



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established Under Gujarat Act No.: 20 of 2007)
ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No.GTU/Emp_Noti /Rect/2013/8739

Date: 23/09/2013

EMPLOYMENT NOTICE
ADVERTISEMENT NO. 06/2013

The University invites online application in prescribed format for appointment to the following posts purely on contract.

Sr.No.	Name of the Post	Pay	No. of Post
1	Director	Rs. 37400 - 67000 + 9000	01
2	Deputy Director	Rs. 15600 - 39100 + 6000	01
3	Research Associate	Rs. 40,000/-Fix per month	11
4	Research Assistant	Rs. 20,000/-Fix per month	13
5	Administrative Assistant (BE)	Rs. 20000 /-Fix per month	06
	Administrative Assistant (MCA)	Rs. 15000/- Fix per month	22
6	PA to VC	Rs. 10 000/-Fix per month	01
7	Office Assistant (PGDCA or equivalent)	Rs. 7000/- Fix per month	02

Essential qualifications, pay, general conditions, online application guidelines and other details are given in detailed advertisement available on University website www.gtu.ac.in. The interested candidate may apply online and send the print-out of online application along with all the requisite documents, fees etc. to the **I/c Registrar, Gujarat Technological University, University Campus , Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway, Chandkheda, Ahmedabad – 382 424** with the post applied for clearly super scribed on the envelope by Registered Post/Speed Post or By Hand Delivery during office hours in working days. **Last date for receiving the applications is 04/10/2013.**

PLACE: AHMEDABAD

DATED: 23/09/2013

I/C REGISTRAR



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EMPLOYMENT NOTICE
ADVERTISEMENT NO. 06/2013

The Gujarat Technological University was established vide Gujarat Act No. 20 of 2007. The main objective of the University apart from other is to develop the knowledge of science, engineering, technology, management and environment for the advancement of quality of life of the mankind in general and in relation to the domain of engineering and technological development and applications. The prime objects of the University shall be to create centres and institutes of excellence in basic and applied science, engineering and technology.

The University invites applications for the various posts purely on contract. 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. Candidates interested may apply online and send the print-out of online application along with all the requisite documents and fees Rs. 250/- (if applicable), by Challan of State Bank of India, which may be downloaded from the website www.gtu.ac.in to The Registrar, Gujarat Technological University, University Campus , Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424,Gujarat with the post applied for clearly super scribed on the envelope by Registered Post/Speed Post or By Hand Delivery during office hours in working days. Last date for receiving the applications is **04/10/2013**.

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

Sr.No.	Minimum Qualification and Experience
1.	<p><u>Director :- (Pay Scale Rs. 37400 – 67000 + 9000)</u></p> <p>Essential:</p> <p>1. A Ph.D. Degree with First Class at Bachelor’s or Master’s Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree.</p> <p style="text-align: center;">OR</p> <p>In the event the candidate from industry and the profession:</p> <p>I. First Class Master’s Degree in the appropriate branch of Eng. & Tech. II. Experience of at least eight years in responsible positions in Businesses, industries or industry associations.</p> <p>2. CCC+</p> <p>The following are considered as desirable:</p> <p>I. Teaching, research / industrial and / or professional experience in a reputed organization. II. Success in obtaining research grants; Post Ph.D. publications in high impact journals and tier 1 conferences; successful guidance of project work / dissertation of PG / Research Students or supervising R&D projects in industry. III. Experience of obtaining patents and working with IPR issues. IV. Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.</p> <p style="text-align: center;">OR</p> <p>Essential:</p> <p>I. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master’s Degree in Business Management /Administration / in a relevant management discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC.</p>



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OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the statutory body.

- II. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- III. A minimum of eight years' experience of teaching/industry/research/professional at managerial level excluding the period spent for obtaining the research degree.

In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

- I. Consistently good academic record with at least 55 % marks for (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant / Company Secretary of the concerned statutory body.

- II. A minimum of ten years' experience of teaching industry / research profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level and equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.
- III. CCC+



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	<p>The following are considered as desirable:</p> <ul style="list-style-type: none">• Teaching, research / industrial and / or professional experience in a reputed organization.• Success in obtaining research grants; Post Ph.D. Publications in high impact journals and tier 1 conferences; successful guidance of project work / dissertation of PG / Research Students or supervising R&D projects in industry.• Experience of obtaining patents and working with IPR issues.• Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.
2.	<p><u>Deputy Director :- (Pay Scale Rs. 15600 – 39100 + 6000)</u></p> <p>Essential:</p> <ol style="list-style-type: none">I. First class Masters Degree in appropriate branch of Engineering (Engg.) & Technology (Tech.).II. Experience: Eight Years experience at supervisory level out of which, at least four years experience in teaching or research, educational planning or administration training etc. in central or state government or university. <p style="text-align: center;">OR</p> <p>Other Institutions of Higher Education or Autonomous Bodies or PSUs.</p> <ol style="list-style-type: none">III. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time. <p>The following are considered as desirable:</p> <ol style="list-style-type: none">a. Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test – SLET / SET).b. NET/SLET /SET shall remain the minimum eligibility condition for recruitment and appointment. Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum



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	<p>eligibility condition of NET/SLET/SET.</p> <p>c. NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.</p> <p>d. Teaching, research / industrial and / or professional experience in a reputed Organization.</p> <p>e. Success in obtaining research grants; Post Ph.D. publications in high impact journals and tier 1 conferences; successful guidance of project work / dissertation of PG / Research Students or supervising R&D projects in industry.</p> <p>f. Experience of obtaining patents and working with IPR issues.</p> <p>g. Experience in Examination work & other administrative duties at a University, Since the job requires work in various sections of the university & its Zonal centre.</p> <p style="text-align: center;">OR</p> <p>Essential:</p> <p>I. First Class Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC.</p> <p style="text-align: center;">OR</p> <p>First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory bodies.</p> <p>II. Experience: Eight years' experience at supervisory level out of which, at least four years' experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institutions of Higher Education or Autonomous Bodies or PSUS.</p> <p>III. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time.</p> <p>The following are considered as desirable:</p> <p>I. Candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by ICAR, University Grant Commission (UGC) Council of Scientific and Industrial Research (CSIR) or similar test accredited by the University Grants Commission / State Government.</p>
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	<p>II. Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).</p> <p>III. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment. Provided however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</p> <p>IV. NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.</p> <p>V. Teaching, research, industrial and / or professional experience in a reputed organization. .</p> <p>VI. Papers presented at Conferences and / or published in refereed journals.</p> <p>VII. Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.</p> <p>VIII. Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.</p>
3.	<p><u>Research Associate (Solid Waste Management):</u></p> <p>Desired Qualifications:</p> <ul style="list-style-type: none">• Master of Planning/Engineering with specialization in solid waste management. Preferably with basic degree of BE in Civil/Mechanical/Environment.• Candidate having experience of working in solid waste management in any ULB projects will be given preference.• Good communication skills, analytical & research skills and computer skills.• Willing to travel within the state of Gujarat.• The position shall be till completion of project, likely to be completed in 11 months and shall be contractual basis with fixed remuneration of Rs. 40,000/- per month. Higher start can be considered for candidates with exceptional experience.



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Research Associate (Affordable Housing and Slum Development):

Desired Qualifications:

- Master of Planning/Engineering with specialization in Housing. Preferably with basic degree of BE in Civil/B.Arch.
- Candidate having experience of working in affordable housing and slum development projects will be given preference.
- Good communication skills, Analytical & Research skills and Computer skills.
- Willing to travel within the state of Gujarat.
- The position is still completion of project, likely to be completed in 11 months and shall be contractual basis with fixed remuneration of Rs. 40,000/- per month. Higher start can be considered for candidates with exceptional experience.

Research Associate (For its DSTU project):

Designing Structure of Technological University (DSTU) research project is a joint project of the 'Post-graduate Center for Technology Education, Public Policy and Universities of the 21st Century', the 'Post-graduate Center for Governance Systems in Businesses, Industries, Universities, Hospitals, NGOs and Governments' and the 'GTU Skills Council On Human Resource Studies & Organizational Structures (GTU- CHRSOS)'.

For the DSTU project, GTU requires Research Associate, purely on a temporary basis for the duration of the project. The Research Assistants will be required to assist in the study of the history and structure of Universities of the world, to research trends in higher education, to review the recent research in the area and to help compile the Research Report.

Educational Qualifications:

First Class in B.E. /B. Tech./MBA/ MCA / Ph. D (Education).



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	<p>Essential:</p> <ol style="list-style-type: none">i. Three Years of research experience.ii. At least two published papers in the areas of interest to the DSTU project.iii. Highly proficient in English at written, communicative and reading.iv. Highly proficient in computer applications skills.
	<p><u>Research Associate (For School/ Centre of Global Business Studies):</u></p> <p>The Centre for Global Business Studies is being established to construct a coherent global perspective in business management education and research. The Centre will focus on seven regional markets to discover opportunities for doing business, namely:</p> <ol style="list-style-type: none">1. North America,2. Europe,3. South America and Caribbean countries4. Middle East and Africa5. Central Asia6. East Asia and Pacific Countries7. South Asia <p>Eligibility Criteria for Research Associate:</p> <ol style="list-style-type: none">1. Master degree with good academic record (60 % or above throughout career).2. Having studied subject(s) on international studies in the Master's degree.3. Knowledge of web-technology and capability to maintain a web-site.4. Computer proficiency and communication (written / oral) proficiency.5. Excellent in writing and speaking English.6. Research Experience in the field. <p>Additional Eligibility Criteria for Research Associate:</p> <p>Research experience, research publications and international academic exposure. A Ph. D will be preferred.</p>



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4.	<p><u>Research Associate (For Entrepreneurship):</u></p> <p>GTU require Research Associate, purely on a temporary basis, to assist in study of entrepreneurship ecosystems both local & global, trends in entrepreneurship training and methodologies, study creation/growth of startups, startup mentorship/ incubation/ acceleration.</p> <p>Eligibility Criteria for Research Associate:</p> <ul style="list-style-type: none">• B. E. degree followed by Master of Business Administration• Candidate should have a minimum of 3 years of experience• The experience should include the following:<ul style="list-style-type: none">○ experience of leading entrepreneurship capacity building programs (at least of one year)○ Direct exposure to international entrepreneurship incubator/accelerators/co-working spaces○ Experience should also include experience in entrepreneurship training in both academic and non- academic setting. The academic setting experience should include experience of entrepreneurship teaching in a course and while the non-academic setting should include experience of facilitation or organization of hands-on entrepreneurship workshops○ The candidate is also expected to have a deep understanding of the following subjects: Entrepreneurship ecosystems, mentorship, accelerators/incubators/co-working space, angel investors/venture funding/debt financing/seed funding, business model canvas, startup pivoting, Intellectual Property Issues among other terms• Good communication skills, analytical, research skills & computer skills• Candidate should also have published work in either academic journals or established commercial publications• Candidate should be willing to travel within and outside state as the research needs may arise <p>Additional Eligibility Criteria for Research Associate:</p> <p>Research experience, research publications and international academic exposure. A Ph. D will be preferred.</p>
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Research Assistant (Solid Waste Management):

Desired Qualifications:

- Minimum qualification of Bachelor in Civil/ Environment Engineering with MBA/PGDM in finance as specialization candidate having experience of working in solid waste management will be given preference.
- Good communication skills, analytical & research skills and computer skills.
- Willing to travel within the state of Gujarat.
- The position is till completion of project, likely to be completed in **11** months and shall be on contractual basis of Rs. 20,000/- per month. Higher start can be considered for candidates with exceptional experience.

Research Assistant (Affordable Housing and Slum Development):

Desired Qualifications:

- Minimum qualification of Bachelor in Civil engineering/Architecture with MBA/PGDM in finance as specialization.
- Candidate having experience of working in affordable housing and slum development projects will be given preference.
- Good communication skills, Analytical & Research skills and computer skills.
- Willing to travel within the state of Gujarat.
- The position is till completion of project, likely to be completed in **11** months and shall be on contractual basis of Rs. 20,000/- per month. Higher start can be considered for candidates with exceptional experience.



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Research Assistant (In Mobile Tech and associated Innovations):

Academic background:

- B. E. / B. Tech in Computer Science / IT / Electronics from a recognized university with good academic record.
- Post Graduate in Management (Marketing / Sales) from a recognized university with good academic record.
- Additional training / exposure in Mobile Technologies / Programming either through the Final Year project work or through work experience in the area or both.

Other Requirements

- Knowledge of web-technology and capability to maintain a web-site.
- Computer proficiency and communication (written / oral) proficiency.
- Event Management and organizing skills and coordinating mobile tech research inside and outside university.
- Executing and involvement in mobile tech and allied field research and innovation work.
- 5) Interest in doing research in Mobile tech innovations and executing an innovation ecosystem involving students, faculties, industries of related field involving all colleges of GTU.

Desirable

- 0 - 2 years' experience in the Mobility /Embedded Systems or related technologies will be preferred.
- Experience in working with research and development in mobility preferred.

Research Assistant (For School/ Centre of Global Business Studies):

The Centre for Global Business Studies is being established to construct a coherent global perspective in business management education and research. The Centre will focus on seven regional markets to discover opportunities for doing business, namely:



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	<ol style="list-style-type: none">1. North America,2. Europe,3. South America and Caribbean countries4. Middle East and Africa5. Central Asia6. East Asia and Pacific Countries7. South Asia <p>Eligibility Criteria for Research Assistant:</p> <ol style="list-style-type: none">1. Master degree with good academic record (60 % or above throughout career).2. Having studied subject(s) on international studies in the Master's degree.3. Knowledge of web-technology and capability to maintain a web-site is essential.4. Computer proficiency and communication (written / oral) proficiency.5. Excellent in writing and speaking English. <p><u>Research Assistant (For Entrepreneurship):</u></p> <p>Desired Qualifications:</p> <ul style="list-style-type: none">• B. E. degree followed by Master of Business Administration• Good communication skills, analytical & research skills and computer skills.• Willing to travel within the state of Gujarat.• The position is till completion of project, likely to be completed in 11 months and shall be on contractual basis of Rs. 20,000/- per month. Higher start can be considered for candidates with exceptional experience.• Exposure to Entrepreneurship building programs the position required organisation and conduct of entrepreneurship training programs and active interaction with industries, students and faculty members.
	<p><u>Research Assistant (For its DSTU project) :</u></p> <p>Designing Structure of Technological University (DSTU) research project is a joint project of the 'Post-graduate Centre for Technology Education, Public Policy and Universities of the 21st Century', the 'Post-graduate Centre for Governance Systems in Businesses, Industries, Universities, Hospitals, NGOs and Governments' and the 'GTU Skills Council On Human Resource Studies & Organizational Structures (GTU- CHRSOS)'.</p>



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5.	<p>For the DSTU project, GTU requires one Research Assistant and one Research Associate, purely on a temporary basis for the duration of the project. The Research Assistants will be required to assist in the study of the history and structure of Universities of the world, to research trends in higher education, to review the recent research in the area and to help compile the Research Report.</p> <p>Educational Qualifications: First Class in B.E./B.Tech./MBA/ MCA / Ph. D (Education)</p> <p>Essential:</p> <ol style="list-style-type: none">Highly proficient in English at written, communicative and readingHighly proficient in computer applications skills. <p><u>ADMINISTRATIVE ASSISTANT (MCA)</u></p> <p>Minimum Qualification:</p> <ol style="list-style-type: none">MCA with first class ORMaster's Degree with first class in computers/ IT related any other discipline with good knowledge of creating and managing web-sites and working in a computerized environment. <p>Desirable :</p> <ul style="list-style-type: none">Proficiency in .NET, Visual StudioManage and develop projects in visual studio C#,MVC,LINQProficiency in C#, CSS, HTML, JavaScript, IIS.Extensive knowledge required in MS Access and SQL Server and ability to handle and work with large database. SQL Server2005/2008/2012.Demonstrate a basic understanding of Object Oriented Programming.Demonstrated ability to quickly learn and apply various programming techniques and processes <p>OR</p> <ul style="list-style-type: none">Proficiency in PHP , Python, Mysql, ApacheProficiency in CSS, HTML, JavaScript, IIS.Extensive knowledge required in MS Access and SQL Server and ability to handle and work with large database. SQL Server2005/2008/2012.Demonstrate a basic understanding of Object Oriented Programming.Demonstrated ability to quickly learn and apply various programming techniques and processes <p>AGE: Not exceeding 35 years.</p>
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	<p style="text-align: center;"><u>ADMINISTRATIVE ASSISTANT(BE)</u></p> <p>Minimum Qualification:</p> <p>BE (Computer Engineering, Computer Science, Information Technology) with first class.</p> <p>Desirable Skills for B.E.:</p> <ul style="list-style-type: none">• Proficiency in .NET, Visual Studio• Manage and develop projects in visual studio C#,MVC,LINQ• Proficiency in C#, CSS, HTML, JavaScript, IIS.• Extensive knowledge required in MS Access and SQL Server and ability to handle and work with large database. SQL Server2005/2008/2012.• Demonstrate a basic understanding of Object Oriented Programming.• Demonstrated ability to quickly learn and apply various programming techniques and processes <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Proficiency in PHP , Python, Mysql, Apache• Proficiency in CSS, HTML, JavaScript, IIS.• Extensive knowledge required in MS Access and SQL Server and ability to handle and work with large database. SQL Server2005/2008/2012.• Demonstrate a basic understanding of Object Oriented Programming.• Demonstrated ability to quickly learn and apply various programming techniques and processes <p>AGE: Not exceeding 35 years.</p>
6.	<p><u>PA to VC</u></p> <p>Minimum Qualification: First class graduate with PGDCA or equivalent.</p> <p>AGE: Not exceeding 30 years.</p> <p>Experience: 2 Years' experience of Administrative /Secretarial work.</p>



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7.	<p><u>OFFICE ASSISTANT</u></p> <p>Minimum Qualification: First class graduate with PGDCA or equivalent.</p> <p>AGE: Not exceeding 30 years.</p>
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Important Note for all posts :
It is expected from the candidates that he/she should:

1. Have knowledge of various software.
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.



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Important Note for Admin Assistant (MCA):

It is expected from the candidates that he/she should.

1. Have knowledge of various software.
2. Facility to manage a web site, without help from a computer professional.
3. 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.
4. 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.
5. All recruits are expected to work in a computerized environment.
6. Master's degree with first class in any other discipline with good knowledge of creating and managing web-sites and working in a computerized environment: must show that they have had education in the areas of computing and web-design from a reputed institution and / or that they have a good experience of working in these areas.

NOTE:

- I. The reservation policy for the SC/ST/SEBC/PH/EX-SERVICEMAN and WOMAN shall be as per Government of Gujarat contractual staff Recruitment Norms.
- II. The University reserves the right to increase/ Decrease the number of vacancy, Fill or Not to fill up any or all the vacancy advertised depending on the circumstances.



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➤ GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

(A) FILLING UP THE APPLICATION FORM :

1. Visit the University website www.gtu.ac.in . Click on the field “Recruitment” available at right side of the corner of home page. Click on it, the following details will display/Blink on the Screen.
 - Detailed Advertisement No. 06/2013 for Recruitment in PDF format *click to Open*
 - Online Application Login *click to Open*
 - Blank Challan of State Bank of India. *Download*
2. Separate application should be made for each post
3. Download Bank Challan and print out the same. Take it to any nearby branch of SBI. Fill the necessary field in the Challan, deposit the fees in the bank. Bank will return two parts of the filled challan.
4. Open online application form of the post, filled the necessary fees details, personal details, academic details and other details. Put scan copy of Photographs and candidates Signature. Submit the form. After submitting the online filled application form get print out the same and mailed that printout with counter foil of bank challan, signature, enclosure of necessary certificates, photographs and endorsement of the employer (if applicable) through Speed post/Registered/By hand delivery to I/c Registrar, Gujarat Technological University University Campus , Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424, so that it should reach on or before last date (i.e. 04/10/2013) prescribed for received the application.
5. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and rejected.
6. Fees one paid shall not be refunded in any circumstances.
7. Challan of Rs. 250/- (**Except for SC/ST/PH/Woman categories candidates**) sent invariably along with filled downloaded form, otherwise application will be summarily rejected.
8. Before filling / submitting the application form you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
9. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
10. The application should reach the I/c Registrar on or before the last date prescribed for received. Applications received after the last date shall stand rejected automatically.



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11. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hard copy) **through proper channel.**

In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicant may submit advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University on or before 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. **SUCH APPLICATION THROUGH PROPER CHANNEL RECEIVED AFTER PERIOD OF TEN DAYS SHALL NOT BE CONSIDERED.**

(B) MAILING THE APPLICATION FORM:

1. The application form should be sent to the **I/C REGISTRAR, GUJARAT TECHNOLOGICAL UNIVERSITY**, University Campus , Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424
2. In your own interest, you are advised to send the application form under Registered/Speed Post cover acknowledgement due.
3. 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.
4. The required qualifications/experience/age shall be considered as on closing date.
5. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
6. Candidates with requisite qualifications acquired from recognized University/institutions alone need apply.
7. Candidates should enclose SELF attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
8. The University reserves the right to fill or not to fill any or all posts.
9. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.



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11. 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.
 12. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
 13. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
 14. Selection will be made on the basis of candidates' previous record and their performance in the interview.
 15. The print out (hard copy) of application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Date: 23/09/2013

I/C REGISTRAR