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

Date: 7/10/2016

EMPLOYMENT NOTICE
ADVERTISEMENT NO. 03/2016

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 sciences, engineering and technology.

The University invites applications for the post of Director, Deputy Director, Computer Programmer, Legal Officer, Database Administrator and Network Administrator purely on contract. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

Number of Posts, Qualification required/ experience/ pay/ general conditions, application format and other details are mentioned below. Candidates interested should apply online and send the print-out of online application along with all the requisite documents and fees Rs.250/-(if applicable) 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, Gujarat** by Registered Post/Speed Post or By Hand Delivery during office hours in working days. The post applied should be clearly mentioned on the envelope. Last date for receiving the applications is 24 **/10/2016.**

PLACE: AHMEDABAD   **S/d**

DATE: 7/10/2016   **I/C REGISTRAR**

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The University invites online application in prescribed format for appointment of the following posts purely on contractual basis.

Sr. no.	Name of the Post	Specification	Pay	No. of Posts
1	Director		Pay band of Rs. 37,400 – 67,000 + 9000 per month	4
2	Deputy Director		Pay band of Rs. 15,600 – 39,100 + 6000 per month	3
3	Legal Officer		Pay band of Rs. 37,400 – 67,000 + 9000 per month	1
4	Computer Programmer	(A)	Rs.20,000/- Fix per Month	3
		(B)	Rs.30,000/- Fix per Month	4
		(C)	Rs.35,000/-Fix per Month	1
5	Database Administrator		Rs. 40,000/- Fix per month	2
6	Network Administrator		Rs.30,000/- Fix per month	1

All post are Subject to approval from Finance Committee (FC) & Board of Governors (BOG)

- **Position no. 1, 2, 3, 4(A), 4(B), 5 and 6 are Eleven months contract.**
- **Position no.4(C) is Six Months contract.**
- **All candidates need to apply fresh.**
- **Candidates applying for more than one post need to apply separately for each post.**
- **For all updates do visit career section on GTU website.**
- **Last date for receiving the application is 24/10/2016**
- **For any query contact at career@gtu.edu.in**
- If candidate has obtain any degree from other university do provide equivalency criteria for conversion of their score either in percentage or class.
- If candidate hold foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application

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

Sr. No.	Minimum Qualification and Experience
1.	**Director : (Pay Scale Rs. 37400 – 67000 + 9000)** **Essential:** 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 there research degree. **OR** In the event the candidate from industry and the profession: I. First Class in two year full time Master's Degree in the appropriate branch. II. Experience of at least eight years in responsible positions in Businesses, industries or industry associations. 2. CCC+ **The following are considered as desirable:** 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 1conferences; 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. s **OR** 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/./MCA/M.Pharm in a relevant management discipline or first class in two years full time PGDM declared equivalent by AIU/recognized by the AICTE /UGC. **OR** First Class graduate and professionally qualified Chartered Accountant/Cost and

Works Accountant/ Company Secretary of the s 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+

The following are considered as desirable:

• 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 tier1 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.	**Deputy Director: (Pay Scale Rs. 15600 – 39100 + 6000)**

Essential:

I. First class in Master's Degree in appropriate branch of Engineering (Eng.) & 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

OR

Other Institutions of Higher Education or Autonomous Bodies or PSUs.

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.

The following are considered as desirable:

- Should have qualified Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test–SLET/ SET).
- 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.
- 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.
- 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.

OR

Essential:

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.

OR

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

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.

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.

The following are considered as desirable:

- 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.

- Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET).

- 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.

- 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.

- Teaching, research, industrial and/or professional experience in a reputed organization.

- Papers presented at Conferences and/or published in refereed journals.

- Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.

- Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre.

3.	**Legal Officer:**
	Minimum Qualification and Experience:
	Post Graduate with Master's Degree in Law with minimum B+ with five years

	standing experience at the Bar
	OR
	Post Graduate with Master's Degree in Law with ten years' experience as a Law Officer in the University or reputed educational institution
	OR
	Post Graduate with LL.B. with fifteen years standing at the Bar or twelve years' experience as Law Officer in the University or reputed educational institution
	Experience of handling RTI applications in the University or reputed educational institution is highly desirable.
4(A)	**Computer Programmer (A):-(.Net Programmer)** **Minimum Qualification and Experience** : First Class in B.E. Computer Eng./Computer Science/Information Technology, or First Class in MCA/ M.Sc. (IT) with at least 1 year of experience The applicant should have exposure in more than one of the following broad areas: • Experience in .NET with C# and MS-SQL including ASP.NET • Experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking. • Experience in eLearning systems (hardware & software) Learning Management Systems • Experience in Cloud Computing /Exposure to AWS • Knowledge of Network/ Distributed/ Web based applications and their security. • Familiarity with hardware platforms and knowledge about Hardware OS interaction. • Open Source software installation, configuration, and maintenance including services. • Develop document and conduct technical training sessions for end users.
4(B)	**Computer Programmer(B):- (Java Programmer)** **Minimum Qualification and Experience:** First Class in B.E. Computer Eng./Computer Science/Information Technology, or First Class in MCA/ M.Sc. (IT) with at least 3 years of experience The applicant should have exposure in more than one of the following broad areas: • Proficiency in Java, with a good knowledge of its ecosystems • Experience in the field of Software Development in Java/J2EE and MYSQL

	- Solid understanding of object-oriented programming - Familiar with various design and architectural patterns - Excellent knowledge of Relational Databases - Skill for writing reusable Java libraries - Knowledge of concurrency patterns in Java - Understanding of maintaining efficient, reusable, and reliable Java code - Ensuring the best possible performance, quality, and responsiveness of the applications - Knowledge of developing and using Mobile Application-Android, webinar systems, video-conference systems and e-Learning systems is required. - Experience of Sharepoint Development is preferable
4(C)	**Computer Programmer (C):- (Experienced Programmer)** **Minimum Qualification and Experience:** - First Class in B.E. Computer Eng./Computer Science/Information Technology, or First Class in MCA/ M.Sc. (IT) with at least 3 years of experience The applicant should have exposure in more than one of the following broad areas: - Solid understanding of object-oriented programming languages - Collaboration with the development team to ensure the effectiveness and quality of product. - Ensuring the best possible performance, quality, and responsiveness of the applications - Identifying bottlenecks and bugs, and devise solutions to these problems - Review of documentation to ensure technical accuracy and completeness. - Experience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking. - Experience in eLearning systems (hardware & software) Learning Management Systems - Experience in Cloud Computing /Exposure to AWS - Familiarity with hardware platforms and knowledge about Hardware OS interaction.
5	**Database Administrator:-** **Minimum Qualification and Experience:** MCA/BE(Computer)/Oracle –DBA with at least 3 years of experience as Database Administrator and with knowledge about issues of integrity and security of databases, Control access permissions and privileges, Performance monitoring; experience in developing audit log record of activities, using webinar systems, video-conf systems and e-Learning systems is desirable.

Job description:

- Database administrator (DBA) is responsible for the performance, availability, integrity, security, confidentiality and reliability of a database.
- S/he will also be involved in the planning and development of the database as well as troubleshooting any issues on behalf of the users.
- S/he will be responsible for ensuring consistency across the database, managing metadata and concurrent user access to database.
- S/he will be responsible for develop Recovery plans of database in case of any Disaster.
- S/he will have to look after the integration of databases and centralization of university's database(s).

Typical work activities :

- Database User Creation and Controlling access permissions and privileges
- Monitoring performance and managing parameters to provide fast responses to users
- Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- Mapping out the conceptual design for a planned database
- Improving Database Design for better performance and storage needs
- Data Migration from different Data source
- Data Extraction through writing SQLs/Procedures etc.
- Developing, Managing and testing back-up and recovery plans
- Installing and testing new versions of the RDBMS

6	**Network Administrator :-**

Minimum Qualification and Experience:

- BCA/PGDCA/MCA/BE-Computer with at least 3 years of experience as Network Administrator; experience on developing and using webinar systems, video conference systems and e-Learning system is required.

Job description:

- Network Administrator is responsible to maintain a reliable, secure and efficient data communications network.
- S/he will be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation.
- S/he will be responsible to install and integrate new server hardware and applications
- S/he will be responsible to define network policies and procedures, set up user accounts, permissions and passwords
- S/he will have to continuously involved in research to give recommendations for betterment of server system administration
- S/he will have to specify system requirements and design solutions and resolve network problems reported by end users

Typical work activities :

- Monitoring performance and managing parameters to provide fast responses
- Monitoring network and systems to improve performance
- Monitor networks to ensure security and availability to specific users
- Evaluate and modify system's performance.
- Diagnosing and fixing problems or potential problems with the network and its hardware, software and systems

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.

NOTE:

- The reservation policy for the SC/ST/SEBC/PH/EX-SERVICE MAN and WOMAN shall be as per Government of Gujarat Contractual Staff Recruitment Norms.
- The University reserves the right to increase/ decrease the number of vacancy, fill or not to fill any or all the vacancy advertised depending on the circumstances.

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.
2. ➤Detailed Advertisement No.03/2016for Recruitment in PDF format *Click to Open*
   ➤Online Application Login *Click to Open*
   ➤SBI Collect. *Click to Open*
3. Separate application should be made for each post.
4. Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details. Put scan copy of your photograph and signature. Submit the form. For fees payment *Click Here*. For Online Payment: Fill the details of challan, make payment (through cards/Internet banking) and take a print of Challan. For Offline payment fill the necessary details in challan and take a print of **Pre Acknowledgement Payment Form**. Take it to the nearby SBI branch and deposit the fees in the bank. Bank will return Depositor's Copy of the filled challan. After completing the fees payment procedure you need to fill the Journal No. and date of fees payment in the online application form. Once the online application form is completely filled submit it and get printout of the same and send it along with depositor's copy of bank challan, self-attested photo copy of all necessary certificates, photographs and endorsement from the current employer (if applicable) through Speed post/Registered/By hand 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**. It should reach on or before last date **(i.e. 24/10/2016)** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
5. Documentary proofs of previous experiences and academic qualifications indicated in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
6. Fees once paid shall not be refunded in any circumstances.
7. Depositor's copy of bank challan (**Exempted for SC/ST/PH/Woman category candidates**) should be sent invariably along with the printout of application form, otherwise application will be summarily rejected.
8. Before filling / submitting the application form you are advised to go through the qualifications mandatory for the post and make sure that you possess the same.
9. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED**
10. Candidates employed in Govt. /Quasi Govt. /Public Sector undertaking should forward their applications (hardcopy) **through proper channel**.
11. In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along

with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received 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 LAST DATE 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**.   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.

2.   The required qualifications/experience/age shall be considered as on closing date.

3.   The applicant must ensure that he/she fulfils the eligibility criteria for the post.

4.   Candidates with requisite qualifications acquired from recognized University / Institutions can only apply.

5.   Candidates should enclose SELF attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.

6.   The University reserves the right to fill or not to fill any or all posts.

7.   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.

8.   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.

9.   The prescribed qualifications and experience are minimum and the mere fact that a   Candidate possesses the same does not entitle him/her for being called for Interview.

10.   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.

11.   Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.

12.   Selection will be made on the basis of candidates' previous record and their performance in the interview. Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record would be some of the important criteria for selection for the teaching positions. Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research.

S/d

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Date: 7/10/2016   **I / C REGISTRAR**

Documentary proofs of 1. Education Qualifications 2. Age Proof 3. Previous & Present job experiences 4. Research Paper Published & Any others documents indicated in the application should invariably be sent along with the application, failing which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.