



**Hemchandracharya North Gujarat University, Patan**

## **Advertisement No. – 14 / 2025**

Hemchandracharya North Gujarat University, Patan invites “**Online Applications**” for the various Teaching & Non-Teaching posts (purely on contractual basis for 11 month) in various academic and administrative Departments of University Campus.

The terms and Conditions of the said Contractual appointment shall be as per the HNGU Contractual Employees Policy: 2025.

The interested eligible candidate are required to apply online on our university website [www.ngu.ac.in](http://www.ngu.ac.in).

The Online Portal is open from **Dt. 02/07/2025** at 11.00 A.M. Onwards.

Minimum qualification, Fixed monthly remuneration and General Norms & instruction, terms & conditions and other details are available on University website [www.ngu.ac.in](http://www.ngu.ac.in).

The last date for submission of online application is **Dt. 16/07/2025** up to 06:00 P.M.

The last date for submission of 02(two) set of printout of filled up online application form with required documents is **Dt. 19/07/2025**, up to 6.00 P.M. by Speed post / R.P.A.D. or in person.

**Place – Patan**

**Date – 01/07/2025**

**Dr. R. N. Desai**

**Registrar**



**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**

**Ads. No. 14 / 2025, Date : 01/07/2025**

**Details of Various Teaching and Non-Teaching Posts (purely on contractual basis for 11 months)**

Sr. No.	Name of the Department	Name of the Post	No. of Post	Fixed Monthly Remuneration (Rs.)
1	Admin Department	Technical Assistant (Admin)	10	30,000/-
		Store/Purchase Officer	01	35,000/-
2	Department of Chemistry	Lab Technician	01	15,000/-
3	Department of Physics	Assistant Professor	01	40,000/-
4	Department of English	Assistant Professor	02	40,000/-
5	Department of Mathematics	Assistant Professor	01	40,000/-
6	S.K. School of Business Management	Assistant Professor	01	40,000/-
7	S.K. College of Business Management	Assistant Professor (BBA)	01	40,000/-
8	Department of Life Science	Assistant Professor (Micro-Biology)	01	40,000/-
		Assistant Professor (Botany)	01	40,000/-
		Assistant Professor (Zoology)	01	40,000/-
		Assistant Professor (Bio-Tech)	01	40,000/-
		Assistant Professor (PGDMLT)	01	40,000/-
		Assistant Professor (Env. Science)	01	40,000/-
9	Department of Physical Education	Assistant Professor (Physical Education)	02	40,000/-
		Assistant Professor (Yoga)	01	40,000/-
		Yoga Trainer	01	20,000/-
10	D.P.E. & Youth Cultural Events	Youth & Cultural Executive	01	40,000/-
		PTI cum Coach	02	35,000/-
11	Department of Chemistry (Vadali - Khedbrahma Campus)	Assistant Professor – In Organic	01	40,000/-
		Assistant Professor - Organic	01	40,000/-
		Assistant Professor - Physical	01	40,000/-
		Store Keeper	01	15,000/-
12	Vadali - Khedbrahma Campus	Assistant Engineer (Civil)	01	40,000/-
13	Chemistry, Mathematics & Life Science	Lab Assistant (Chemistry)	01	15,000/-
		Lab Assistant (Mathematics)	01	15,000/-
		Lab Assistant (Life Science)	02	15,000/-
14	Legal / RTI Cell	Legal Executive Officer	01	85,000/-
15	Result Center	IT Officer	01	60,000/-
		CCTV Operator	01	25,000/-
16	Health Center (HNGU)	Medical Officer	01	50,000/-
17	Security Surveillance Cell	Security Officer	01	40,000/-
18	Ph.D. Facilitation Center	Research Advisor – Facilitator	01	40,000/-
		Statistical Analyst	01	25,000/-
Total Post			47	

Dt. 01/07/2025

s/d  
Registrar



**Faculty of Arts, Sciences, Commerce, Physical Education & Yoga**

**Assistant Professor**

**Eligibility (A or B)**

**A)**

- i. A Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a concerned/relevant/allied subject from an Indian University or an equivalent degree from an accredited foreign university
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D degree in accordance with the University Grants Commission (Minimum standards and procedure for award of M.Phil./ Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.

Provided the candidates registered for the Ph.D programme prior to July 11,2009 shall be governed by the provisions of the then existing Ordinances/Bye laws/ Regulations of the institution awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in universities/colleges/institutions subject to the fulfillment of the following conditions.

- a) The Ph. D. Degree of the Candidate awarded in regular mode only.
- b) The Ph. D. Thesis has been evaluated by at least two external examiners.
- c) An open Ph.D. viva voce of the candidate has been conducted.
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal.
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concern.

**Note :-** NET/SLET/SET shall not be required for such Master's Degree programs in disciplines for which NET/SLET/SET accredited test is not conducted.

**OR**

**B)**

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the world university ranking (at any time) by any one of the following (i) Quacquarelli Symonds (QS) (ii) the times higher education (THE) or (iii) the academic ranking of world universities (ARWU) of the shanghai jiao tong university(shanghai).



**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**  
**Ads. No. 14 /2025, Date: 01/07/2025**  
**Minimum Qualification and Experience for Various Posts**  
**(purely on contractual basis for 11 months)**

<b>D.P.E. &amp; Youth Cultural Events</b>
<b>PTI cum Coach</b>
<p>➤ Candidates should be completed Master degree in Physical Education, Sports Science or a related field obtained from any of the recognized University &amp; Preference will be given to coaches who have obtained one year diploma or certification in coaching from (LNIP/ NSNIS/ SGSU or from any other recognized university/ institute).</p> <p><b>Desirable :-</b></p> <p>➤ Prior experience as a physical education teacher or coach.</p>
<b>Youth and Cultural Executive</b>
<p>➤ Post Graduate Degree in Tourism Management /Event Management/Education/ Fine Arts/ Music / Social work or in relevant /allied field.</p> <p><b>Desirable :-</b></p> <p>➤ 02 (two) year's experience in managing youth and cultural activities/event management any organization.</p>

<b>Yoga Trainer (Department of Physical Education)</b>
<p>➤ Bachelors in Yoga.</p> <p style="text-align: center;"><b>OR</b></p> <p>➤ Bachelors in Education (B.Ed.) / Physical Education with Diploma in yoga.</p>

<b>Technical Assistant (Admin) (Admin Department)</b>
<p>➤ M.E./ M.Tech. in Computer Science / Electronics Engineering/M.Sc. Computer Science/MCA with at least 50% marks or equivalent grade from any recognized university.</p> <p><b>Desirable :-</b></p> <p>➤ Experience in ERP system &amp; relevant field.</p>
<b>Store / Purchase Officer (Admin Department)</b>
<p>➤ Candidates must have a Master Degree in Commerce / MBA from govt recognized institute or university.</p> <p>➤ Minimum one year or more experience in relevant field.</p> <p>➤ Computer knowledge required.</p> <p>➤ Knowledge of GEM/Tender process is required.</p> <p><b>Desirable :-</b></p> <p>➤ Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p>



**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**  
**Ads. No. 14 /2025, Date: 01/07/2025**  
**Minimum Qualification and Experience for Various Posts**  
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<b>Assistant Engineer (Civil) (Vadali - Khedbrahma Campus)</b>
<ul style="list-style-type: none"><li>➤ B.E. (Civil) with at 50 % of marks or equivalent grade from any govt recognized institute or university.</li></ul> <p><b>Desirable: -</b></p> <ul style="list-style-type: none"><li>➤ 03 (Three) years of relevant experience of working in university/educational institute/government department/public sector undertaking.</li></ul>
<b>Store Keeper (Department of Chemistry / Vadali - Khedbrahma Campus)</b>
<ul style="list-style-type: none"><li>➤ Candidates must have a bachelor's degree from UGC recognized institute or university.</li><li>➤ 02 years of relevant experience in a Government / Public Sector Undertaking / Autonomous Bodies.</li></ul>

<b>Medical Officer (Health Center)</b>
<ul style="list-style-type: none"><li>➤ Candidate needs to have qualified M.B.B.S. from a recognized institution or university.</li><li>➤ Essential - Minimum 01(one) years' experience.</li><li>➤ Registered with Medical Councils of India.</li></ul> <p><b>Desirable :-</b></p> <ul style="list-style-type: none"><li>➤ M.D. form a UGC recognized University/Institution.</li></ul>

<b>Lab Assistant (Chemistry, Mathematics &amp; Life Science)</b>
<ul style="list-style-type: none"><li>➤ Bachelor Degree in relevant/allied subject.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>➤ Post Graduate Degree holder in relevant/allied subject will be preferable.</li></ul>

<b>Lab Technician (Department of Chemistry)</b>
<ul style="list-style-type: none"><li>➤ Candidates must have a Bachelor's degree in Electronics Engineering / Chemical Engineering / engineering in relevant or allied filed.</li><li>➤ The basic knowledge of computer application.</li></ul> <p><b>Desirable :-</b></p> <ul style="list-style-type: none"><li>➤ Relevant experience of working in university/educational institute/public sector undertaking.</li></ul>



**Minimum Qualification and Experience for Various Posts  
(purely on contractual basis for 11 months)**

<b>IT Officer (Result Center)</b>
<ul style="list-style-type: none"><li>➤ M.E./ M.Tech. in Computer Science / Electronics Engineering/M.Sc. Computer Science/IT, MCA or B.E./B.Tech. in Computer/IT/EC or equivalent with at least 50% marks or grade from any recognized university</li><li>➤ At least three years of experience in IT Systems.</li><li>➤ Excellent Knowledge of technical management, information analysis &amp; computer hardware/software systems.</li><li>➤ Hands on experiences with computer networks &amp; network installations knowledge.</li><li>➤ Sufficient understanding of managing, installations &amp; troubleshooting of network switches, routers, firewalls/modem, EPBX, CCTV &amp; IT equipments.</li></ul>
<b>CCTV Operator (Result Center)</b>
<ul style="list-style-type: none"><li>➤ MCA / MSc (IT) / MSc (CA &amp; IT) / MSc (CS) / B.E. / B.Tech. (CE / IT / CSE) with at least Second Class.</li></ul> <p style="text-align: center;"><b><u>Experience :-</u></b></p> <ul style="list-style-type: none"><li>➤ 02 (Two) years of hands-on experience of hardware/software installations, maintenance, and upgrades, Network Configuration and Troubleshooting and Managing IT Infrastructure</li></ul> <p style="text-align: center;"><b><u>Skills Required :-</u></b></p> <ul style="list-style-type: none"><li>➤ Sound knowledge of the following tools and activities is essential installing / Commissioning / configuration / testing / Maintaining of LAN, WI-FI, EPABX, CCTV surveillance system, Virtual classroom.</li><li>➤ Monitoring network and systems to improve performance and ensure security and availability to specific users.</li><li>➤ Diagnosing and fixing problems or potential problems with the network and its hardware, software, and system</li><li>➤ EPABX System Management</li><li>➤ Maintain Computer Power Backup System</li><li>➤ Install and maintain virtual classroom systems using platforms like Zoom, Microsoft Teams, or Google Meet.</li><li>➤ Configure hardware like cameras, microphones, and projectors for smooth virtual learning experiences.</li><li>➤ Candidate having certification in a related area will be given preference</li></ul>
<b>Legal Executive Officer (Legal / RTI Cell)</b>
<ul style="list-style-type: none"><li>➤ Master degree in Law (LLM) from UGC recognized university/Institute.</li><li>➤ Minimum 02 (two) Years of experience in dealing with university legal matters in the legal department of Central/State University or Institute of National Importance.</li><li>➤ Candidates must be registered with the Bar Council of India.</li></ul>



**Minimum Qualification and Experience for Various Posts  
(purely on contractual basis for 11 months)**

<b>Security Officer (Security Surveillance Cell)</b>
<ul style="list-style-type: none"><li>➤ Bachelor's degree in Security Management.</li><li>➤ <b>Relevant Experience :-</b> Minimum 03 Years Experience in Assistance security officer or related roles,</li><li>➤ Especially in security management of large company and campuses, like universities, is highly valued.</li><li>➤ <b>Specific Skills :-</b> Strong communication skills, both verbal and written, are essential, along with the ability to handle stressful situations and de-escalate conflicts.</li><li>➤ <b>Technical Skills :-</b> Familiarity with security systems, CCTV operations, and video management systems can also be beneficial.</li></ul>

<b>Research Advisor – Facilitator (Ph.D. Facilitation Centre)</b>
<ul style="list-style-type: none"><li>➤ A Master's degree in any subject with 55 % marks or an equivalent grade in a point scale wherever grading system is followed.</li><li>➤ Ph.D. degree in any subject in accordance with the University Grants Commission (Minimum Standard and Procedure for Award of Ph.D. degree) Regulation 2009 or 2016 and their amendments from time to time.</li><li>➤ The candidate should have experience of teaching in a college/university or administration in any institution dealing with research/teaching.</li><li>➤ The candidate should have passion of dealing with student's research and their requirements.</li></ul>
<b>Statistical Analyst (Ph.D. Facilitation Centre)</b>
<ul style="list-style-type: none"><li>➤ A Master's degree in the subject of Statistics/Applied Statistics Mathematics/Quality &amp; Productivity Management or Operation Research with 55% of the marks or equivalent grade and at least good command in statistical analysis and experience in analysing data using Statistical Software.</li><li>➤ Preference will be given to candidate having strong analytical and problem-solving skills, Industrial experience in data collection, analysis, interpretation, data management etc.</li></ul>

**Date - 01/07/2025**

**s/d  
Registrar**



# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 14/2025, Date: 01/07/2025

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

1. Date of commencement of filling online application form is **Dt. 02/07/2025**.
2. The last date for filling up online application form is **Dt. 16/07/2025, 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. 19/07/2025, up to 6.00 pm**.

**Post Applied for Name of Post (11 month Contractual basis as per HNGU Contractual Employees Policy - 2025)**

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 period extendable up to 03 (Three) years with an appropriate gap as per HNGU Contractual Employees Policy- 2025**. 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 be entertained.
7. The selected candidate on the various post of would be appointed on the fixed monthly salary/emoluments and other benefits mentioned in HNGU Contractual Employees Policy - 2025.
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. 19/07/2025, up to 6.00 pm**.
9. 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.
10. The applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
11. 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.
12. 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.





# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 14/2025, Date: 01/07/2025

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

13. Incomplete application in any respect will not be considered.
14. Candidates already employed in Govt./Semi. Govt./Public Sector undertaking should apply through proper channel else produce No objection certificate whenever required.
15. The required qualifications/experience/age shall be considered as on last date of online application submission.
16. 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).
17. 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.
18. Applicants must produce original testimonials, certificates/educational qualifications and other documents at the time of interview.
19. The applicants must ensure that he/she fulfils the eligibility conditions for the post.
20. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
21. 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.
22. 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.
23. The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University from time to time.
24. 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.
25. 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.
26. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
27. Hall Tickets/Call letters and other correspondence for attending the examination/interview, etc. will be sent only to the eligible candidates by e-mail or put on website only.
28. 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.
29. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at Patan only.



# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 14/2025, Date: 01/07/2025

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

30. 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.
31. 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.
32. 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.
33. Errors and omissions in notification and selection process are subject to corrections as deemed fit by University.
34. Candidates in their own interest are advised to regularly check the University website [www.ngu.ac.in](http://www.ngu.ac.in) and they should also regularly check their e-mail account for updates.
35. 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.
36. The University will hold written/skill test, wherever necessary.
37. Amendments/changes if any in the advertisement shall be published only on the University website [www.ngu.ac.in](http://www.ngu.ac.in)
38. For any query related to this advertisement may kindly send on [est@ngu.ac.in](mailto:est@ngu.ac.in)
39. The online application will be scrutinized by competent authority and the list of eligible candidates will be kept on university website.
40. 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.
41. Minimum Educational Qualifications and various other details can be downloaded from the University website [www.ngu.ac.in](http://www.ngu.ac.in)
42. 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.
43. 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.
44. 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 11 months period extendable up to 03 years with an appropriate gap as per HNGU Contractual employees Policy - 2025. 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.
45. 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.
46. The Screening/ Shortlisting /Selection Process of the candidates shall be as per prescribed norms.
47. The candidates shall be required to appear in the personal interview at his/her own cost. No T.A./D.A. shall be paid to candidates for attending Screening Test/Personal Interview.
48. Call letters for attending interview will be sent only to the short-listed candidates by e-mail only.



# **HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN**

**Ads. No. 14/2025, Date: 01/07/2025**

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

49. No Correspondence shall be entertained to applicants who are not short-listed to be called for personal interview.
50. Selected teachers may be assigned other academic or administrative responsibilities in addition to his or her regular teaching and research.
51. Candidates, who have obtained Ph.D./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.
52. The University reserves the right to fill up or not fill up the post or to postpone the interview of any teaching /non-teaching post at their discretion depending upon the requirement of the University at that point of time as the case may be.
53. The University reserves the right to fill or not to fill in any or all the teaching/non-teaching posts without assigning any reason thereof and no notice will be issued in this regard.

**Date - 01/07/2025**

**s/d  
Registrar**