



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 04/2024, Date: 24/06/2024

General Norms, instruction, Terms & Conditions for the post of 11 month contractual basis.

1. Date of commencement of filling online application from is **Dt. 26/06/2024**.
2. The last date for filling up online application form is **Dt. 16/07/2024, up to 6.00 pm**.
3. The last date for submission of **02(two) set of printout of filled up online application form** with required documents is **Dt. 22/07/2024, up to 6.00 pm**.

Post Applied for Name of Post (11 month contractual basis)

To,
Registrar
Hemchandracharya North Gujarat University,
P.B.No. - 21, University Road,
Patan - 384265, Gujarat, India.

From,
Name of Applicant -
Full Address -
Mobile No -

4. This appointment is to be made **purely on contractual basis** for the fixed tenure of **11 months** for the **Academic year 2024 - 2025** subject to viability and requirement of the University. The University reserves the right to discontinue this appointment at any point of time due to non-availability of sufficient workload in the concerned subject/department and or appointment of the permanent teacher in the concerned Department of the Faculty/ College/ Institute of the University.
5. Candidates are advised to go through the minimum eligibility criteria carefully before filling up the online application form.
6. Before filling/submitting the application form, you are requested to go through the qualification and eligibility for the post and make sure that you possess the same. No query in this regard will entertained.
7. The selected candidate on the various post of would be appointed on the fixed monthly salary as mentioned in this notification for temporary fixed tenure of 11 months only and he/she shall not be eligible to receive any other financial or any other benefits at par with the permanent employee of the University and he/she shall not make and or claim any kind of right on the aforesaid post on which he/she is appointed or for the permanent service in the University as he/she is to be appointed for the temporary fixed tenure of 11 months for the academic year 2024 - 25 only.
8. **02 (two) set of printout of filled online application form** along with all self-attested testimonials, certificates/educational qualifications, payment receipt and all supporting documents should reach to **"Registrar, Hemchandracharya North Gujarat University, Patan – 384265"** in closed cover superscribing as above through **speed post/R.P.A.D. or in person** on or before **Dt. 22/07/2024, up to 6.00 pm**.
9. The minimum educational qualifications for the Teaching and Non Teaching posts shall be governed as per the UGC Regulations, 2018, AICTE Regulations, 2019, Gujarat Gov. Norms, University norms and its subsequent amendments, if any shall be applicable as amended from time to time.
10. Application Processing fees :- **Rs. 500/- (Rs. 250/- for SC/ST/SEBC/EWS Candidates)**
 - a) Fees once paid shall not be refunded in any circumstances.
 - b) The application fees shall be required to be paid through online mode only.



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11. The applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
12. The official language of university is Gujarati. If the candidate whose mother tongue is other than Gujarati and if he/she is got selected and appointed will have to achieve necessary proficiency in Gujarati language within a reasonable time period.
13. 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.
14. Incomplete application in any respect will not be considered.
15. Candidates already employed in Govt./Semi. Govt./Public Sector undertaking should apply through proper channel else produce no objection certificate whenever required.
16. The required qualifications/experience/age shall be considered as on last date of online application submission.
17. Applicants are advised to submit the documents related to their change of name (if applicable) (i.e. Marriage Certificate, Gazette for Name Change, Aadhaar Card).
18. 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 delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.
19. Applicants must produce original testimonials, certificates/educational qualifications and other documents at the time of interview.
20. The applicants must ensure that he/she fulfils the eligibility conditions for the post.
21. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
22. 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 candidates.
23. The University shall verify the antecedents and documents submitted by candidates 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 candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
24. The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University from time to time.
25. The University reserves the right 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 as decided by duly Constituted Selection Committee(s) and approved by the competent authority. Call letters for attending interview will be sent only to the short-listed candidates by E-mail. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
26. The University reserves the right :
 - a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
27. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.



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28. No TA / DA will be paid for attending interview.
29. Hall Tickets/Call letters and other correspondence for attending the examination/interview, etc. will be sent only to the eligible candidates by e-mail only.
30. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Hemchandracharya North Gujarat University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.
31. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at Patan City only.
32. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the statutory bodies, shall not be eligible for being considered for recruitment to the posts advertised.
33. The character of a person to the service must be such as to render him/her suitable in all respect for appointment to the service.
34. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties. If selected and appointed, he/she shall be required to produce a medical fitness certificate.
35. Errors and omissions in notification and selection process are subject to corrections as deemed fit by University.
36. Candidates in their own interest are advised to remain in touch with the University website www.ngu.ac.in and they should also regularly check their e-mail account for updates.
37. The terms and conditions of appointment shall be communicated to the candidate in the form of "appointment order" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the appointment order within the stipulated time, the offer shall be treated as withdrawn.
38. The University will hold written/skill test, wherever necessary.
39. Amendments/changes if any in the advertisement shall be published only on the University website www.ngu.ac.in
40. For any query related to this advertisement may kindly send on est@ngu.ac.in
41. The online application will be scrutinized by competent authority and only the eligible candidate will be communicated by email.
42. 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.
43. Minimum Educational Qualifications and various other details can be downloaded from the University website www.ngu.ac.in
44. The Appointee shall not be eligible to receive any other service related benefits at par with permanent employee of the University.
45. Experience and Qualifications will be reckoned as on the last date fixed for the submission of online applications. No updating of Educational Qualifications and Experience will be entertained after the last date fixed for the submission of online applications.
46. The Candidate should not have been found guilty by the any statutory authority or by his or her earlier Employer and should not have been convicted or trialed for any offense or misconduct or misbehavior by any court of law and by any statutory authority.



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47. The Appointee shall have to follow the code of conduct and rules and regulations of the University and various duties assigned by the authorities like (academic, administrative, examination etc.) during his/her temporary fixed tenure of appointment of 11 months. If at all he/she will be found involved in any offense or misconduct or misbehavior, he/she will be terminated from the post on which he/she is appointed with immediate effect without assigning any reasons thereof as the case may be.
48. The candidate should have obtained his or her degree of Graduation, Post-Graduation, Ph.D. or equivalent degree from a recognized university/institution as approved and recognized by the UGC/ACTE/PCI etc. as per the regulations of such other statutory bodies, councils etc. and subsequent amendments, if any shall be applicable as amended from time to time.
49. The Screening/ Shortlisting /Selection Process of the candidates shall be as per prescribed norms.
50. The candidates shall be required to appear in the personal interview at his/her own expenses. No T.A./D.A. shall be paid to candidates for attending Screening Test/Personal Interview.
51. Call letters for attending interview will be sent only to the short-listed candidates by e-mail only.
52. No Correspondence shall be entertained with applicants who are Not short-listed to be called for personal interview.
53. Selected teachers may be assigned other academic or administrative responsibilities in addition to his or her regular teaching and research.
54. Candidates, who have obtained P.hd /Master Degrees/Degrees/Diplomas or other Certificates for various academic programs from any institution declared fake and or has been derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised by the university.
55. The University reserves the right to fill or not to fill in any or all the teaching posts without assigning any reason thereof and no notice will be issued in this regard.
56. The University reserves the right to postpone or not to fill up any of teaching / non teaching post at their discretion depending upon the requirement of the University at that point of time as the case may be.

Date - 24/06/2024

**s/d
Registrar**