



Hemchandracharya North Gujarat University, Patan

Advertisement No. – 31/ 2026

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.

The Online Portal is open from **Dt. 02/02/2026, 11:00 A.M.**

Minimum qualifications, Fixed monthly remuneration, General Norms & instruction, terms & conditions and other details are available on University website www.ngu.ac.in.

The last date for submission of online application is **Dt. 23/02/2026 up to 05:00 P.M.**

The last date for submission of 02(two) set of printout of filled up online application form with required documents is **Dt. 26/02/2026, up to 6.00 P.M.** by Speed post or in person.

Place – Patan

Dr. R. N. Desai
Registrar

Date – 31/01/2026





HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 31 / 2026, Date : 31/01/2026

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

Details of Various Teaching and Non-Teaching Post :-

Sr. No.	Name of the Department	Name of the Post	No. of Post	Fixed Monthly Remuneration (Rs.)
1	S.K. College of Business Management	Assistant Professor (BBA)	01	40,000/-
2	Account Branch	Internal Auditor	01	45,000/-
		Assistant Internal Auditor	01	35,000/-
3	Admin Department	Technical Assistant (Admin)	05	30,000/-
4	Ph.D. Facilitation Center	Statistical Analyst	01	25,000/-
5	Department of Hospital Management	Training Officer for D.H.S.I.	01	25,000/-
6	Department of Chemistry (Vadali - Khedbrahma Campus)	Store Keeper	01	15,000/-
		Lab Assistant (Chemistry)	01	15,000/-

Dt. 31/01/2026

Place – Patan

Registrar





Minimum Qualification and Experience for Various Posts

(Purely on contractual basis for 11 months)

Assistant Professor (B.B.A.)

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).



**Minimum Qualification and Experience for Various Posts****(Purely on contractual basis for 11 months)****Internal Auditor (Account Branch)**

- CA/CMA(Inter) with 03(Three) year's experience in accounting/auditing work.
OR
- M.Com. or M.B.A.(Finance) with 10(ten) year's experience in accounting/auditing work.

Desirable :-

- Experience required in Education or Government Sector or University.
- Knowledge of Computer and Tally Accounting Software must be required.

Assistant Internal Auditor (Account Branch)

- B.Com. or M.Com. or M.B.A.(Finance) with 05(Five) year's experience in accounting/auditing work.

Desirable :-

- Experience required in Education or Government Sector or University.
- Knowledge of Computer and Tally Accounting Software must be required.

Technical Assistant (Admin) (Admin Department)

- M.E./ M.Tech. in Computer Science / Electronics Engineering/M.Sc. Computer Science/M.Sc. (CA & IT)/MCA with at least 50% marks or equivalent grade from any recognized university.

Desirable :-

- Experience in ERP system & relevant field.

Statistical Analyst (Ph.D. Facilitation Centre)

- A Master's degree in the subject of Statistics / Applied Statistics / Mathematics / Quality & Productivity Management or Operation Research with 55% of the marks or equivalent grade.
- Good command in statistical analysis and experience in analysing data using Statistical Software.

Desirable :-

- Strong analytical and problem-solving skills, Industrial experience in data collection, analysis, interpretation, data management etc.

Training Officer for D.H.S.I. (Department of Hospital Management)

- Any Graduate with Certificate Course/Diploma/Post-Graduate Diploma in Health and Sanitary Inspector.

OR

- Certificate Course/Diploma/Post-Graduate Diploma in Health and Sanitary Inspector with minimum five years of experience as Health and Sanitary Inspector.

Store Keeper (Department of Chemistry / Vadali - Khedbrahma Campus)

- Candidates must have a bachelor's degree from UGC recognized institute or university.
- 02(Two) years of relevant experience in a Government/Public Sector Undertaking/Autonomous Bodies.

Lab Assisstant (Chemistry) (Department of Chemistry / Vadali - Khedbrahma Campus)

- Bachelor Degree in relevant/allied subject.

Desirable :-

- Post Graduate Degree holder in relevant/allied subject will be preferable.

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Registrar**Date - 31/01/2026****Place - Patan**



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 31/2026, Date: 31/01/2026

General Norms, instruction, Terms & Conditions for 11 month contractual posts.

1. Date of commencement of filling online application from is Dt. 02/02/2026, 11:00 AM.
2. The last date for filling up online application form is Dt. 23/02/2026, up to 5:00 PM.
3. **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 below through speed post or in person on or before Dt. 26/02/2026, 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 and make sure they possess the same before filling up the online application form. No query in this regard will be entertained.
6. The selected candidates would be appointed on the fixed monthly salary/emoluments and other benefits mentioned in HNGU Contractual Employees Policy - 2025.
7. The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University from time to time.
8. 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.
9. Application Processing fees :- **Rs. 500/- (Rs. 250/- for SC/ST/SEBC/EWS/PWD 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 for each post and need to submit 02 (two) set of printout of filled online application with all the specified supporting documents along with each application as mentioned in point number - 03.
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.





General Norms, instruction, Terms & Conditions for 11 month contractual posts.

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. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. Hall Tickets/Call letters and other correspondence for attending the examination/interview, etc. will be sent only to the eligible/short-listed candidates by E-mail or put on website only.
28. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
29. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
30. 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.
31. Errors and ~~omissions~~ in notification and selection process are subject to corrections as deemed fit by University.





HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 31/2026, Date: 31/01/2026

General Norms, instruction, Terms & Conditions for 11 month contractual posts.

32. Candidates in their own interest are advised to regularly check the University website www.ngu.ac.in and they should also regularly check their e-mail account for updates.
33. 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.
34. The University will hold written/skill test, wherever necessary.
35. Amendments/changes if any in the advertisement shall be published only on the University website www.ngu.ac.in
36. For any query related to this advertisement may kindly send on est@ngu.ac.in
37. The online application will be scrutinized by competent authority and the list of eligible candidates will be kept on university website.
38. 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.
39. The Candidate should not have been found guilty by 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.
40. 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.
41. The Screening/ Shortlisting /Selection Process of the candidates shall be as per prescribed norms.
42. 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.
43. Selected teachers may be assigned other academic or administrative responsibilities in addition to his or her regular teaching and research.
44. 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.
45. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at Patan only.

Dt. 31/01/2026

Place – Patan



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Registrar