



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No.21/2025, Date: 03/03/2025

Minimum Education Qualifications, Pay Scale, Experience & Age limit for Various Non - Teaching Post : -

Sr. No.	Name of the Post	Pay Scale as per 7 th (Seventh) Pay Commission(Rs.)	Minimum Education Qualification & Experience	Age limit
1	Technical Assistant	Level – 07 Rs. 39,900/- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 49,600/- for first 05 (five) years)	<ul style="list-style-type: none">A Bachelor's degree and Diploma in Library Science or B.Lib. from a Statutory University.Experience of library work essential	Not more than 45 years (For PwD Candidate)
2	Junior Steno. Grade -2	Level – 06 Rs. 35,400/- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 40,800/- for first 05 (five) years)	<ul style="list-style-type: none">Graduates knowing shorthand & typing speed of 80 & 35 w.p.m. respectively in Gujarati.Knowing English Stenography preferred.02 (two) year's experience as Stenographer.	As per Government norms
3	Accountant	Level – 07 Rs. 39,900/- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 49,600/- for first 05 (five) years)	<ul style="list-style-type: none">M.Com. or B.Com. with 50% marks with 5 (Five) year's experience of office work on accounts side in a supervisory capacity in University or Government or Corporation established by the Government.Knowledge and working experience of preparing independently Annual Accounts in computerized accounts software at university or Government or Corporation will be desirable.	As per Government norms
4	Junior Clerk	Level – 02 Rs. 19,900 /- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 26,000/- for first 05 (five) years)	<ul style="list-style-type: none">A Bachelor's degree in any discipline.Knowledge of Data entry on computer in English and Gujarati.	Not more than 45 years (For PwD Candidate)
5	Clerk cum Typist	Level – 02 Rs. 19,900 /- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 26,000/- for first 05 (five) years)	<ul style="list-style-type: none">A Bachelor's degree with G.C.C. certificate of typing speed of 40 w.p.m. in English and 25 w.p.m. in Gujarati Experience of work of data entry on Computer preferred.	Not more than 45 years (For PwD Candidate)



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6	Typist	Level – 2 Rs. 19,900 /- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 26,000/- for first 05 (five) years)	<ul style="list-style-type: none">• A Bachelor's degree in any discipline.• Typing speed on computer of 40 w.p.m. in English and 25 w.p.m. in Gujarati Knowledge of Data entry on computer in English and Gujarati.	Not more than 45 years (For PwD Candidate)
7	Driver *	Level – 2 Rs. 19,900 /- (As per Gujarat Govt. Norms Fix Monthly Salary of Rs. 26,000/- for first 05 (five) years)	<ul style="list-style-type: none">• 5th standard pass.• Light driving license, 05(five) year's experience of four wheel vehicle.• Primary knowledge of repairing, clear vision without glasses.• Holders of heavy driving license preferred.	Not more than 45 years (For PwD Candidate)
8	Assistant * Registrar	Level – 10 Rs.56,100/-	<ul style="list-style-type: none">• Masters' degree with at least 55% Marks or its equivalent grade in a point scale wherever grading system is followed. <p>Desirable:</p> <ul style="list-style-type: none">• 05 (Five) year's experience of Assistant Professor or in equivalent administrative post.	As per Government norms

* Post of Sr. No. of 07 & 08 are subject to approval of Government of Gujarat.

Date: - 03/03/2025

Place: - Patan

s/d
Registrar