



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY

NAAC 'B' (2.21) State University

University Road, Post Box No.21 PATAN - 384265

Phone : 02766 – 237000

Fax : (02766) 231917

Email : regi@ngu.ac.in

Website : www.ngu.ac.in

Employment Notice No. 24/2025

- Hemchandracharya North Gujarat University, Patan invites online applications for various Non-Teaching post of the University as per instruction of Education Department, Government of Gujarat, Gandhinagar vide Letter No. ED/MIS/e-file/3/2025/2912/KH2, dt. 29/05/2025.

Important Dates :

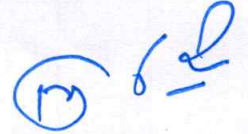
- Apply online through the university's recruitment portal : <https://recruitment.ngu.ac.in/>
- Date of Commencement of online application : dt. 25/11/2025
- Last Date of online application submission : dt. 15/12/2025
- Last Date for submission of physical application submission : dt. 18/12/2025, 6:00 PM
- Submission of two copies 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 through Speed Post or in person on or before dt. 18/12/2025.

Additional Information :

- Qualifications, Pay Scale, re Limit and Terms & Conditions of employment will be as per the State Government norms / University norms.
- Knowledge of Gujarati is essential.
- For further detailed information regarding eligibility criteria, required documents, fees and other instructions Please visit the University website: <https://www.ngu.ac.in>

Place : Patan

Date : 25 / 11 /2025


Registrar





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Details of Non-Teaching Positions :-

Sr. No.	Name of the Post	ST	SC	SEBC	EWS	UR	Total Post	Reserved posts for PH (PwD) out of Total Posts
1	P.S. to V.C	-	-	-	-	1	1	-
2	P.A. to Registrar	-	-	-	-	1	1	-
3	Accountant	-	-	-	-	1	1	1 (B.LV) (Second Attempt)
4	Technical Assistant (Library)	-	-	-	-	1	1	1 (B.LV) (Second Attempt)
5	Technical Assistant (Computer)	-	-	1	-	-	1	-
6	Junior Stenographer Grade - II	-	-	1	-	1	2	1 (B.LV) (Second Attempt)
7	Additional Assistant Engineer	-	-	-	-	1	1	-
8	Typist	1	-	1	-	2 (1-F)	4	1 (B.LV) (Second Attempt)
9	Clerk Cum Typist	1	-	1	-	2 (1-F)	4	1 (B.LV) (Second Attempt)
10	Driver	-	-	-	-	2	2	-

Note :-

Category abbreviations used :- F = Female Reservation, B = Blind & LV=Low Vision





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Minimum Qualifications for Various Non- teaching Positions in University :-

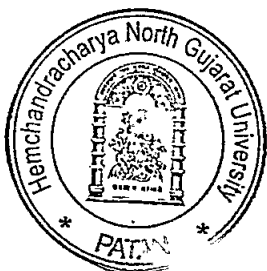
Sr. No.	Name of Post	Pay Scale	Minimum Education Qualification & Experience
1	P.S. to V.C	Level - 08 Rs. 44,900/-	Educational Qualification: A Master's Degree in any discipline from a recognized University with at least 55% marks or an equivalent grade. Experience: Minimum 02 (two) years of administrative experience in a recognized University, Government Department, Public Sector Undertaking, Statutory Body or Reputed Higher Education Institution. Preferably in the office of the Vice-Chancellor, Registrar or Senior Administrative Officer. Skills and Professional work experience: - Excellent drafting, noting, and communication skills in English and Gujarati. - Proficiency in computer applications, including M.S. Office, Google Workspace, e-Office, and digital document management. - Working knowledge of University Acts, Statutes, Ordinances and Regulations. - Familiarity with the functioning and procedures of UGC, AICTE, NCTE, PCI, BCI, INC, and other relevant statutory or regulatory councils and government agencies. - Understanding of State and Central Government administrative rules, higher education policies, and official correspondence systems. Age Limit - 40 Years
2	P.A. to Registrar	Pay Band of 9300-34800 GP-4600 (As per 6 th Pay Commission)	Educational Qualification: A Bachelor's Degree in any discipline from a recognized University with at least 50% marks or an equivalent grade. (A Master's Degree shall be preferred.) Experience: Minimum 02 (two) years of administrative experience in a recognized University, Government Department, Public Sector Undertaking, Statutory Body or Reputed Educational Institution. Preferably in the office of the Registrar, Controller of Examinations, or any Senior Administrative Officer. Skills and Professional work experience: - Excellent drafting, noting, and communication skills in English and Gujarati. - Proficiency in computer applications, including M.S. Office, Google Workspace, e-Office, and digital document management. - Working knowledge of University Acts, Statutes, Ordinances and Regulations.



			- Familiarity with the functioning and procedures of UGC, AICTE, NCTE, PCI, BCI, INC, and other relevant statutory or regulatory councils and government agencies. - Understanding of State and Central Government administrative rules, higher education policies, and official correspondence Age Limit – 40 Years
3	Accountant	Level – 07 Rs. 39,900/- (Fix pay of Rs. 49,600/- per month for First Five Year)	- M.Com. or B.Com. with 50% marks with 05 (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. Age Limit – 40 Years
4	Technical Assistant (Library)	Level – 07 Rs. 39,900/- (Fix pay of Rs. 49,600/- per month for First Five Year)	- A Bachelor's degree in Library Science or B.Lib. from a Statutory University. Experience of library work essential. - A Bachelor's Degree in Library and Information Science from a UGC-recognized university or equivalent institute, OR - A Master's Degree in Library and Information Science from a UGC-recognized university. Age Limit – 40 Years
5	Technical Assistant (Computer)	Level – 07 Rs. 39,900/- (Fix pay of Rs. 49,600/- per month for First Five Year)	A Bachelor's degree from a UGC-recognized university in Computer field (e.g., BCA, B.Sc. Computer Science, B.Sc. IT, B.E. Computer Engineering, B.Tech. Computer Engineering, B.E. Information Technology) or equivalent degree from a UGC-recognized university. Age Limit – 40 Years
6	Junior Stenographer Grade - II	Level – 06 Rs. 35,400/- (Fix pay of Rs. 40,800/- per month for First Five Year)	- Any Graduate from UGC recognized University. - Basic Knowledge of Computer application as prescribe by the Government. - Adequate knowledge of Gujarati and English. - Knowledge of either English Stenography at a Speed of 90 w.p.m or Gujarati Stenography at a Speed of 60 w.p.m. - The person Knowing both English and Gujarati Stenography and typing will be preferred and those without the knowledge of stenography in any one language will be appointed on condition that he/she will learn the stenography in that language within probation period. Age Limit – 35 Years
7	Additional Assistant Engineer	Level – 05 Rs. 29,200/- (Fix Salary of Rs.40,800/- per month for First Five Year)	- A Bachelor's Degree in Civil Engineering (B.E. / B.Tech. in Civil Engineering) from a recognized University or Institution, with minimum 03 (three) years of experience in the supervision, execution or maintenance of civil construction work carried out under a Government Department, Semi-Government Organization, Public Sector Undertaking, University, Corporation, or Reputed Institute. OR - A Diploma in Civil Engineering from a recognized Technical Board or Institution with minimum 05 (five) years of experience in the supervision, measurement, or handling of civil construction works executed under a Government Department, Semi-Government Organization, Public Sector Undertaking, University, Corporation or Reputed Institute. Age Limit – 40 Years



8	Typist	Pay Band of 5200-20200 GP-1900 (Fix pay of Rs. 26,000/- per month for First Five Year) (As per 6th Pay Commission)	• 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. Age Limit – 40 Years
9	Clerk cum Typist	Level – 02 Rs. 19,900 /- (Fix pay of Rs. 26,000/- per month for First Five Year)	• 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. Age Limit – 40 Years
10	Driver	Level – 02 Rs. 19,900 /- (Fix pay of Rs. 26,000/- per month for First Five Year)	• Higher Secondary School Certificate Examination conducted by a Secondary and/ or Higher Secondary Education Board or possess an equivalent qualification recognized as such by the government. • Have the experience of driving for a period of about five years. • Possess a valid motor driving license for heavy motor vehicles of about three years standing. • Have passed a practical test in driving and possess adequate knowledge of motor vehicles maintenance, traffic signs and hand singles. • Have good physique with- I. In case of male candidate :- a) height not less than 162 centimetres, (158 centimeters in case of candidate belonging to Scheduled Tribes of the Gujarat Origine) and b) chest measurement of not less than 84 centimeters when full inflated with a minimum expansion of 5 centimeters. II. In case of female candidate, height not less than 158 centimeters (155 centimeters in case of candidates belonging to Scheduled Tribes of the Gujarat Origine). • Not be colour blind and must have good vision with or without glasses. • Have adequate knowledge of Gujarati and/ or Hindi. Age Limit – 35 Years
Note – The age relaxations/concessions will be provided to SC, ST, SEBC, EWS,PwD and Female candidates as per the Government of Gujarat norms (Not more than 45 year)			





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General norms, rules and instruction :-

1. Date of commencement of filling online application from is dt. 25/11/2025.
2. The last date for filling up online application form is dt. 15/12/2025.
3. 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. 18/12/2025, 6.00 PM

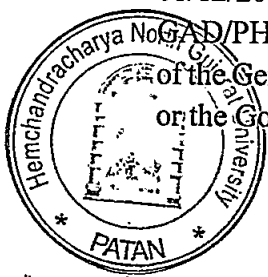
Post Applied for <u>Name of Post</u>	
To, Registrar Hemchandracharya North Gujarat University, P.B.No. - 21, University Road, Patan - 384265, Gujarat, India.	From, Name of Applicant - Full Address - Mobile No-

4. Application processing fees Rs. 500/- for General (Unreserved) Category & Rs. 250/- for ST/SC/ SEBC/ EWS/PWD Category.
 - 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. Two Copies of printout of the filled-up form is to be sent along with all the requisite documents to "The Registrar, H.N.G.U. Patan - 384265", in the envelope by clearly mentioning the name of the post for which you applied.
6. 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.
7. Incomplete application in any respect will not be considered.
8. Separate application should be submitted online for each post.
9. Candidates already employed in Govt./Semi. Govt./Public Sector undertaking should apply through proper channel and need to produce no objection certificate(NOC) whenever required.
10. The Candidates are advised to go through the minimum qualifications and experience criteria prescribed for the post before filling the online form. The applicants must ensure that he/she fulfils the eligibility conditions for the post.
11. Before filling/submitted 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.

The required qualifications/experience/age shall be considered as on last date of submission of online application.

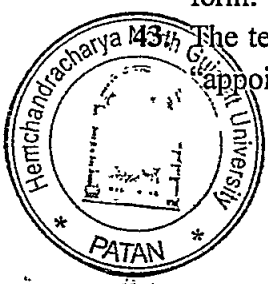


13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
14. Applicants are advised to submit the documents related to their change of name (if applicable) (i.e. Marriage Certificate, Gazette for name change, Aadhaar Card).
15. 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.
16. Applicants must produce original testimonials, certificates/educational qualifications and other documents at the time of interview/written test/computer test/typing test/stenography test.
17. 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.
18. The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University from time to time.
19. The University reserves the right to restrict the candidates to be called for interview/written test/online computer test/typing test/stenography test 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.
20. Call letters for interview/written test/any other test will be sent only to the short-listed candidates by e-mail.
21. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
22. The reservation and relaxations/concessions in the eligibility will be provided to SC, ST, SEBC, EWS & PwD candidates as per the Government of Gujarat norms.
23. Reservation for SC, ST, SEBC, EWS & PwD will be as per existing Government of Gujarat norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a valid Certificate issued by Competent Authorities as proof to this effect without which the application will not be considered.
24. The candidate belonging to any of the reservation categories must submit the respective certificate duly issued by the authorities of Govt. of Gujarat, as case may be.
25. Candidates applying for the post(s) reserved for SEBC, should submit a self- attested copy of valid caste certificate specifically mentioning Creamy Layer- exclusion in the format prescribed by Govt. of Gujarat.
26. As per the provisions of Resolution No. - રાજીવચાર-૧૦૨૦૦૧૭-૧૨૨૬૩૯-ગુ.૨ dated - 17/09/2021 of the approved Administration Department and amendment made thereto from time to time, only those with a benchmark disability of 40% or more will be eligible for disability benefits.
27. The disabled candidate must attach copy of the certificate issued by the Superintendent/Civil Surgeon/Medical Board of the Government Hospital in the prescribed format as per the Circular number of the General Administration Department Resolution No. - ૫૨૫/૧૦૨૦૦૮/૪૬૯૫૪૦/ગુ.૨, dated - 01/12/2008 , Circular number of the General Administration Department Resolution No. - ગાડ/પહા/૯-ફાઇલ/૧/૨૦૨૩/૮૦૧૭/ગ૨-સેક્શન, dated - 29/02/2024 and the resolutions/circulars/orders of the General Administration Department from time to time or as approved by the State Government or the Government of India for this purpose.



28. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
29. The University will hold written test/computer test/typing test/stenography test for various post, wherever necessary. Details of syllabus and schedule of such test will be publish on University website www.ngu.ac.in. Candidates are advised to check university website regularly.
30. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the application form.
31. 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.
32. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
33. No TA/DA will be paid for attending interview/ written test/computer test/typing test/stenography test.
34. Hall Tickets/Call letters and other correspondence for attending the interview/ written test/computer test/typing test/stenography test etc., will be sent only to the eligible candidates by e-mail /on login page of candidate on university website.
35. 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 / any other test will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.
36. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at patan city only.
37. 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.
38. 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.
39. Errors and omissions in notification and selection process are subject to corrections as deemed fit by University.
40. The present reserved posts for the physical disable candidates will be filled as per the General Administration Department Circular No. CRR-102017-122639-G.2 (Part-1) dated 11/11/2024 and resolution No. CRR-102017-122639-G.2 dated 20/11/2024.
41. The disability certificate shall be as per the provisions of the General Administration Department vide their Circular No: GAD/PHA/e-file/1/2023/8017/G2-Section dated 29.02.2024 as per the notification prescribed by the Department of Health and Family Welfare/ Department or Social Justice and Empowerment Department or as per the notification/provision of the Government of India from time to time. If the copy of the certificate is not produced with application form, it will not be accepted later and the benefit of disability reservation will not be available.
42. Disabled candidates will have to indicate the type of disability while filling the online application form.

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.

44. The appointment of the candidate shall be subject to the conditions of service rules of the state government/Gujarat public university uniform statute, 2024 / University norms as may be amended from time to time.
45. Amendments/changes if any in the advertisement shall be published only on the University website www.ngu.ac.in
46. For any query related to this advertisement may kindly send on est@ngu.ac.in

Date : 25/11/2025

Place: Patan



Registrar