

EVERY CHILD MATTERS

USER MANUAL
Advertisement 02/2020



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

Date: 01/01/2021

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Points of Contact

In the event of a question pertaining to the operation of the program, users should contact the office of Information and Library Network Centre at 91 079-23268279 for Technical Query and Children's University at 91 99784 07735 for General Query, or via email.

URL: <https://recruitment.cugujarat.ac.in/>

For any Technical Help Email us on: recruitment@mail.cugujarat.ac.in

For any General Help Email us on: career@cugujarat.ac.in

Step 1: Register Page <https://recruitment.cugujarat.ac.in/login>

<https://recruitment.cugujarat.ac.in/>

At the outset, you are required to register. You need to enter Name, Email Address and mobile no. Enter the **Captcha** text and click on **Register**.



Step 2: Login Details

<https://recruitment.cugujarat.ac.in/>

After login you will be directed to Homepage where you need to fill details mentioned below.

1. PersonalDetails
2. Post &Payment
3. Education
4. Professional
5. Training
6. Photo & Signature upload
7. DocumentsUpload
8. Declaration
9. SubmitApplication
10. PrintApplication

1. PersonalDetails:

On this page the applicant has to fill the details such as name, date of birth etc. along with contact details. Please fill the mandatory fields (*) and click on “Save & Next” button for the paymentmode.



Personal Details - Application ID: CHU-21-01-01

Full Name (CAPITAL LETTERS ONLY) *		Date of birth *	
<input type="text" value="Alpesh Rana"/>		<input type="text" value="17-12-1980"/>	
Place of Birth			
State *		City *	
<input type="text" value="Gujarat"/>		<input type="text" value="ahmedabad"/>	
Father's Name *		Mother's Name *	
<input type="text" value="fghdfg"/>		<input type="text" value="gfdg"/>	
Telephone		Mobile *	
<input type="text" value="Telephone"/>		<input type="text" value="9979902674"/>	
Email			
<input type="text" value="infdev3@inflibnet.ac.in"/>			
Nationality *		Religion *	
<input type="text" value="indian"/>		<input type="text" value="hindu"/>	
Minority *		Gender *	
<input type="text" value="No"/>		<input type="text" value="Male"/>	
PAN Card Number		Adhaar Card Number *	
<input type="text" value="fghgf"/>		<input type="text" value="hgfh"/>	
Marital Status *			
<input type="text" value="Married"/>			
If physically challenged, indicate relevant particulars *		Type of Disability	
<input type="text" value="Yes"/>		<input type="text" value="hgfh"/>	
Percentage of Disability			
<input type="text" value="50"/>			
If Reserved Category, indicate relevant particulars *		Name of Issuing Authority	
<input type="text" value="General"/>		<input type="text"/>	
Certificate No.		Issue Date	
<input type="text"/>		<input type="text"/>	

Contact Details of the Applicant:

Address for Correspondence			Permanent Address <input type="checkbox"/> Same as Correspondence address		
Full Name (CAPITAL LETTERS ONLY) *			Full Name (CAPITAL LETTERS ONLY) *		
<input type="text" value="vbnvb"/>			<input type="text" value="vbnvb"/>		
Address *		District *	Address *		District *
<input type="text" value="nvbn"/>		<input type="text" value="hhfgh"/>	<input type="text" value="nvbn"/>		<input type="text" value="hhfgh"/>
City *	State *	Pin Code *	City *	State *	Pin Code *
<input type="text" value="nvbn"/>	<input type="text" value="Kerala"/>	<input type="text" value="565"/>	<input type="text" value="nvbn"/>	<input type="text" value="Kerala"/>	<input type="text" value="565"/>

Save & Next



2. Post and Make Payment:

Here applicants need to select the **Post's Category, Post Applied for, Subject and Fees** from the dropdown menu and make payment. Again, if the applicant has filled the details but has not made the payment then he or she will not be able to submit the online recruitment system form.

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PERSONAL**POST & PAYMENT**EDUCATIONPROFESSIONALTRAININGPHOTO/SIGNATURERESEARCH ACTIVITYDOCUMENTDECLARATIONS

Select Post and Make Payment

Your Payment is Pending

Note: Once you done payment then Post and Category can not be changed.

Select Payment Method: SBI BillDesk

Post's Category	Post Applied for	Name of the Department/Subject (Category)	Fees	
Teaching	Associate Professor	Home Science (OPEN)	1500	
Teaching	Professor	Engineering & Technology/Design (OPEN)	1500	✖
Total			3000	

APPLY FOR MORE POSTS

Previous

Make Payment

3. Educational Qualifications:

On this page applicant needs to fill the educational details of Matriculation (10th), Higher Secondary / Intermediate (10+2), Bachelor's degree, Master's degree, M.Phil. in, Ph.D. with the parameters Name of the Board / University, Year, Obtained Marks/CGPA, Maximum Marks/ CGPA, %age of marks, Division, Principle Subject. Click on “Save & Next” button for next parameter. The data filled can be edited at a later stage.



Educational Qualifications

	Name of the Board / University	Year	Obtained Marks/CGPA	Maximum Marks/ CGPA	%age of marks	Division	Principle Subject
Matriculation (10 th) *	tyhrty	5654	6546.00	654.0	654.0	Distincti	
Higher Secondary / Intermediate(10+2) *	fhghgf	54654	6546.00	6546.0	6546.0	First	fgh.gyhfhgh
Bachelor's degree						-Select-	
Master's degree						-Select-	
M.Phil. in						-Select-	
Name of Degree							

Area of Specialization

Whether M.Phil is awarded as per the UGC Regulation 2009. Yes No Not Applicable

Whether PhD is awarded as per the UGC Regulation 2009. Yes No Not Applicable

D.SC/D.Litt Details (If passed provide details) Yes No Subject: Qualifying Month: Qualifying Year:

NET (If passed provide details) Yes No Subject: Qualifying Month: Qualifying Year:

NET with JRF (If passed provide details) Yes No Subject: Qualifying Month: Qualifying Year:

GSET/GSLET (If passed provide details) Yes No Subject: Qualifying Month: Qualifying Year:

Any other	Name of the Board / University	Year	Obtained Marks/CGPA	Maximum Marks/ CGPA	%age of marks	Division	Principle Subject
Name of degree						-Select-	

Add More

[Previous](#) [Save & Next](#)

4. Professional

Here applicant needs to describe about his current job profile which includes Designation, Name of the Organization, Basic Pay p.m. etc. Also, applicant needs to share his or her past work experience starting from first appointment. Click on “Add more” button to add more job details. By clicking “Save & Next” you will be directed to Training Page.



Current Job

Designation	Employer (Name and address of the Organisation)	Organisation Type	Date of Joining (Date / Month / Year)	Nature of Appointment
dfgfd	gfdg	GIA	15-07-2020	Ad hoc
Basic Pay p.m.	Pay Band	GP / AGP	Gross Salary p.m.	Increment Date (Date / Month)
45000	0	0	0	January

Past Work Experience (Start from first appointment)

Note 1: If "Pay Scale/Band" not applicable then put atleast Zero(0).
 Note 2: If you will leave anything blank then information will not be saved.

Post held	Pay Scale / Band	Type of Organization	Employer (Name & address of the Organisation)	Experience		Nature of Appointment
				Duration	Attach Certificate & Annexure No	
PM	80000	Industry	Mitesh	From: 05-01-2021 To: 31-01-2021 0 Year(s), 0 Month(s), 27 D	Proof Uploaded: Yes View Choose File No file chosen Annexure: 2	Contractu

Add More

Recognition as teacher by concerned University (For College Teacher)

Subject	Letter No. & Date	Name of University	Proof of Upload
DFS	Number: 11 Date: 19-01-2021	Nirma	Proof Uploaded: Yes View Choose File No file chosen Annexure: 5
MATHS	Number: 12 Date: 26-01-2021	INF	Proof Uploaded: Yes View Choose File No file chosen Annexure: 6

Add More

[Previous](#) [Save & Next](#)

5. Training Programmes:

Here applicants will fill the details of the training programmes attended as well as to provide names of three persons who are not related to him or her and are familiar with his or her work / professional experience / accomplishment for references. By clicking “Save & Next” you will be directed to Upload Photo & SignaturePage.



Details of the Training Programmes attended:

Note: If you will leave anything blank then information will not be saved.

Name of the Programme	From Date	To Date	Duration (in days)	Organising Institution	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add More

References: (Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment)

	Name *	Address *	Organization *	Email *	Phone (landline) With STD Code:	Mobile Phone No. *	Fax with STD Code
1	<input type="text" value="fghsdf"/>	<input type="text" value="gfd"/>	<input type="text" value="gfd"/>	<input type="text" value="gfd@gmail.com"/>	<input type="text" value="54654"/>	<input type="text" value="5665"/>	<input type="text" value="654"/>
2	<input type="text" value="fdgf"/>	<input type="text" value="gfd"/>	<input type="text" value="gfdg"/>	<input type="text" value="dfg@gmail.com"/>	<input type="text" value="4543"/>	<input type="text" value="5435"/>	<input type="text" value="5435"/>
3	<input type="text" value="gfdg"/>	<input type="text" value="gfd"/>	<input type="text" value="gdf"/>	<input type="text" value="gdfg@gmail.com"/>	<input type="text" value="45345"/>	<input type="text" value="54534"/>	<input type="text" value="34543"/>

Previous

Save & Next



6. Upload Photo & Signature:

Here upload your recent Passport size (Max 150KB) photograph and Signature (Max 150KB). By clicking “Save & Next” you will be directed to Upload Documents Page.

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PERSONAL POST & PAYMENT EDUCATION PROFESSIONAL TRAINING **PHOTO/SIGNATURE** RESEARCH ACTIVITY DOCUMENT DECLARATIONS

Upload Photo & Signature

Upload Photo

Upload Your Passport Size(Max 150KB)
Photo:

myAvatar.jpg



Upload Signature

Upload Your Signature (Max 150KB):

signature.jpg



Copyright © 2021 Children's University

7. Upload Documents:

Here upload your Documents (Max 150KB). By clicking “Next” you will be directed to Declaration Page.



Upload Documents

Required Documents	Choose File (Maximum Size 250 Kb)	Is Uploaded	Annexure No	View	Remove
Caste Certificate/EWS Certificate (If applied for reserve category)	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Non-creamy layer Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
* Higher Secondary School Leaving Certificate	<input type="button" value="Choose File"/> No file chosen	Yes	1	<input type="button" value="View"/>	<input type="button" value="Remove"/>
* S.S.C. mark sheet	<input type="button" value="Choose File"/> No file chosen	Yes	2	<input type="button" value="View"/>	<input type="button" value="Remove"/>
* H.S.C. mark sheet	<input type="button" value="Choose File"/> No file chosen	Yes	3	<input type="button" value="View"/>	<input type="button" value="Remove"/>
* Graduation(Consolidated Final Marksheet)	<input type="button" value="Choose File"/> No file chosen	Yes	4	<input type="button" value="View"/>	<input type="button" value="Remove"/>
* Graduation Degree Certificate	<input type="button" value="Choose File"/> No file chosen	Yes	5	<input type="button" value="View"/>	<input type="button" value="Remove"/>
PostGraduation(Consolidated Final Marksheet)	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Postgraduate Degree Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
M.Phil. - Mark sheets	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
M.Phil. Notification Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Ph.D. Notification Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Ph.D. Degree Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Ph.D. Equivalence Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
GSLET - Passing Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
NET - Passing Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
B.Ed. - all mark sheets	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
B.Ed. Degree Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
M.Ed. - all mark sheets	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
M.Ed. Degree Certificate	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Other Qualifications Certificates	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
Pan Card	<input type="button" value="Choose File"/> No file chosen	No	<input type="text"/>		
* Aadhaar Card	<input type="button" value="Choose File"/> No file chosen	Yes	6	<input type="button" value="View"/>	<input type="button" value="Remove"/>

8. Declaration

On this page, Applicant can cross verify the data submitted earlier and if any changes required then also can edit. Applicant needs to answer some mandatory questions by clicking 'yes/no'. By clicking "Agree & Preview" button applicant will be able to see the submitted data details in full and final form.



Declaration

Personal	Edit
Post & Payment	Edit
Education	Edit
Professional	Edit
Training	Edit
Photo/Signature	Edit
Research Activity	Edit
Document	Edit

1. Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law?

If yes, give details

2. Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution?

If yes, give details

3. Has any disciplinary action been taken against you by any University/ Institute where you have served/Studies?

If yes, give details

4. Why University should appoint you?

5. What can you contribute to the University?

DECLARATION

I, ALPESH RANA son / daughter of EGHDFG hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Signature of the applicant: 
(ALPESH RANA)

Date: 1/12/2021
Place:

Note: Unsigned application is liable to be rejected and no correspondence will be entertained.

* Those who are already in employment should forward their applications through proper channel (an advance copy may be sent on or before the last date in case of delay. However, it is necessary to produce NOC before the interview).

* Forwarded with compliments to : The Registrar,
Children's University,
Gandhinagar, Gujarat.

FOR USE OF APPLICANTS IN EMPLOYMENT

I declare that the above statements made by the applicant are correct to the best of my knowledge and belief. I have "No Objection" to his/her application and selected for the concerned post in your University. He/She will be relieved, if selected.

Place _____ Signature of Authority _____
Date _____ Designation _____
Office Stamp _____

[Previous](#) [Agree & Preview](#)

Press “Submit now” button, data will be submitted finally.

10. PrintApplication

Press “Print” button to print application and submit the hard copy along with the copy of the required documents to the Registrar, Children’s University. Please note that the application form will be rejected if the hard copy of the form along with copy of required documents is not received in the stipulatedtimes.

11. 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.


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[HOME](#) [PREVIEW](#)

Applicant ID: CHU-21-01-01
 Name: Alpesh Rana

Your Application is submitted successfully. You have applied for the following Posts. [View Your Application](#)

Post's Category	Post Applied for	Subject	Fees
Teaching	Associate Professor	Home Science (OPEN)	1500
Teaching	Professor	Engineering & Technology/Design (OPEN)	1500



HOME REVIEW

Applicant ID: CRU-21-01-01 Name: Alpesh Rana

Table with 4 columns: Post Applied For, Department/Subject (Category), Advertisement Detail, Fees. Row 1: Associate Professor, Home Science (OPEN), 02/2020 (1st January 2021), 1500. Row 2: Professor, Engineering & Technology/Design (OPEN), 02/2020 (1st January 2021), 1500.



Personal Details

Form fields for personal details: Full Name: ALPESH RANA, State: GUJARAT, Date of birth: 17-12-1980, Marital Status: MARRIED, Father's Name: FGDG, Mother's Name: GFDG, Telephone, Mobile: 9979902674, Email: indov3@inffinet.ac.in, Nationality: INDIAN, Religion: HINDU, Minority: NO, Gender: MALE, Category: GENERAL, Name of Issuing Authority, Certificate No., Issue Date, PAN Card: FGDGPF, Aadhar Card: HGFH, If person with Disability (PWD), indicate relevant particulars: YES, HGFH, Type of Disability: HGFH, Percentage of Disability: 50.

Contact Details of the Applicant:

Form fields for contact details: Address for Correspondence (Full Name: VBNVB, District: HFGH, Address: NVBN, City: NVBN, State: KERALA, Pin Code: 565) and Permanent Address (Full Name: VBNVB, District: HFGH, Address: NVBN, City: NVBN, State: KERALA, Pin Code: 565).

Educational Qualifications

Table with 9 columns: Matriculation (10th), Name of the Board / University, Year, Candidate Marks/CGPA, Maximum Marks/CGPA, Registry marks, Division, Principle Subject. Row 1: Higher Secondary / Intermediate (10 + 2), FGHGPF, 2004, 54954, 6546.00, 6546.00, 6546.00, DISTINCTION, NA, FGHGPFHFGH.

Area of Specialization

RESEARCH

Whether M.Phil is awarded as per the UGC Regulation 2009.

Table with 6 columns: M.Phil Status, Subject, Date of Award, Date of Notification, Date of Registration, Title of the Thesis, Whether Undergone M.Phil Course work, Whether NE/ZNY Equivalent Exam Qualified.

Whether Ph.D is awarded as per the UGC Regulation 2009.

Table with 6 columns: Ph.D Status, Subject, Date of Award, Date of Notification, Date of Registration, Title of the Thesis, Whether Undergone Ph.D Course work, Whether NE/ZNY Equivalent Exam Qualified.

D.S/D.L.H Details

Table with 4 columns: Have you Passed?, Subject, Qualifying Month, Qualifying Year.

NET / SET / JRF

Table with 4 columns: Have you Passed?, Subject, Qualifying Month, Qualifying Year.

NET / SET / JRF

Table with 4 columns: Have you Passed?, Subject, Qualifying Month, Qualifying Year.

Current Job

Table with 6 columns: Designation, Employer (Name of the Organisation), Type of Organisation, Date of Joining (Date / Month / Year), Nature of Appointment. Row 1: GFDG, GFDG, GFDG, 16-07-2020, AD-1000.

Past Work Experience

Table with 10 columns: Post Held, Pay Band / Grade, Type of Organisation, Employer (Name and address of the Organisation), From, To, Duration, Proof Uploaded, Annexure, Nature of Appointment. Row 1: PM, 80000, Industry, Mithan, 05-01-2021, 31-01-2021, 0 Year(s), 0 Month(s), 27 Day(s), Yes, 2, CONTRACTUAL.

Recognition as teacher by concerned University (For College Teacher)

Table with 6 columns: Subject, Letter No. & Date, Name of University, Proof Uploaded, Annexure. Row 1: MATHS, Number: 11, Date: 19-01-2021, Nirma, Yes, 4. Row 2: MATHS, Number: 12, Date: 26-01-2021, IIP, Yes, 6.

Details of the Training Programmes attended:

Table with 5 columns: Name of the Programme, From Date, To Date, Duration, Organising Institution. Row 1: No Record Found.

References:

Table with 8 columns: Sl. No., Name, Address, Organization and Address, Email, Phone (landline) With STD Code, Mobile Phone No., Fax with STD Code. Row 1: 1, FGDGPF, GFDG, GFDG, fgdf@gmail.com, 4543, 6434, 6434. Row 2: 2, FGDG, GFDG, GFDG, fgdf@gmail.com, 4543, 5435, 5435. Row 3: 3, GFDG, GFDG, GFDG, fgdf@gmail.com, 4543, 6434, 3434.

Research Activity- Summary Score

Table with 10 columns: Sr. No., Research Score, FCR/IGAC Fee, 1, 2, 3, 4, 5 (A), 5 (B), 5 (C), 6, Total. Row 1: 1, 19.00, 0.00, 5.00, 7.00, 0.00, 0.00, 0.00, 0.00, 0.00, 31.00.

Required Documents

Table with 3 columns: Required Documents, Is Uploaded, Annexure No. Rows include: Caste Certificate/EWS Certificate, Non-creamy layer Certificate, Higher Secondary School Leaving Certificate, S.S.C. mark sheet, H.S.C. mark sheet, Graduation(Consolidated Final Marksheet), Graduation Degree Certificate, Post Graduation(Consolidated Final Marksheet), Postgraduate Degree Certificate, M.Phil - Mark sheets, M.Phil. Notification Certificate, Ph.D. Notification Certificate, Ph.D. Degree Certificate, Ph.D. Equivalence Certificate, OSLET - Passing Certificate, NET - Passing Certificate, B.Ed. - all mark sheets, B.Ed. Degree Certificate, M.Ed. - all mark sheets, M.Ed. Degree Certificate, Other Qualifications Certificates, Pan Card, Aadhar Card.

Declaration section with 5 numbered questions regarding arrest, disqualification, disciplinary action, and contribution to the university.

DECLARATION

I, ALPESH RANA son / daughter of FGDGPF hereby declares that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason therefor.

Signature of the applicant: (ALPESH RANA)

Date: 1/12/2021 Place: gudlodev

Note: Unassigned application is liable to be rejected and no correspondence will be entertained.

* Those who are already in employment should forward their applications through proper channel (an advance copy may be sent on or before the last date in case of delay. However, it is necessary to produce BCC before the interview). * Forwarded with compliments to : The Registrar, Children's University, Gandhinagar, Gujarat.

FOR USE OF APPLICANTS IN EMPLOYMENT

I declare that the above statements made by the applicant are correct to the best of my knowledge and belief. I have 'No Objection' to his/her applied and selected for the concerned post in your University. He/She will be released.

Date: Signature of Authority: Designation: Office Stamp: