB-5200-20200 , GP-1800/-)

1) **10th Pass OR its equivalent qualifications.**


REGISTRAR

SAURASHTRA UNIVERSITY

PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN BELOW

1.	<i>A candidate who knowingly or willfully furnish incorrect or false particulars or suppresses material information will be disqualified and if appointed, will be liable to dismissal from service.</i>
2.	<i>If the space against any item in the application form is insufficient, full particulars should be given on a separate sheet of paper which Should be attached along with an application form entering at the appropriate place a reference to the sheet attached.</i>
3.	<i>The official language of the University is Gujarati, the candidate whose mother tongue is other than Gujarati, if selected and appointed will have to achieve necessary proficiency in Gujarati language with in a reasonable period i.e. within one year from the date of his/her appointment failing which his/her appointment will be liable to be terminated.</i>
4.	<i>All Posts are tenure basis which carry D.A.,H.R.A.,C.L.A., Medical Allowance benefits. The tenure of service will be automatically ended on Dt.31-03-2012</i>
5.	<i>The candidate must possess required qualifications at the time to last date fixed for receipt of application forms by the University. How ever between the last date of applications and conduction of the interview, if any additional qualifications added the same can be communicated to the University for additional consideration.</i>
6.	<i>Canvassing direct or indirect will be a disqualification.</i>
7.	<i>No application will be considered which is received after the last date of receipt of application and any kind of fees paid by the applicant is NON REFUNDABLE NO correspondence in this respect will be entertained.</i>
8.	<i>If the number of candidate possessing minimum qualifications are large, the University reserves the right to short list the <u>candidates on the merit based criteria</u> for the purpose of calling for interview.</i>
9.	<i>A candidate if called for interview will have to come at their own cost The University will not paid any T.A.D.A.</i>
10.	<i>The University reserves the right to fill or not to fill any post or to alter the number of posts in any cadre.</i>
11.	<i>Candidates desiring to apply for more than one post must send separate application for each post.</i>
12.	<i>Candidate must enclose FIVE SET OF ATTESTED COPIES of all mark sheets / and passing certificates of examination which he/she passed i.e. Higher Secondary, Bachelor's Degree, Master's Degree, Doctoral Degree etc. In absence of the attested copies of mark sheets, certificates, etc. application will be liable to be rejected and applicant may not be called for interview.</i>



emp.no.



13.	While filling up the details of the application form the candidate must state percentage of marks, division / grade and subject taken at various examinations, specialization of he subject.
14.	A salary certificate showing pay, D.A. and other allowances being paid by the Institution/ Office/ Firm should be enclosed with the application from and also be produced at the time of interview. Whenever higher starting pay is requested unless an authentic document / certificate showing present basic pay and details of all kinds of other allowances are produced no request for higher starting pay can be entertained. Those candidates who are not already in service anywhere shall give proper reasons justifying their demand for higher starting pay.
15.	The appointment shall be subject to the condition of service rules for the University employees as may be amended from time to time.
16.	The age ordinarily not exceeding 45 years as on last date of submission of application.
17.	The age may be relaxed for the existing University employees as may be resolved by the Syndicate.
18.	Candidates already in employment should send their application through their present employer on or before the last date prescribed however due to any unavoidable circumstances, if the application through proper channel is likely to be delayed than an advance copy must be received in the University officer on or before the due date Persons employed after making application in response to this advertisement should bring " NO OBJECTION " certificate at the time of interview from their employers.
19.	Application form, duly filled in five copies along with necessary certificates and a process fee of Rs.250/- (Rs.50/- in case of SC/ST candidate). In case of application form down loaded from website (www.saurashtrauniversity.edu) process fee of a Rs. 350/- (Rs.150/- in case of SC/ST candidate) (Non refundable) for each post by Demand Draft drawn in favor of "Registrar, Saurashtra University, Rajkot" payable at Rajkot, should reach personally or by RPAD to the "Registrar, Establishment Section-A, University Road, Rajkot" on or before dt. 12-10 2010.
20.	This advertisement does not make it binding on the University to make an appointment.
21.	No Correspondence will be entertained in this regard.



REGISTRAR





**SAURASHTRA UNIVERSITY
RAJKOT**
Re-Accredited by NAAC
(CGPA 2.93)



Employment Notice No.Esta / B-1 /1132/'10

Date:- 30 / 08 /'10

Applications are invited from Indian Citizens for filling up following Non-teaching positions in Academic Staff College, Saurashtra University sanctioned under UGC XIth Plan (2007 to 2012) on Tenure basis.

No	Name of Post	No. of Post	Category	Pay Scale (Rs.)
1	Computer Assistant	1	GEN	Pay Band 9300-34800 AGP 4200/-
2	Senior Assistant	1	GEN	Pay Band 5200-20200 AGP 2400/-
3	Junior Assistant	1	GEN	Pay Band 5200-20200 AGP 1900/-
4	Hostel Attendant	1	GEN	Pay Band 5200-20200 AGP 1800/-

Application forms for the above posts and other information can be obtained from Saurashtra University website www.saurashtrauniversity.edu or from The Office of "The Registrar, Establishment Section-B, Saurashtra University, University Road, Rajkot – 360 005" on working days during 11:00 AM to 02:00 PM either personally by paying a Non Refundable Fee of Rs.100/- or by sending Demand Draft of Rs.100/- favoring "Registrar, Saurashtra University, Rajkot" payable at Rajkot with self addressed duly stamped envelope of Rs.40/- (Size 13 Cms X 28 Cms).

Date For Issue of Application Form :- Date :- 13-09-'10

Application form, duly filled in five copies along with necessary certificates and a process fee of Rs.250/- (Rs.50/- in case of SC/ST candidate). In case of application form down loaded from website (www.saurashtrauniversity.edu) process fee of a Rs. 350/- (Rs.150/- in case of SC/ST candidate) (Non refundable) for each post by Demand Draft drawn in favor of "Registrar, Saurashtra University, Rajkot" payable at Rajkot, should reach personally or by RPAD to the "Registrar, Establishment Section-B, University Road, Rajkot" on or before dt.12 -10-2010.

Separate application is required for each post. Otherwise the application form will be rejected. Canvassing of any sort will disqualify a candidature.

DATE : 30 -08-'10

PLACE : RAJKOT

**(G.M.JANI)
REGISTRAR**