



ગુજરાત વિદ્યાપીઠ

(૧૯૨૦ મેં મહાત્મા ગાંધી દ્વારા સ્થાપિત)

GUJARAT VIDYAPITH

(Established by Mahatma Gandhi in 1920)

Ashram Road, Ahmedabad - 380 009

Ph. No. 079 40016200 | Fax: 079 27542547

Website: www.gujaratvidyapith.org

Advertisement No. 01/2023-24

Gujarat Vidyapith, Ahmedabad is seeking qualified, enthusiastic, dedicated, accomplished, and committed individuals on Contractual basis only who believe in institution-building. Online submitted Applications are invited from eligible and suitable persons. Following are the important dates for application:

Dates will be shown adhere to

Date of Commencement of online Application	25.05.2023
Last date of online Application	24.06.2023 Up to 5:30 PM

DETAILS OF POSTS, QUALIFICATIONS, OTHER REQUIREMENTS, ETC.:

Sr. No.	Post	Location	Qualifications	Monthly Fixed Amount (Rs.)
1	Civil Engineer – 01 (One)	Ahmedabad	First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent with Three years' experience in the relevant field. OR Diploma in Civil Engineering from a recognised Institute/University or equivalent with Ten years' experience in the relevant field.	50,000/-
2	Assistant Civil Engineer – 01 (One)	Ahmedabad	First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent with Two years' experience in the relevant field. OR Diploma in Civil Engineering from a recognised Institute/University or equivalent with Five years' experience in the relevant field.	35,000/-
3	Section Officer – 01 (One)	Ahmedabad	(i) A Master's Degree in any discipline from any recognized Institute/ University.	28,000/-

Sr. No.	Post	Location	Qualifications	Monthly Fixed Amount (Rs.)
			(ii) Three Years' Experience in Administration and/or Accounts. (iii) Proficiency in Computer Operation, noting and drafting.	
4	Assistant – 01 (One)	Ahmedabad	(i) Bachelor's Degree from a recognized University / Institution. (ii) Five Years' Experience in Administration/Accounts. (iii) Proficiency in Computer Operation, noting and drafting.	25,000/-
5	Technical Assistant – 01 (One)	Ahmedabad	For Technical/Laboratory Services: (i) Bachelor's degree in relevant subject from a recognised University/ Institute. (ii) Minimum three years of working and maintenance/operation experience of Scientific Instruments in the Laboratory of a in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization. Note: The relevant subject will be as decided by the university as per the functional requirement of the department concerned. For Information and Communication Technology (ICT) Services: (i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. OR Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. (ii) At least 02 years' experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization.	25,000/-
6	Lab Assistant (Home Science – Food &	Ahmedabad	(i) Bachelor's degree in relevant subject from a recognised University/ Institute. (ii) Minimum three years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory of	25,000/-


Sr. No.	Post	Location	Qualifications	Monthly Fixed Amount (Rs.)
	Nutrition) – 01 (One)		a in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization.	
7	Receptionist – 01 (One)	Ahmedabad	(i) Bachelor's degree from recognised University/ Institute. (ii) Three years' experience as a Receptionist. (iii) Excellent verbal and written communication skills. (iv) Proficiency in using telephone systems and office equipment. (v) Proficiency in using computer applications, including MS Office Suite.	25,000/-
8	Warden (Female) – 06 (Six)	Ahmedabad & Sadra	Bachelor's degree or equivalent in any discipline from a University/Academic Institute, with experience of managing hostel.	22,000/-
9	Warden (Male) – 07 (Seven)	Ahmedabad & Sadra	Bachelor's degree or equivalent in any discipline from a University/Academic Institute, with experience of managing hostel.	22,000/-
10	Upper Division Clerk (UDC) – 07 (Seven)	Ahmedabad & Sadra	(i) A Bachelor's Degree from a recognized Institute/ University. (ii) Two years' experience in Administration / Accounts. (iii) Proficiency in Computer Operations.	20,000/-
11	Accountant – 06 (Six)	Ahmedabad, Bochasan, & Dethali	M.Com. with 55% Marks or Equivalent grade from a recognized Institute/ University. OR B.Com. with 50% Marks or Equivalent Grade with minimum Three years' experience in relevant field.	20,000/-
12	Coach (Badminton) – 01 (One)	Ahmedabad	(i) 12 th pass from any recognized Board (ii) Coaching diploma or certificate in Badminton from a recognised institute. (iii) Two years' experience as Badminton Coach. (iv) Possessing certificate of participation at State/ National/ International level.	20,000/-
13	Coach (Swimming) (Male) – 02 (Two)	Ahmedabad	(i) 12 th pass from any recognized Board (ii) Coaching diploma or certificate in Swimming from a recognised institute. (iii) Two years' experience as Swimming Coach. (iv) Possessing certificate of participation at State/ National/ International level.	20,000/-
14	Coach (Swimming)	Ahmedabad	(i) 12 th pass from any recognized Board	20,000/-

Sr. No.	Post	Location	Qualifications	Monthly Fixed Amount (Rs.)
	(Female) – 01 (One)		(ii) Coaching diploma or certificate in Swimming from a recognised Institute. (iii) Two years' experience as Swimming Coach. (iv) Possessing certificate of participation at State/ National/ International level.	
15	Museum Assistant – 02 (Two)	Ahmedabad	(i) Bachelor's degree in History, Museum Studies, or a related field from recognised University/ Institute. (ii) Two years' experience of working in a museum, gallery, or cultural institution.	20,000/-
16	Lower Division Clerk (LDC) – 12 (Twelve)	Ahmedabad, Dethali, & Sadra	(i) A Bachelor's Degree from any recognized Institute/ University. (ii) Proficiency in Computer Operations.	17,000/-
17	Driver – 03 (Three)	Ahmedabad	(i) 10 th pass from any recognized Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority, having no adverse endorsement. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least Five years in an organization.	15,000/-
18	Multi-Tasking Staff (MTS) – 24 (Twenty-four)	Ahmedabad, Randheja, & Sadra	10 th pass from a recognized Board; OR ITI pass.	15,000/-
19	Cook-cum-Kitchen Attendant – 01 (One)	Randheja	(i) 10 th pass from a recognized Board. (ii) Experience in cooking / catering services in educational institutions/ guest houses/ hospitals/ hotels or similar organizations.	15,000/-
20	Groundman – 04 (Four)	Ahmedabad & Sadra	(i) 10 th pass from any recognized Board. (ii) Two years' experience as Groundman.	12,000/-
21	Watchman – 06 (Six)	Ahmedabad, Ambheti, Randheja, & Sadra	10 th pass from a recognized Board; OR ITI pass.	12,000/-
22	Attendant – 08 (Eight)	Ahmedabad, Randheja, & Sadra	(i) Experience as an Attendant in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization. (ii) Able to read and write Gujarati and/or Hindi.	12,000/-

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

1. These posts are purely temporary and on contractual basis or through outsource for 11 months. No Other benefits will be given.
2. Do not send a Hard Copy of Application and other documents to the office.
3. If necessary, an elimination test will be arranged.
4. Last date of online submission of application is 24.06.2023, 05:30 PM.
5. Eligible candidates shall be communicated for the further process via email.
6. Tentative dates for further recruitments process of eligible candidates between 01.07.2023 to 06.07.2023.
7. After further process tentative date for joining will be with-in one week of issuance of appointment letter.
8. Candidates who desire to apply for more than one post will be required to submit separate Online Applications on the prescribed format along with all the specified supporting documents along with each application.
9. Candidate has to upload his/her necessary documents i.e. qualification, experience, caste, age, other documents in the online application portal as per the instructions given on Annexure – I.
10. Link for online Application and related information are available on the website www.gujaratvidyapith.org.
11. The online application will be scrutinized by competent authority and only the eligible candidate will be communicated by email.
12. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview/written test/skill test.
13. Gujarat Vidyapith will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
14. Candidates are requested to visit the website www.gujaratvidyapith.org regularly for updated, if any.
15. The Submission of application form is acceptable only through online mode.
16. Please use CAPITAL LETTERS for filling the form.
17. Application incomplete in any respect will not receive any consideration at all.
18. Candidates must pay an online application fee Rs. 500/- for each post. Application processing fee shall not be refunded under any circumstances.
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of an appointment letter, Gujarat Vidyapith reserves the right to modify/ withdraw/ cancel the candidature of such candidates.
20. The Number of posts advertised may be treated as tentative. Gujarat Vidyapith shall have the right to increase/ decrease the number of posts at the time of interview/ selection and make appointments accordingly.
21. Canvassing in any form on behalf of any candidate will lead to disqualification of such candidates.
22. Separate application along with separate application fee should be submitted for each post.
23. Qualification and Experience will be reckoned as on the last date of submission of online application i.e. 15.06.2023, 05:30 PM.
24. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the further process. The University will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
25. No TA/ DA will be paid.

26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority of Gujarat Vidyapith shall be final.
27. Interview will be commenced either Physical/Online/Hybrid mode.
28. The candidate must bring the printed copy of the online submitted application form, complete in all aspects along with all enclosures at the time of Interview.
29. Without printed copy of online submitted application form, candidate will not be permitted to appear for the Interview under any circumstances (Only in case of Physical interview).
30. The candidates must reach 1 hour before the scheduled interview time for their respective subject. (Only in case of Physical interview).
31. Feel free to send Email (recruitment@gujaratvidyapith.org) for any query related to this process.
32. Guidelines to fill online application form as per Annexure – I.
33. Contact Information:
 - Phone No. : 079-40016200
 - Contact hours : 11:30 a.m. to 5:30 PM during working days.
 - E-mail : recruitment@gujaratvidyapith.org
 - Website : www.gujaratvidyapith.org


(Prof. Nikhil Bhatt)
Secretary,
Gujarat Vidyapith

GUIDELINES TO FILL ONLINE APPLICATION FORM

PREREQUISITE TO APPLY ONLINE

1. Candidates are advised to go through the Eligibility Criteria carefully before filling up the application form.
2. Valid E-mail ID for registration and for receiving all future correspondence till the recruitment process is over and subsequently, if selected.
3. Access to an online payment facility/service such as SBI I-Collect/Payment Gateway.
4. Scanned copies of Candidate's all necessary copies of testimonials, certificates and documents in PDF format (the digital size of the PDF file should be less than 500 KB).

STEPS TO BE FOLLOWED FOR FILLING THE ONLINE APPLICATION

The entire process of filling online Application form can be completed in below mentioned steps:

1. Online submission of application can only be made at Gujarat Vidyapith's website <http://gujaratvidyapith.org/employment/>.
2. Candidates should read the instructions carefully before making any entry or selecting options.
3. Candidates should furnish all the required details while filling up the online form, mandatory fields are marked with *(asterisk) sign.
4. Online Application Form is available in English and Gujarati Language and it can be filled in English/Gujarati Language.
5. The filling of online application contains two parts.
 - (a) Part-I: Registration – Candidates will have to fill the basic information.

The Name of the candidates or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

On submission of details, an auto-generated email will be sent on candidate's registered email-id. Please click on the link given in the email to verify your email-id. Upon successful verification of email-id candidates will be able login to fill the application. In case candidate cannot the email in Inbox, please check SPAM folder / ensure that submission of email-id is correct. (Not applicable in case if a candidate sign-in with valid Gmail Email ID).
 - (b) Part-II Application Form consists of following Stages.
 - i) Filling up Personal details
 - ii) Educational Qualifications
 - iii) Employment Details
 - iv) Reference Details
 - v) Payment Details
 - vi) Declaration Details
6. Before final submission of online Application form, the candidates must read the declaration carefully and furnish his/her consent on it, without which he/she will not be able to complete the Online Application. Candidates will not be able to edit Online Application once submitted.
7. On successful completion of your complete application, an auto-generated email will be sent on your registered email-id. In case you have not received an email, please check / ensure that submission of Part-II of the Application has been completed successfully.