

EVERY CHILD MATTERS

RECRUITMENT

02/2020

GENERAL INSTRUCTIONS



CHILDREN'S UNIVERSITY

Subhash Chandra Bose Shikshan Sankul,
Near Chh-5 Children's University Circle,
Sector-20, Gandhinagar (Gujarat)

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS:

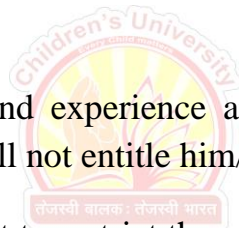
1. Only online applications with required uploaded enclosures will be accepted. Applicants must send **ONE separate** hard copy of the application on or before **27/01/2021 till 5:00 p.m.** along with all self-attested testimonials, certificates and all supporting documents related to Academic Performance Indicators (API) wherever required or else the application will not be considered. Applicants must produce original testimonials, certificates and other documents at the time of interview, if called.
2. The Last Date for receipt of Online Applications is fixed as **21/01/2021 till 5:00 p.m.**
3. The candidates must possess the required qualifications as on the last date fixed for receipt of online applications in the notification by the University i.e., **21/01/2021 till 5:00 p.m.**
4. Candidates for the post of Professors and Associate Professors must fill-in and attach Academic Performance Indicator (API) based, Performance Based Appraisal System (PBAS) along with the print out of Online Application form, failing which the applications will summarily be rejected.
5. Experience and qualification will be reckoned as on the last date for submission of applications. No updating of qualification and experience will be entertained after the last date.
6. For considering the experience, candidate must have to present an approval/recognition letter as a teacher issued by concerned/affiliating university.
7. 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 will not be responsible for any postal delay at any stage.
8. The applicant must ensure that he/she fulfils the eligibility conditions for the post.
9. The candidates who are eligible as per the UGC Regulations, 2018 (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University)

and/or for Subject of Education NCTE Regulation, 2014, and for Engineering & Technology/Design as per AICTE Regulation 2019, only need to apply.

10. The time taken by the candidates to acquire M.Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to stake claim for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
11. 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.
12. The candidates applying for the posts of Professor/Associate Professor must enter the relevant Research/Academic score in the Format provided as Annexure-I. The Research score provided against the given categories in each column must be supported by documentary evidence, without which no claim on account of Research/Academic score would be entertained.
13. Candidates applying for the post of Professor & Associate Professor shall necessarily submit self-attested copies of top ten (One copy each) & top seven (One copy each) full-length research papers and preliminary pages of books respectively along with their applications.
14. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
15. Candidates who desire to apply for more than one post will be required to submit separate Online Applications in the prescribed format along with all the specified supporting documents and additional application processing fee along with each application.
16. The University reserves the right to fill or not to fill any or all the posts, without assigning any reason and no notice will be issued in this regard.

17. The University shall verify the qualifications 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.
18. 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.
19. The reservations/relaxations policy for SC/ST/OBC/PwBD Candidates will be provided as per the existing Govt. of Gujarat policy.
20. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; in Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
21. A relaxation of 5% shall be provided (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
22. Reservation for SC, ST, OBC and EWS will be as per existing Government of Gujarat norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong to. They must also enclose a Certificate issued by Tahsildar/Mamlatdar/Mandal Revenue Officer/Equivalent authority as a proof to this effect without which the application will not be considered.
23. The candidate belonging to any of the reservation categories has to submit the respective certificate duly issued by the authorities of Govt. of Gujarat, as the case may be.
24. Candidates applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of Gujarat.

25. EWS vacancies are tentative and subject to further directives of GoG and outcome of any litigation. The appointment is provisional and it is subject to the Income and Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code (IPC) for production of fake/false certificate.
26. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the UGC/NCTE/AICTE and other relevant apex bodies from time to time.
27. Under the term 'good academic record' the candidates must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian/Foreign University.
28. 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.
29. 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 Screening Committee(s) and approved by the competent authority. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post/RPAD/E-mail/SMS. No correspondence will be entertained with applicants who are not short-listed to be called for interview.
30. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
31. Selection will be made on the basis of candidates' overall record and performance in the interview. The University may utilize seminar /colloquium and/or any other mode as a method of selection.
32. Candidates already in service must submit an NOC from their employer and forward their applications (hard copy) through proper channel. In case the applicants are in



service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an 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 till the last date mentioned in this employment notification, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate from his/her employer to the University at the time of interview.

33. Incomplete application in any respect will not be considered.
34. Notwithstanding anything contained herein, the University reserves the right to: (a) offer the post at the level lower than that advertised depending upon the qualifications, experience and performance of the candidates, by relaxing any of the requirements; (b) draw reserve panel(s) against the possible vacancies in the future; (c) consider "in-absentia" the candidature of those who may or may not have applied, or may have applied for higher positions; (d) relax any of the qualifications/experience at its discretion and in not to fill-up any or all of the advertised positions.
35. The candidates selected shall be appointed under a written appointment letter as per University/GoG/UGC/AICTE/NCTE norms as the case may be.
36. The candidate selected for the post shall be required to serve at any place notified as the Campus of Children's University.
37. The selected candidate will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
38. Every person appointed permanently to a post in the University by direct recruitment, shall be on probation in such post for a period of two years in the first instance, provided that the appointing authority may, in any individual case, extend the period of probation to such extent as it may deem necessary, the reasons thereof to be recorded in writing.
39. Where a person has not completed his period of probation satisfactorily, the appointing authority may terminate his services under the University without notice and assigning any reason thereof.

40. The medium of instructions in respect of all courses conducted in the Schools/ Departments, admitted to the privileges of the University shall be Gujarati, except in cases of studies / research in languages.
41. The recruitment to the advertised posts shall be carried out in accordance with the prevalent University/UGC/GOG/AICTE/NCTE norms as the case may be.
42. Age of superannuation for all the positions shall be as per Govt. of Gujarat norms.
43. All the appointees candidates shall be governed by the Pension Scheme introduced and approved by Govt. of Gujarat.
44. In case of any dispute, any suite or legal proceeding by or against the university, Courts within whose local jurisdiction, Headquarter of the University is situated shall have the jurisdiction.
45. The University reserves the right:
- To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - Children's University, Gandhinagar reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.
46. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
47. **No TA/DA will be paid for attending verification/interview.**
48. Call letters and other correspondence for attending the interview, etc., will be sent to the eligible candidates by Email only and will be displayed on University website.
49. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Children's University in all matter 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.
50. Fake/Derecognised Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognised by the

University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.

51. The applications received shall be screened as per screening guidelines published in UGC Regulations, 2018, NCTE Regulation 2014 and AICTE Regulation 2019 as the case may be.
52. No person shall be recruited unless he/she is in good mental and bodily health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Before the candidates recruited directly are finally approved for appointment to the University, he/she shall be required to produce a medical certificate of physical fitness certificate from whom the appointing authority specifies.
53. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of University/UGC/GOG/NCTE/AICTE as the case may be.
54. As per act, statutes and rules of the university, the appointing authority for all regular teaching posts is Executive Council of the University.
55. The Pay Scales and other salary benefits shall be applied as per approval by the Government of Gujarat.
56. In case of Gujarat state service for pay fixation and other monetary benefits shall be considered as per the rules and approval of the Government of Gujarat.
57. The candidate should have passed the Course on Computer Concept (CCC+) exam as per Government of Gujarat rules.
58. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
59. Candidates in their own interest are advised to check regularly the University website <https://recruitment.cugujarat.ac.in/> They should also regularly check their email account and spam folder for latest updates.

60. Application Processing fees:

Category	Fess
OPEN	1500/-
ST/SC/OBC/EWS/OTHERS	750/-

MAILING THE APPLICATION FORM:

1. The hard Copy of application form should be sent to **The Registrar, Children's University, Subhash Chandra Bose Shikshan Sankul, Near CHH - 5 Children's University Circle, Sector – 20, Gandhinagar -382021 Gujarat.**
2. The envelope should be superscribed as "Application for the post of.....".
3. Send the Application through **Speed Post/RPAD** only.
4. 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.
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Gandhinagar
Date: 31/12/2020



Dr. Ashok N. Prajapati
Registrar (I/c)
Children's University

Copy forwarded for information to:

- a) The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi-110002.
- b) The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi - 110002.
- c) The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
- d) The commissioner of Higher Education, Gandhinagar.
- e) The Registrars of all State Universities for wide publicity.
- f) Employment News, Ministry of Information and Broadcasting, VII floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003.
- g) University News, AIU House, 16 Comrade Indrajit Gupta Marg, New Delhi.
- h) The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in Gujarat, Gandhinagar for wide publicity and to publish in Gujarat Rojgar Samachar.