



CHILDREN'S UNIVERSITY

(Established by Government of Gujarat)

Subhash Chandra Bose Shikshan Sankul, Near Chh-5 Children's
University Circle, Sector-20, Gandhinagar-382021 (Gujarat)

Phone : 079 232 44569 Website : www.cugujarat.ac.in

ADVERTISEMENT: 01/2022

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND CLARIFICATIONS FOR THE POST OF REGISTRAR

1. Only online applications with required uploaded enclosures will be accepted. Applicants must send **ONE** hard copy of the application through **SPEED POST/RPAD** only on or before **10/03/2022** till **5:00 p.m.** along with all self-attested testimonials, certificates and all supporting documents related to Experience 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. Hard copy of the Application submitted personally and through courier will not be considered.
3. The Last Date for receipt of Online Applications is fixed as **03/03/2022** till 5:00 p.m.
4. The candidates must possess the required qualifications as on last date fixed for receipt of online applications in the notification by the university i.e., **03/03/2022** till **5:00 p.m.**
5. Experience and qualification will be reckoned as on last date for submission of applications. No updating of qualification and experience will be entertained after the last date.
6. For considering the candidate's experience in teaching post, candidate must have to present an approval/recognition/endorsement letter as a teacher 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 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.

10. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications.
11. The University reserves the right to fill or not to fill the post, without assigning any reason and no notice will be issued in this regard.
12. 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.
13. 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.
14. The Application Fees for the candidate of reserved category will be applicable only by producing SC/ST/OBC (Non-Creamy Layer)/EWS/PwBD certificate of competent authority.
15. 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.
16. The qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the UGC/GoG other relevant apex bodies from time to time.
17. 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.
18. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
19. Selection will be made on the basis of candidates' overall record and relevant provisions laid down in Act of Children's University.
20. 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 alongwith 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' alongwith Vigilance Clearance Certificate from his/her employer to the University at the time of interview.
21. Incomplete application in any respect will not be considered.

22. The candidates selected shall be appointed under a written appointment letter as per University/GoG/UGC norms.
23. The Candidate Selected for the post shall be required to serve at any place notified as the Campus of Children's University.
24. 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.
25. The medium of instructions in respect of all courses conducted in the Centres and Departments, admitted to the privileges of the University shall be Gujarati, except in cases of studies / research in languages.
26. Age of superannuation for the positions shall be as per Govt. of Gujarat norms.
27. The appointee candidate shall be governed by the Pension Scheme introduced and approved by Govt. of Gujarat.
28. 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.
29. 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.
 - c) Children's University, Gandhinagar reserve all rights to make any kind of changes or modifications in the contents of this advertisements or otherwise.
30. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
31. **No TA/DA will be paid for attending document verification/interaction/interview.**
32. Call letters and other correspondence for attending document verification/interaction/interview, etc., will be sent to the eligible candidates by email only and will be displayed on university website.
33. 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.
34. Fake/Derecognized Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.

35. 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.
36. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of University/UGC/GOG.
37. The appointing authority for the post of Registrar will be as per act, rules of the Children's University and GoG norms.
38. Appointment of the Registrar shall be for a term of five years and he/she shall be eligible for reappointment for further term of five years as per Children's University act 16 (4) and with the Provisions as laid down in the Education Department, Govt. of Gujarat circular no. ૫૭૨/૧૨૦૮/૩૬૬૨/૫૧૬ ક્રીઈલ/૫-૨ તા. ૨૨/૧૧/૨૦૧૮.
39. The Pay Scales and other salary benefits shall be applied as per approval by the Government of Gujarat.
40. 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.
41. The candidate should have passed the Course on Computer Concept (CCC+) exam as per Government of Gujarat rules.
42. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
43. Candidates in their own interest are advised to check regularly the University website www.cugujarat.ac.in. They should also regularly check their email account and spam folder for latest updates.
44. A salary certificate showing pay, D.A. and other allowances being paid by their Institute/Office/Firm should be enclosed with the online application form and also be produced at the time of interview.
45. Application Processing fees:

Category	Fess
OPEN	1500/-
ST/SC/OBC/EWS/PwBD	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 Registrar**".
3. Send the Application through **Speed Post/RPAD** only.
4. Hard copy of the Application submitted personally and through courier will not be considered.
5. 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.
6. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

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.

Gandhinagar
Date: 10/02/2022

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