**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 viaemail.

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

For any Technical Help Email us on: <u>recruitment@mail.cugujarat.ac.in</u> For any General Help Email us on: <u>career@cugujarat.ac.in</u>

### 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.

	ONLINE RECR	UITMENT SYSTEM s university
LOGIN	INST	RUCTIONS
inflibnet	Advertisement Instructions Qua	alifications User Manual UGC Regulation
SRDYYR	FOR GENERAL QUERY +91 9978407735 career@cugujarat.ac.in	FOR TECHNICAL QUERY +91 079-23268279 recruitment@mail.cugujarat.ac.in
Enter Captcha	O 11:00 AM to 05:00 PM Monday to Friday	O 10:00 AM to 05:00 PM Monday to Friday
Forgot Password		
LOGIN		

### **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.

CHILDREN	V'S UNIVERSITY				weicome, Al	besh kana i change Pa
PERSONAL POST & PAYMEN	IT EDUCATION PR	OFESSIONAL TRAININ	IG PHOTO/SIGNATURE	RESEARCH ACTIVITY	DOCUMENT	DECLARATIONS
Personal Details - Appl	ication ID: CHU-2	1-01-01				
Full Name (CAPITAL LETTERS ONLY) *			Date of birth *			
Alpesh Rana			17-12-1980			
Place of Birth State *	City *					
Gujarat	✓ ahmedabad					
Father's Name *			Mother's Name *			
Telephone	Mobile *		Fmail			
Telephone	9979902674	1	infdev3@inflibnet.ac	in		
indian	hindu		No	~	Male	
fabaf	Adnaar Card N	umber •	Married			
	Ingin		T COLUMN			
Vec bfab	vant particulars *		Type of Disability		Percentage of Di	sability
ites v ingri			right		50	
If Reserved Category, indicate relevan	nt particulars *	Name of Issuing Authority	ti i	Certificate No.		Issue Date
General						
Contact Details of the	Applicant:					
Address for Correspondence			Permanent Address		🗆 Same	as Correspondence addr
Full Name (CAPITAL LETTERS ONLY)	*		Full Name (CAPITAL LETTI	ERS ONLY) *		
vbnvb			vbnvb			
Address *		District *	Address *			District *

Save & Next

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Kerala

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### **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.

PERSONAL POST & PAY	MENT EDUCATION PROFESSIONAL	TRAINING PHOTO/SIGNATURE RESEARCH ACTIVITY	DOCUMENT	DECLARATIO	NS
elect Post and Mal	ke Payment		Your Payme	nt is Pen	Iding
ote: Once you done payment th	en 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 v	Professor	Engineering & Technology/Design (OPEN)	~	1500	*
			Total	3000	

#### **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, Principal Subject. Click on "Save & Next" button for next parameter. The data filled can be edited at a later stage.

Welcome, Alpesh Rana Change Password (+ Logout



	Name of the Board / University	Year	Obtained Marks/CG	Maximu Marks/ CGPA	im %age o marks	f Division	Principle	Subject	
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Higher Secondary / Intermediate(10+2) *	fhghgf	54654	6546.00	6546	. 6546	. First	✓ fgh,gfyf	nfgh	
Bachelor's degree						-Select-	~		
Master's degree						-Select-	<u> </u>		
M.Phil. in Name of Degree						-Select-	~ [		
Area of Specialization									
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#### 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.

Designation	Designation Em Org		ess of the	Organ	isation Type	Date of Joining (Date / Month Year)	h/	Nature of Appointment		
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Basic Pay p.m.		ay Band		GP / A	AGP	Gross Salary p.m.		Increment Dat	te (Date / Month)	
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Annexure: 5

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 Date:
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 Proof Uploaded: Yes
 View

 26-01-2021
 INF
 Choose File
 No file chosen

 Annexure:
 6

Add More

MATHS

evious 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.

		WENT EDUCATION	ON PROFESSION	NAL TRAINING	PHOTO/SIGNATURE	RESEARCH ACTIVITY	DOCUMENT	DECLARATIONS
De	tails of the Traini	ng Programm	es attended:					
Vote	e If you will leave any <mark>t</mark> hing bl	ank then information v	vill not be saved.					
Na	me of the Programme	From Date		To Date	Duration (ir	ı days)	Organising Institution	on
Ac Re	id More ferences: (Please pro	vide names of three	persons who are no	ot related to γou and a	are familiar with your wo	ork / professional expe	rience / accomplishr	nent)
Ac Re	id More ferences: (Please pro Name *	vide names of three	persons who are no Organizatio	ot related to you and a	are familiar with your wo	Phone (landline) With STD Code:	rience / accomplishr Mobile Phone No. *	Fax with STD Code
Ac Re 1	id More ferences: (Please pro Name *	vide names of three Address *	persons who are no Organizatio	ot related to you and a	are familiar with your wo	Phone (landline) With STD Code: 54654	Mobile Phone No. *	Fax with STD Code 654
Ac Re 1	id More ferences: (Please pro Name *	Address *	persons who are no Organizatio	ot related to you and a	are familiar with your wo	Phone (landline) With STD Code: 54654 4543	rience / accomplishm Mobile Phone No. * 5665 5435	Fax with STD Code           654           5435

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### 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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#### 7. Upload Documents:

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



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### 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.

Welcome, Alpesh Rana Change Password 🖙 Logout

Previous Agree & Preview



Declaration		
Personal		Edit
Post & Payment		Edit
Education		Edit
ProfessionI		Edit
Training		Edit
Photo/Signature		Edit
Research Activity		Edit
Document		Edit
Have you ever been arrested/prosecuted/kept in detention/convi ou in a Court of Law? f ves, give details	cted by a court of Law or whether any case is pending against	No
, 8		
. Have you ever been debarred from any examination/rusticated by ny case is pending against you in any University or any other educa	any University or any other educational institution or whether tional institution?	No ~
yes, give details		
i. Has any disciplinary action been taken against you by any Univers f yes, give details	ity/ Institute where you have served/Studies?	No 🗸
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Why University should appoint you?     ghjgh     What can you contribute to the University?     ghjgh     ALPESH RANA son / daughter of EGHDEG hereby declare that the information furned     or withheld any information regarding my past service and record. If any informati     if appointed, will be liable to termination without any notice or compensation.	DECLARATION inhead above is true and correct to the best of my knowledge and ballef and also th on is found to be false or incorrect or anything is found to have been concealed, I v	at I have not concealed any dill be disqualified for selection
Why University should appoint you?     ghjgh     what can you contribute to the University?     ghjgh     ALPESH RANA son / daughter of FGHDFG hereby declare that the information fur ct or withheld any information regarding my past service and record. If any information     if appointed, will be liable to termination without any notice or compensation.	DECLARATION lished above is true and correct to the best of my knowledge and belief and also th on is found to be false or incorrect or anything is found to have been concealed, I v Signature of the appli	at I have not concealed any fill be disqualified for selection cant:
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Office Stam

## 9. Submit Application

By Select "I Agree" button and Press Final Submission button to submit the application. After submission, you cannot change the content of the form.

Applicant ID: CHU-21-01 tame: Alpesh Rana	1-01														_	Pr
Post Applied For Associate Professor		Catego Home Se	nent/Subject vy) clence (OPE)	~					Odvertiserne Detail 02/2020	20242		10	500		-	-
Professor		Enginee	ring & Techno	slogy/Design (C	OPEN)				02/2020 (1st January	2021)			500			
Personal Details	5															
Full Name: ALPERH RA	ANA .	City: AF	HMEDABAD			Date of bis	4h: 17-12	-1980 HDFG			M	arital Sta other's N	ampi CIP	RIED DG		
Telephone:		Mobile		4				Emails	Intdev3@loffi	pneta	s.10					
Nationality: INDIAN				teligion: HIND				Min	arity: NO				Genderi	MALE		
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f person with Disability (	(PWD), indi	cate releva	int particulars				Adhaar	card: HG								
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Area of Specialization																
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#### **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 stipulated times.

#### **11. MAILING THE APPLICATION FORM:**

- 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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