



Hemchandracharya North Gujarat University, Patan

No: 21/ 2023

General instruction for the post of NSS Coordinator :-

1. Date of commencement of filling online application from is **dt.18/08/2023**.
2. The last date for filling up online application form is **dt.09/09/2023**, up to **6.00 pm**.
3. The last date for submission of filled printout of 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 sealed cover superscribing as under through speed post or in person **on or before dt. 18/09/2023**.

Post Applied for NSS Coordinator

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. 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.
5. 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 i.e., within one year from the date of his/her appointment, failing in this, his/her appointment will be liable to be terminated.

6. The age of retirement or superannuation will be as per Government of Gujarat norms from time to time.
7. Incomplete application in any respect will not be considered.
8. Candidates already employed in Govt./Semi. Govt./Public Sector undertaking should apply through proper channel else produce no objection certificate whenever required.
9. 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.
10. The required qualifications/experience/age shall be considered as on last date of online application submission.
11. The required age shall be considered as per Government of Gujarat norms from time to time.
12. 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 candidate.
13. The Candidates are advised to go through the minimum qualifications and experience criteria prescribed for the post before filling the online form.
14. The reservation and relaxations/concessions in the eligibility will be provided to SC/ ST/ SEBC/ EWS/ PH candidates as per the Government of Gujarat norms.
15. 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).
16. 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.
17. Applicants must produce original testimonials, certificates/educational qualifications and other documents at the time of interview.
18. The applicants must ensure that he/she fulfils the eligibility conditions for the post.

- 19.** 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.
- 20.** The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University from time to time.
- 21.** 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.
- 22.** Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
- 23.** The University will hold written / skill test, wherever necessary.
- 24.** 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.
- 25.** The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
- 26.** No TA / DA will be paid for attending interview.
- 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 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. 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.
30. 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.
31. 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.
32. Errors and omissions in notification and selection process are subject to corrections as deemed fit by University.
33. The applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
34. Candidates in their own interest are advised to remain in touch with the University website www.ngu.ac.in. 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. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at Patan city only.
37. Amendments/changes if any in the advertisement shall be published only on the University website www.ngu.ac.in
38. For any query related to this advertisement may kindly send on est@ngu.ac.in