



# Shri Govind Guru University

(Established Vide Gujarat Act No. 24/2015)

(State Government University)

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી

(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)

મુ.વિ.ઝોલ, પી.કાંકણપુર, તા.ગોધરા, જિ.પંચમહાલ, ગુજરાત - ૩૮૮૭૧૩

SGGU/ESTA/NT/1078/2024

DATE: 15/02/2024

## Advertisement No. 02/2024

Shri Govind Guru University invites online applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment for the Group-A, Group-B, and Group-C Non-teaching posts as per prevailing UGC Regulations and The Gujarat Public Universities Act, 2023.

DETAILS OF NON-TEACHING POSTS					
S/N	Name of Post	Group	No. of Posts	Category	Pay Scale (as per 6 <sup>th</sup> Pay Commission)
1	Librarian	A	1	1 - UR	37400 - 67000 + 10000 GP
2	Director of Physical Education	A	1	1 - UR	37400 - 67000 + 10000 GP
3	Deputy Registrar	A	1	1 - UR	15600 - 39100 + 6600 GP
4	Assistant Registrar	A	4	1 - UR 2 - UR 1 - SEBC	9300 - 39100 + 5400 GP (1 - UR Only) 15600 - 39100 + 5400 GP (For all others)
5	Assistant Accountant	B	1	1 - UR	9300 - 34800 + 4400 GP
6	Cashier	B	1	1 - UR	9300 - 34800 + 4400 GP
7	Senior Assistant (Senior Clerk)	C	2	1 - UR, 1 - SEBC	5200 - 20200 + 2400 GP
8	Assistant (Junior Clerk)	C	6	3 - UR, 1 - SEBC, 1 - ST, 1 - EWS	5200 - 20200 + 1900 GP
9	Assistant Engineer (Civil)	B	1	1 - UR	9300 - 34800 + 4600 GP
10	Assistant Engineer (Electrical)	B	1	1 - UR	9300 - 34800 + 4600 GP

- Online Application & Fees Payment starts on 17/02/2024
- Last date for Online Application and Fee payment: 02/03/2024
- Last date for submitting the hard copy (FOUR sets): 07/03/2024 till 5:30 pm
- The Print/Hardcopy of the application along with all supporting documents (in Four Sets) must reach the **Office of the Registrar, Shri Govind Guru University, At. Post. Vinzol, Ta. Godhra, Dist. Panchmahals, Gujarat-388713** by RPAD/SPEED POST ONLY. No application will be accepted through courier or in person.
- Visit the university website [www.sgggu.ac.in/recruitment](http://www.sgggu.ac.in/recruitment) for more information before filling out the application. For any clarification/query write to [esta@sggu.ac.in](mailto:esta@sggu.ac.in)
- Applications received after the last date will not be accepted. Incomplete applications will be rejected without any notice.
- **Note:** The candidate who applied as per the Re-advertisement notice (SGGU/ESTA/10139/2024, Date:25/01/2024) will have to submit a fresh application as per this advertisement. However, they need not pay the application fee again.

Place: Godhra  
Date: 15/02/2024

Sd/-  
Registrar  
Shri Govind Guru University  
Godhra



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मु.वि.ओ.ब, पी.कांडापुर, ता.गोधरा, जि.पंचमहाल, गुजरात - ३८८७१३

## Minimum Eligibility and General Instructions

S/N: 01	
Name of the Post	<b>LIBRARIAN</b>
Age Limit for Direct Recruitment	50 years
Educational and other qualifications required for direct recruitment	<b>Essential: (A)</b> <ol style="list-style-type: none"><li>1. A Master's Degree in Library Science /Information Science/ documentation with at least 55% marks or an equivalent grade in a points-scale wherever the grading system is followed.</li><li>2. At least ten years as a Librarian at any level in the University Library or ten years of teaching as an Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.</li><li>3. Evidence of innovative library service, including the integration of ICT in a library.</li><li>4. A Ph.D. Degree in library science/information science/documentation/archives and manuscripts-keeping.</li></ol>
Period of probation if any	1 Year for direct recruitment

S/N: 02	
Name of the Post	<b>DIRECTOR OF PHYSICAL EDUCATION</b>
Age Limit for direct recruitment	50 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> <ol style="list-style-type: none"><li>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</li><li>ii. Experience of at least ten years in Physical Education and Sports or Sports Science as Assistant/ Associate Professor.</li><li>iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration.</li><li>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</li><li>v. <b>Physical Fitness Test Norms (as per the UGC, 2018)</b></li></ol>
Period of probation if any	1 Year for direct recruitment

S/N: 03	
Name of the Post	<b>DEPUTY REGISTRAR</b>
Age Limit for direct recruitment	45 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> <p>Master's Degree with at least 55% or its equivalent grade B in the UGC seven point scale of the universities established or incorporated by or under the Central or State Act in India; or any other educational institution recognized as such or declared to be deemed as a University under section 3 of university grants commission act, 1956, and after the obtaining educational qualification should have</p> <ol style="list-style-type: none"><li>a) At least 5 years of administrative experience in the post of Assistant Registrar of any university OR on the post equivalent to aforesaid post in the Government</li></ol>



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	or board or corporation established by and act or rules. <b>OR</b> b) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. <b>OR</b> c) Comparable experience in research establishment and/or other institutions of higher education.
Period of probation if any	1 Year for direct recruitment
<b>S/N: 04</b>	
Name of the Post	<b>ASSISTANT REGISTRAR</b>
Age Limit for direct recruitment	40 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.  <b>Desirable:</b> 1. Five years of experience in the Administration/Establishment/Finance/Examination of the University/Institutions/Autonomous Bodies. 2. Knowledge of Computer Application
Period of probation if any	1 Year for direct recruitment

<b>S/N: 05</b>	
Name of the Post	<b>ASSISTANT ACCOUNTANT</b>
Age Limit for direct recruitment	40 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. A graduate's degree in B.B.A. (Finance) / B.Com. (Accountancy/Statistics) / B.Sc. (Mathematics/ Statistics) with at least Second Class marks 2. Handling account & finance / educational administration/purchase and general administration experience in a comparable post of <b>minimum 03 (Three) years</b> cumulatively in Central / State Government / Semi Government Organization or Central / State Universities / Research Institution or PSU 3. CCC/Computer knowledge is required 4. Knowledge of Tally ERP is required.  <b>Desirable:</b> 1. Adequate knowledge of English and Hindi and working knowledge of Gujarati. 2. Well knowledge about University's administrative procedure.
Period of probation if any	5 Year for direct recruitment with Fix Pay

<b>S/N: 06</b>	
Name of the Post	<b>CASHIER</b>
Age Limit for direct recruitment	40 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. A graduate's degree in B.B.A. (Finance) / B.Com. (Accountancy/ Statistics) / B.Sc. (Mathematics/ Statistics) with at least Second Class



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	marks 2. Handling account & finance / educational administration / purchase and general administration experience in a comparable post of <b>minimum 03 (Three) years</b> cumulatively in Central / State Government / Semi Government Organization or Central / State Universities / Research Institution or PSU 3. CCC/Computer knowledge is required 4. Knowledge of Tally ERP is required <b>Desirable:</b> 1. Adequate knowledge of English and Hindi and working knowledge of Gujarati. 2. Well knowledge about University's administrative procedure.
Period of probation if any	5 Year for direct recruitment with Fix Pay
<b>S/N: 07</b>	
Name of the Post	<b>SENIOR ASSISTANT (SENIOR CLERK)</b>
Age Limit for direct recruitment	35 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. A graduate or its equivalent 2. At least 5 years' administrative experience as junior clerk or equivalent posts in University/Central or State Government/Private or Public Institutions of repute. Good working knowledge of computer applications
Period of probation if any	5 Year for direct recruitment with Fix Pay
<b>S/N: 08</b>	
Name of the Post	<b>ASSISTANT (JUNIOR CLERK)</b>
Age Limit for direct recruitment	35 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> 1. A Bachelor's Degree of any universities established or incorporated by or under the central or state act in India 2. Good working knowledge of computer applications. <b>Desirable:</b> Three years of experience in Administration/ Affiliation/ Accounts/ Secretarial work/Legal Matters/ Academic and Examination affairs in a University, Government / Semi Government / Research Organization / Public Undertaking. Good knowledge of computer applications, office management, and secretarial practice.
Period of probation if any	5 Year for direct recruitment with Fix Pay
<b>S/N: 09</b>	
Name of the Post	<b>ASSISTANT ENGINEER (CIVIL)</b>
Age Limit for direct recruitment	40 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> A Degree in Civil Engineering from a recognized University / Institute with two years post qualification experience in relevant field or Diploma in Civil Engineering from a recognized University/Institute with five years post qualification experience, in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. <b>Desirable:</b> Post-graduate Degree or Working knowledge of AUTOCAD, other relevant software.



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Period of probation if any	5 Year for direct recruitment with Fix Pay
S/N: 10	
Name of the Post	ASSISTANT ENGINEER (ELECTRICAL)
Age Limit for direct recruitment	40 years
Educational and other qualifications required for direct recruitment	<b>Essential:</b> A Degree in Electrical Engineering from a recognized University / Institute with two years post qualification experience in relevant field or Diploma in Electrical Engineering from a recognized University/Institute with five years post qualification experience, in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations. <b>Desirable:</b> Post-graduate Degree.
Period of probation if any	5 Year for direct recruitment with Fix Pay

**Note:** Selection procedure, probation period, and relaxation in age and qualifications are as per the Rules & Regulations of the University Grants Commission, the Gujarat Public Universities Act - 2023, the Government of Gujarat, and of this University from time to time.



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## GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying.

1. Visit the University website [www.sgggu.ac.in](http://www.sgggu.ac.in) Click on the field "Recruitment" available at right side of the corner of home page. Aspirants will have to register first to access online application.

2. Processing fees is defined as follows.

Sr. No.	Group Category	UR/EWS Category	SEBC/ST/SC Category	PH
1	A	Rs. 2000/-	Rs. 1500/-	Nil
2	B	Rs. 1500/-	Rs. 1000/-	Nil
3	C	Rs. 1000/-	Rs. 500/-	Nil

\*The fee is non-refundable/non-transferable in any case.

3. Before filling out the online application form, aspirants are advised to go through the minimum qualifications prescribed for the post and General Instructions carefully.
4. Applicants are required to apply on separate forms for each post. Each application without the required online application fee shall be rejected. Cheque(s)/Cash/IPO/DD shall not be accepted under any circumstance.
5. The required qualifications/experience will be taken into account as on the closing date mentioned for receipt of online applications.
6. Documentary proof in support of experience and academic qualifications indicated in the application should invariably be sent along with the application, failing to do so will be considered as you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
7. **Candidates must give their e-mail address correctly for mailing the interview/appointment letter. The date the e-mail is sent will be considered as the official date of dispatch and receipt of communication. Aspiring candidates are advised to check their email and the university website regularly for further communication and Notices.**
8. **Aspiring candidates must submit self-attested documents in support of the application as per Annexure I (Checklist) and in the order mentioned in it.**
9. Experience will be counted of the duration only after the minimum qualification for the respective post.
10. **Selection procedure, probation period, and relaxation in age and qualifications are as per the Rules & Regulations of the University Grants Commission, the Gujarat Public Universities Act - 2023, the Government of Gujarat, and of this University from time to time.**



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11. For the post of Librarian, Director of Physical Education and Deputy Registrar, aspiring candidates having experience of working in SELF FINANCED institutions/organizations will have to submit documentary proofs of salary in the form of Appointment Letter (with salary mentioned in it), University Approval (if applicable), Salary Slips, Salary Bank Account Statements and IT Returns corresponding to it for the experience claimed.
12. INCOMPLETE APPLICATIONS SHALL BE REJECTED WITHOUT ANY NOTICE.
13. The application form should reach the office of the Registrar, Shri Govind Guru University, At. Vinzol, Post. Kankanpur, Ta. Godhra, Dist. Panchmahals, Gujarat - 388713 on or before 07/03/2024 till 5:00 p.m. Applications forms received after the last date shall stand rejected automatically. In case the last date fixed for receipt of applications is declared a holiday, the next working day shall be deemed to be the last date for receiving the application.
14. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
15. Candidates already in service must submit their applications (hard copy) **through the proper channel**. In case the applicant is in service and delay is expected in getting the endorsement of the employer concerned on the original application, the applicant may submit an advance copy of the application along with fees payable and all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through the proper channel has not been received by the University on or before the last date mentioned, the applicant will have to submit a 'NO OBJECTION CERTIFICATE' from his/her employer to the University at the time of interview failing which he/she shall not be interviewed.
16. The envelope should be superscribed as **"Application for the post of .....**".
17. Candidates who have been awarded degrees from foreign Universities should enclose an "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
18. The Candidate should bring **all original certificates** relating to his/her age, qualification, experience, caste etc. at the time of the interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her application, he/she is not to allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
19. The Candidates Selected for the post shall be required to serve at any place notified at the Campus of Shri Govind Guru University
20. The selected candidates shall be appointed under a written contract, The Gujarat Public Universities Act 2023, and the statutes under the act.



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21. The age of superannuation will be as per the Govt. of Gujarat Rules from time to time.
22. Relaxation of 5% marks (from 55% to 50% without rounding off) shall be provided in the eligibility criteria to the SC/ ST/ PH/ SEBC candidates as per the Government of Gujarat Rules.
23. It is the responsibility of the candidates to assess his/her eligibility for the post for which he/she is applying following the prescribed qualification, experience, etc., and submit his/her application duly filled in along with the required information, documents, and other supporting materials as per the advertisement. Suppression of any factual information, supply of fake documents/information, providing false or misleading information, or any other undesirable action by the candidates shall lead to cancellation of the candidature. In case, it is detected at any point of time in the future even after the appointment that the candidate was not eligible as per the prescribed qualification, experience, etc. which could not be detected during the selection process due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this case.
24. The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
25. The service condition of the selected candidate will be governed by the provision of the Act, Statutes, and Ordinance of this University.
26. The selected candidates including in-service candidates shall be governed by the Act/ Statutes/ Ordinance/ Regulations/ Rules of the University/ State Govt. as an amendment from time to time and any other Rules/ Resolution prescribed specifically for maintaining the conduct of the employees by the University.
27. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy may be filled up from the panel of that post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of state government approval.
28. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
29. The University reserves the right to reject any application without assigning any reason thereof.
30. Canvassing in any form shall disqualify the candidature of the candidate.
31. No TA/DA shall be paid to the candidates for attending the interview/exam.





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32. Candidates must attach a duly signed list of enclosures (Annexure I) with the application.
33. Any change of postal address given in the application form should at once be communicated to the University.
34. In case of any dispute, any suit or legal proceeding by or against the university is subject to Godhra jurisdiction.
35. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.
36. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate including termination of appointment.
37. Shri Govind Guru University, Godhra reserves all rights to make any kind of changes or modifications in the contents of this advertisement or otherwise.

Place : Godhra  
Date :15/02/2024

Sd/-  
REGISTRAR



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મુ. વિઝોલ, પો. કાંકણપુર, તા. ગોધરા, જિ.પંચમહાલ, ગુજરાત - ૩૮૮૭૧૩

Annexure - I

### FOR NON-TEACHING POSTS CHECKLIST OF DOCUMENTS ENCLOSED

List of Documents to be Attached in self attested copy (Applicants are required to maintain the Serial No. in the below mentioned order):

Candidate's Name: \_\_\_\_\_

Post applied for: \_\_\_\_\_ Subject: \_\_\_\_\_

Sr. No.	Documents (submit self attested copies only)	Page No.	Tick
1	Online Application Form		
2	Fees Receipt		
3	<b>Annexure - II</b> "Endorsement by the employer"		
4	<b>Annexure - I</b> "Check List"		
5	School Leaving Certificate		
6	Caste Certificate for SC/ST/SEBC/EWS category - if applicable. Non-creamy layer certificate for SEBC Category		
7	10th SCC Marksheet		
8	10th SCC Certificate		
9	12th HSC Marksheet		
10	12th HSC Certificate		
11	Bachelor's Degree Marksheet		
12	Bachelor's Degree Certificate		
13	Master's Degree Marksheet		
14	Master's Degree Certificate		
15	NET / JRF / SLET / SET / Equivalent Certificate(s)		
16	M. Phil. Marksheet		
17	M. Phil Degree Certificate		
18	Ph. D. Degree Notification		
19	Ph. D. Degree Certificate		
20	<b>All Experience Certificate (Starting from Latest)</b>		
21	Other relevant documents		

Signature of Candidate

## Annexure - II

To,  
Registrar  
Shri Govind Guru University  
At. Vinzol, Post. Kankanpur,  
Ta. Godhra, Dist. Panchmahals,  
Gujarat, India - 389001.

### Endorsement by the Employer

(In case of in-service candidates, whether in permanent/ contract / temporary capacity, the application must be endorsed / forwarded by the Head of the Department / Employer, failing which application is liable to be rejected.)

The applicant Dr. / Mr. / Mrs /Ms. \_\_\_\_\_  
who has submitted this application for the post of  
\_\_\_\_\_ at the Shri Govind Guru University, has  
been working in this organization namely  
\_\_\_\_\_ as  
\_\_\_\_\_ (name of the designation), in a temporary /  
contract / permanent capacity with effect from \_\_\_\_\_ in the Pay Scale/  
Pay Level of \_\_\_\_\_. He/She is drawing a basic pay of  
\_\_\_\_\_ and gross salary \_\_\_\_\_. His/Her next increment  
is due on \_\_\_\_\_. Further, it is certified that no disciplinary / vigilance  
case has ever been held or contemplated or is pending against the said  
applicant. There is no objection for his/her application being considered the  
Shri Govind Guru University, Godhra.

(Signature of the Forwarding Officer with Seal)

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**SEND ALL SETS TOGETHER IN A SINGLE POST.**

Xerox Set No. : \_\_\_\_\_  
Application No. : \_\_\_\_\_  
Application Date : \_\_\_\_\_  
Post Applied For : \_\_\_\_\_  
Candidate's Category : \_\_\_\_\_  
Advt. No. & Date : Advt. No.: 02/2024, Dt. 15/02/2024  
Last Date for submitting Hardcopy is 07/03/2024 05:00 p.m.

To,  
Registrar  
Shri Govind Guru University  
At. Vinzol, Post. Kankanpur,  
Ta. Godhra, Dist. Panchmahals,  
Gujarat - 388713.

From,  
Name of Applicant: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
\_\_\_\_\_  
At. \_\_\_\_\_  
Post. \_\_\_\_\_  
Ta. \_\_\_\_\_  
Dist. \_\_\_\_\_  
State: \_\_\_\_\_  
Pin Code: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

- Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH ONLINE APPLICATION PROCESSING FEES.
- Candidates need to send 04 (Four) Xerox set of hard copy of Printout of Online Application Form along with all self-attested copies of certificates / educational qualification / experience / testimonials and other requisite documents in support of eligibility must be attached with each application in the manner, failing which the application will be rejected.