

श्री गोविंद गुरु युनिवर्सिटी
(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)
Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

सरकारी पोलिटेक्नीक केम्पस,
गडुकपुर, गोधरा
जिल्ला पंचमहाल, पिन कोड ३८९००१

Government Polytechnic Campus
Gadukpur, Godhra
Dist. Panchmahals Pin Code 389001

No. SGGU/ESTA/NT/2017/4028

Date : 10/03/2017

EMPLOYMENT NOTICE

ADVERTISEMENT NO.01/2017
(Second Attempt)

The University invites application in prescribed format for appointment to the various administrative and technical posts on permanent basis. Essential qualifications, pay, general conditions, application format and other details are given in detailed advertisement available on University website www.sgggu.ac.in. The interested candidate may apply in prescribed application format and send along with all the requisite documents, fees etc. to the Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001 with the post applied for clearly super-scribed on the envelope by Registered Post/Speed Post/Courier only. Last date for receiving the applications is 08/04/2017.

Place : Godhra
Dated : 10/03/2017


REGISTRAR
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Shri Govind Guru University
GODHRA-GUJARAT

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EMPLOYMENT NOTICE

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Shri Govind Guru University invites applications for appointment on the various administrative and technical posts. We are looking for dedicated and committed person, who believe in institution building and have a passion for dedication towards administrative excellence and quality.

The No. of Posts, Essential Qualifications, Experience, Pay, General conditions, application format and other details are given below. Interested candidates may apply in prescribed application format and send the application along with all the requisite documents and Application/processing fees of Rs. 750/- (For General Category candidates) and Rs. 250/- (for Reserved Category candidates) by way of Demand Draft in favour of "Registrar Shri Govind Guru University Payable at Godhra. The filled in application in all respect should reached through Registered Post/Speed Post/ Courier only, to The **Registrar, Shri Govind Guru University, Government Polytechnic Campus, Gadukpur, Godhra-389001** on or before last date prescribed i.e. Dt.08/04/2017.

Sr. No	Name of the Post	Pay + Grade Pay	No. of Post	Category
1	Controller of Examinations	Rs. 15600 - 39100 + 6600	01	OPEN
2	System Manager	Rs. 9300- 34800 + 5400	01	OPEN

Place :Godhra
Dated : 10/03/2017


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

Sr. No	Minimum Qualification and Experience
1.	<p><u>Controller Of Examinations:- (Pay Scale Rs. 15600 – 39100 + 6600)</u></p> <p>1) A Master degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>2) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establish and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>3) Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time within the probation period</p> <p>AGE : Below 50 Years.</p>
2	<p><u>System Manager :- (Pay Scale Rs. 9300-34800 + 5400)</u></p> <p>M. Tech. (Computer Sc.)/ 1st Class MCA and Five Years experience in Computing at the level of System Analyst of which minimum 3 years should be in management of Computer Centre in University or equivalent organization and handing of function not limited to system Designing, Networking, Data Processing, Website Development, Designing and Management</p> <p style="text-align: center;">OR</p> <p>1st Class M.Sc. (Computer Sc./ Computer Software) and Six years experience in computing at the level of System Analyst of which minimum 3 years should be in management of Computer Centre in University or equivalent organization and handing of function not limited to system Designing, Networking, Data Processing, Website Development, Designing and Management</p> <p>AGE : Below 40 Years</p>

Important Note for all posts : It is expected from the candidates that he/she should:

1. Have knowledge of various software's.
2. Possess adequate exposure in handling one or more functions related to General Administration/ Housekeeping/ Purchase/ Service matters/Office management/ Establishment/ Accounts & Finance/ HR/Legal in a computerized environment.
3. Possess good communication and analytical skills and aptitude for drafting/noting in English and Gujarati. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
4. All recruits are expected to work in a computerized environment