

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

Employment Notice No. 25/2017 Date: 21/08/2017

[A] GENERAL INSTRUCTIONS:

Date and Time for Online Application: 22/08/2017 12:00 noon

Last Date and Time for Online Application: 12/09/2017 12:00 midnight

Last Date and Time for Submission of Hard Copy of Application: 18/09/2017 06:00 p.m.

(A) SELECTION PROCEDURE FOR JUNIOR CLERKS, TYPISTS, PA TO REGISTRAR:

(a) University will arrange for Qualifying Written Test of 100 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 %) .

(b) Based on the performance in the above mentioned Qualifying Written Test, number of candidates to be considered for **COMPUTER / STENOGRAPHY/ TYPING test, (whichever is applicable)**, shall be minimum 3 times of the number of posts to be filled in or as decided by the Vice-chancellor considering the cut-off marks. This test will be 100 marks.

(c) Final selection list shall be prepared based on shortlisted candidates as 2(b) above. The final list shall be prepared based the combined score of Qualifying Written Test (weightage 60 %) and the score of computer test / speed test (weightage 40 %)

(B) SELECTION PROCEDURE FOR ACCOUNTANT AND DEPUTY ACCOUNTANT:

(a) University will arrange for Practical Test for **COMPUTER / ACCOUNTING SOFTWARE test**. This will be 100 marks (50 MCQ type questions of 2 marks each with negative marking of 0.50 mark for wrong answer)

(b) Based on the scores of the above test, reasonable number of candidates (considering the number of posts,) will be called for interview as decided by the Vice-chancellor considering the number of posts and the cut-off marks and the final selection list shall be prepared on the basis of combined score of Computer/Accounting Software test (60 % weightage) and the score of Personal Interview performance (40 % weightage)

(C) AGE LIMIT FOR JUNIOR CLERKS and TYPISTS:

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), 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) i.e. 38 years

(D) 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.

- (E) If the space against any item is insufficient, separate sheet may be used.
- (F) The fees for application is non-refundable.
- (G) The University reserves its right to fill the post or keep it vacant. In case of dispute / ambiguity/ interpretation the decision of Vice-Chancellor shall be final.
- (H) The applicant should ensure that the application is submitted to the university through Registered Post A.D. / Speed Post so as to reach the Registrar, Hemchandracharya North Gujarat University, University Road, Patan – 384265 on or before the due date.
- (I) Candidate if invited for interview/ written test will have to attend at his own expense. No TA/DA shall be paid.
- (J) Candidates must enclose the attested or self-attested copies of all certificates, mark-sheets, documents, testimonials, etc.
- (K) 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 shall have to be produced along with the documents.
- (L) A applicant who wants to apply for more than one post has to fill up separate form for each post along with the required fees.
- (M) Qualifying written test shall be in both the languages (1) Gujarati and (2) English except language section.