

Vacancies for Teaching & Administrative Positions (Annexure - D)**(On purely Contractual Basis)****(B) Eligibility Criteria for Administrative (Non-Teaching) positions**

No.	Post	Qualification & Experience	Salary	Total Post	Age Limit	Selection Procedure
1	Assistant Registrar	Master Degree with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) and CCC certificate from any recognized institution with three years administrative experience in Government / Semi Government / Academic Institutions.	30,000/-	04	50 Years	Personal Interview
2	Assistant Librarian	Master degree in Library Science or equivalent with at least 55% marks and three - year experience in relevant field with computer knowledge. Preference will be given to those candidates who have cleared NET/GSET/Ph.D.	30,000/-	01	50 Years	Personal Interview
3	Section Officer	Master Degree with minimum 50% marks and CCC certificate from any recognized institution with three-years administrative experience in Government/Semi Government /Academic Institutions. OR Any graduate with minimum 50% marks and CCC certification from Government recognized institution with minimum five years academic / administrative experience in Government / Semi Government / Academic Institutions. NOTE: The preference would be given to a retired candidate having experience of working with University / Government / Semi Government / Government Aided Organization.	30,000/-	04	50 Years	Personal Interview
4	Account Officer	(A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) & Three Years administrative experience with Account / Audit work OR (A) Bachelor Degree in Commerce with first class. (B) Must have Knowledge of preparation of Budget/ Audit/ Government financial rules etc. (C) Three years administrative experience with Account / Audit work <ul style="list-style-type: none"> • CCC / Computer Knowledge must • Knowledge of English Correspondence. • Knowledge of Banking Service • Tally Expert (Including Bank Reconciliation), • Supervision of account branch. • EPF & NPS related work • Finance Committee related work • Govt. Budget & Audit related work, Govt. office correspondence • University various Colleges related payment work & correspondence Cashier branch work 	30,000/-	01	50 Years	Personal Interview
5	Audit Officer	(A) C.A. as per norms The Institute of Chartered Accountants of India (ICAI) regulates chartered accountants in India. OR (A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) (B) Three years administrative experience with Account / Audit work (Specifically Tally Software).	30,000/-	01	50 Years	Personal Interview
6	System Analyst	(A) M.E. /M. Tech. (Computer Science & Technology)/ Information Technology) / M.C.A. / M.Sc. (Computer Science/Information Technology) or equivalent OR (A) First class B.E. /B.Tech. (Computer Science & Technology/ Information Technology) or equivalent. (B) Minimum Experience: At least 3 years of experience in Electronic Data Processing / Computer Programming	30,000/-	01	50 Years	Personal Interview
7	Account Clerk	(A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) OR (A) Bachelor Degree in Commerce with first class. (B) Must have completed course in Tally Software. Two years administrative experience with Account / Audit work (Specifically Tally Software) Knowledge of English/Gujarati typing	20,000/-	05	50 Years	Personal Interview

No.	Post	Qualification & Experience	Salary	Total Post	Age Limit	Selection Procedure
8	Senior Engineer (Civil)	(A) Bachelor Degree in Civil Engineering from a recognized University with minimum 55% of marks or its equivalent grade and minimum Ten years of experience in construction of Building works after Graduation. OR (A) Diploma in Civil Engineering from a recognized Institution with minimum 60% of marks or its equivalent grade and minimum Eight years of experience in construction of Building works after Diploma in Civil Engineering. (B) Thorough Knowledge of estimation, costing, Rate Analysis, Study of Architectural and Structural drawings, Supervision of works, Recording of M.B. Detailed specification of item of works, etc. is essential. NOTE: The preference would be given to a retired candidate having experience of working with University / Government / Semi Government / Government Aided Organization.	40,000/-	01	50 Years	Personal Interview
9	System Manager	(A) M.E. /M. Tech. (Computer Science & Technology)/ Information Technology) / M.C.A. / M.Sc. (Computer Science/Information Technology) or equivalent OR (A) First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent. (B) Minimum Experience: At least 03 years of experience in Electronic Data Processing / Computer Programming	30,000/-	01	50 Years	Personal Interview
10	Physical Training Instructor (P.T.I.)	M. P. Ed. with 55% and minimum three years experiences as a Coach/ Team Manager with CCC certification from Government recognized institution. Preference would be given to a candidate who has cleared NET/GSET or Ph.D. (Physical Education).	30,000/-	01	50 Years	Personal Interview
11	P.S. to V.C.	Candidate having M.B.A. or B.B.A. from any recognized University / Institute with minimum working experience of 3 years working with top management staff. The Candidate should be an excellent communicator, a good listener and dedicated. Down in university Act / Statutes / Ordinances / Regulations etc. He should be proficient in English and Gujarati Languages. Proficiency with multiple Microsoft Office systems and other related software is desirable. NOTE: The preference would be given to a retired candidate having experience of working with University / Government / Semi Government / Government Aided Organization.	30,000/-	01	50 Years	Personal Interview
12	Supervisor (Civil)	(A) Bachelor Degree in Civil Engineering from a recognized University with minimum 55% of marks or its equivalent grade and minimum Two years of experience in construction of Building works after Graduation. OR (A) Diploma in Civil Engineering from a recognized Institution with minimum 60% of marks or its equivalent grade and minimum Four years of experience in construction of Building works after Diploma in Civil Engineering. (B) Thorough Knowledge of estimation, costing, Rate Analysis, Study of Architectural and Structural drawings, Supervision of works, Recording of M.B. Detailed specification of item of works, etc. is essential.	25,000/-	01	50 Years	Personal Interview
13	Jr. Engineer (CIVIL)	(A) Bachelor Degree in Civil Engineering from a recognized University with minimum 55% of marks or its equivalent grade and minimum three years of experience in construction of Building works after Graduation. OR (A) Diploma in Civil Engineering from a recognized Institution with minimum 60% of marks or its equivalent grade and minimum Four years of experience in construction of Building works after Diploma in Civil Engineering. (B) Thorough Knowledge of Estimation, Costing Rate Analysis, Study of Architectural and Structural Drawings, Supervision of Works, Recording of M.B, Detailed specification of item of works, etc. is essential.	25,000/-	01	50 Years	Personal Interview
14	P.A. to V.C. & P.A. to Registrar	(A) Master Degree in Business Administration with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) OR (A) Bachelor Degree in Business Administration with first class and Three - year experience in relevant field with computer knowledge. NOTE: The Candidate should be an excellent communicator, a good listener and dedicated. Down in university Act / Statutes / Ordinances / Regulations etc. He / She should be proficient in English and Gujarati Languages. Proficiency with multiple Microsoft Office systems and other related software is desirable.	25,000/-	02	50 Years	Personal Interview

No.	Post	Qualification & Experience	Salary	Total Post	Age Limit	Selection Procedure
15	Network Engineer	M.C.A. / M.Sc. (I.T.) / M.E. (C.S.) / M.E. (I.T.) / MTech. With at least 55% marks or B.C.A. / B.Sc. (I.T.) / B.E. (C.S.) / B.E. (I.T.) / B.Tech. with First Class and CCNA Certification from CISCO with minimum two years' experience.	25,000/-	01	50 Years	Personal Interview
16	Computer Programmer	M.C.A. / M.Sc. (I.T.) / M.E. (C.S./C.E.) / M.E. (I.T.) / M.Tech. With at least 55% marks with minimum two years' experience.	25,000/-	02	50 Years	Personal Interview
17	Store Officer	(A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed). (B) Two years of experience related to purchase policy and administrative matters, GEM portal, N-procure etc. (C) Knowledge of Computer is must. NOTE: The preference would be given to a retired candidate having experience of working with University / Government / Semi Government / Government Aided Organization.	25,000/-	01	50 Years	Personal Interview
18	Data Entry Operator cum Assistant	(A) Graduation or its equivalent academic qualification from any UGC recognized university. (B) Basic Computer Knowledge from any govt. recognized institutions. Gujarati typing speed: 25 WPM & English typing Speed: 40 WPM (C) Minimum 2 years of work experience in any recognized University / Government/Semi Government / Government Aided Organization /Academic Institutions.	20,000/-	45	50 Years	Written Test / Skill Test
19	S.S.I.P Operation Assistant	(A) Graduation or its equivalent academic qualification from any U.G.C. recognized university. Able to read write and communicate well in /English and Gujarati. (B) Minimum 2 years of work experience in relevant sector person having work experience in start-up and innovation will be preferred First Class.	20,000/-	01	50 Years	Personal Interview
20	Store Keeper	(A) Master Degree with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed). (B) 2 years of experience related to purchase items/ administrative matters, GEM portal, N-procure etc. (C) Knowledge of Computer is must.	20,000/-	02	50 Years	Personal Interview
21	Driver	<ul style="list-style-type: none"> 10th Pass from any recognized Board. Possession of a Valid driving license for light, medium / Heavy Vehicles issued by the Competent authority, having no adverse endorsement. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). Experience of driving motor vehicles for at least 3 (Three) years. 	22,000/-	03	50 Years	Skill Test / Personal Interview
22	Peon (SEVAK)	<ul style="list-style-type: none"> 9th Pass from State Govt. approved institution. One-year experience of related work at State University/any Govt. / Semi Govt. Institution / Cooperative Society. Sufficient knowledge of Gujarati Language. 	13,000/-	25	50 Years	Written Test / Skill Test
23	Rasoya	<ul style="list-style-type: none"> 9th Pass from State Govt. approved institution. Sufficient knowledge of Gujarati Language. Desirable: One-year experience of related work.	12,500/-	01	50 Years	Skill Test / Personal Interview

- **Processing Fee** : General Category Rs.500/- and for SEBC / EWS / SC / ST / PH Rs.350/-

Notes:

- **University may relax above or any other criteria given for all positions for suitable candidates, if required.**

General Instructions:

Applications are invited for the appointment of above contractual posts on purely temporary basis for 11 months in absence of regular sanctioned post. The validity of the contract is 11 months or availability of permanent staff/sanctioned post amongst whichever is earlier. Bhakta Kavi Narsinh Mehta University is not bound to provide any employment after completion of contract period.

1. The candidate must apply online. Only online application with required uploaded enclosures will be accepted.
2. Last date for the online application: 28/01/2023.
3. Incomplete application will not be accepted. All required documents must be upload in online application.
4. Original documents should be produced for verification at the time of interview.
5. All the recruitment will be carried out in accordance with the prevailing reservation policy of the state government.
6. 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 and additional application processing fee along with each application.
7. Candidates in their own interest are advised to remain in touch with the University website: www.bknmu.edu.in for more updates.
8. Call letters and other correspondence for attending the interview, etc., will be sent to the eligible candidates by email only.
9. Schedule of written test / skill test / interview will be informed to the candidate through email and will be uploaded on the university website: www.bknmu.edu.in. Candidate has to pay processing fees along with application form as mentioned against the post which is non-refundable.
10. The University reserves the right to postpone or to fill in the less or more number of posts at its discretion depending upon the requirement of the University.
11. Decision of the competent authority shall be final regarding any discrepancy in the recruitment for the advertised posts.
12. No T.A./D.A. will be paid to the candidate to attend written test / skill test/ interview.
13. Canvassing of any kind will not be tolerated and it will disqualify the candidature.
14. The above mentioned dates for filling online application, submission and other recruitment process be extended in acute emergency of Lockdown/COVID-19 or any other conditions.
15. In case of any dispute, any sue or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.

:: The candidate is required to upload the following documents with the application form ::

1. Leaving Certificate
2. Bachelor's degree Mark sheet and degree Certificate
3. Master's degree mark-sheet and degree certificate
4. NET/GSET passed certificate
5. Ph.D. notification & degree certificate (as per 2009 guideline)
6. Caste Certificate
7. Valid non-creamy layer certificate for SEBC Candidate.
8. Valid EWS certificate from the competent authority.
9. CCC / Computer proficiency certificate from recognized institutions.
10. Experience certificates.
11. Certificate of any other qualification, if any.
12. Driving License (For the post of driver only)

Copy Forwarded for information to:

The Directorate of Information, 19/1 Dr. Jivraj Mehta Bhavan, Govt. of Gujarat, Gandhinagar, Gujarat – India for wide publicity and to publish in Gujarat Rojgar Samachar.

I/c. Registrar
Bhakta Kavi Narsinh Mehta University
Junagadh

Date : 18/01/2023

Place : Junagadh.