

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

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

<b>Sr. No.</b>	<b>Name of the Post &amp; Pay Scale</b>	<b>Qualification</b>
1	<b>Accountant</b> Pay Scale : 9300-34800 Grade Pay 4400 (Fixed Pay at Rs. 31,340/- for five years)	<ul style="list-style-type: none"><li>• M.Com. or B.Com. with 50 % marks with 5 years' experience of office work on accounts side in a supervisory capacity in University or Government or corporation established by the Government.</li><li>• Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.</li></ul>
2	<b>P.A to Registrar</b> Pay Scale :9300-34800 Grade Pay - 4600 (Fixed Pay at Rs. 38,090/- for five years)	<ul style="list-style-type: none"><li>• A Bachelor's degree knowing English / Gujarati Stenography with G.C.C.E.'s certificates of Stenography</li><li>• Stenography speed of 120 w.p.m.</li><li>• Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati.</li><li>• 2 years experience as a stenographer Gr-II.</li></ul>
3	<b>Deputy Accountant</b> Pay Scale : 9300-34800 Grade Pay- 4200 (Fixed Pay at Rs. 19,950/- for five years)	<ul style="list-style-type: none"><li>• M.Com. or B.Com with 50 % of marks with 3 year's experience of office in a University or in a Government or in a corporation established by the Government.</li><li>• Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or government or corporation will be desirable.</li></ul>
4	<b>Junior Clerk</b> Pay Scale : 5200-20200 Grade Pay -1900 (Fixed Pay at Rs. 16,224/- for five years)	<ul style="list-style-type: none"><li>• A Bachelor's degree in any discipline.</li><li>• Knowledge of Data entry on computer in English and Gujarati.</li></ul>
5	<b>Typist</b> Pay Scale : 5200-20200 Grade Pay -1900 (Fixed Pay at Rs. 16,224/- for five years)	<ul style="list-style-type: none"><li>• A Bachelor's degree in any discipline.</li><li>• Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati Knowledge Of Data entry on computer in English and Gujarati.</li></ul>