



Hemchandracharya North Gujarat University, Patan

Advertisement No : 35 / 2026

Online applications are invited for the following Non-Teaching post of Hemchandracharya north Gujarat University, Patan. The interested eligible candidate are required to apply online through the University's recruitment portal : <https://recruitment.ngu.ac.in/>

Sr. No.	Name of the Post	Pay Scale as per 7th (Seventh) Pay Commission (Rs.)	No. of the Post
1	Assistant Registrar *	Level – 09 (53,100/-)	01 (B,LV)

Category Abbreviations used B – Blind, LV– Low Vision

Note -

- 1) * means appointment on this post is subject to the approval of the Finance Department, Government of Gujarat, as per the instructions of the Commissioner of Higher Education, Education Department, Government of Gujarat vide letter dated 29/01/2026.
- 2) The Online Portal is open from **Dt. 05/03/2026, 11:00 A.M.**
- 3) The last date for submission of online application is **Dt. 25/03/2026 up to 05:00 P.M.**
- 4) The last date for submission of 02 (two) set of printout of filled up online application form with required documents is **Dt. 30/03/2026, up to 6.00 P.M.** by Speed post or in person.
- 5) Knowledge of Gujarati is Essential.
- 6) Minimum qualifications, Pay Scale and General Norms, instruction, terms & conditions and other details are available on University website www.ngu.ac.in.

Date :- 04/03/2026

Place :- PATAN

**Dr. R.N.Desai
Registrar**



HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN

Ads. No. 35 / 2026, Date: 04/03/2026

Minimum Education Qualifications, Pay Scale, Experience & Age limit for 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	Assistant Registrar	Level – 09 Rs. 53,100 /-	<ul style="list-style-type: none">• Master's degree with at least 55% Marks or its equivalent grade in a point scale wherever grading system is followed.• Desirable :-<ul style="list-style-type: none">• 05 (Five) year's experience of Assistant Professor or in equivalent Administrative post.	Not more than 45 years (For PwD Candidate)



General norms, instruction, Terms & Conditions for Various Non-Teaching posts.

1. Date of commencement of filling online application from is **dt. 05/03/2026,11:00 AM.**
2. The last date for filling up online application form is **dt. 25/03/2026, 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 sealed cover superscribing as under through Speed Post or in person **on or before dt. 30/03/2026, up to 6:00 PM.**

Post Applied for Assistant Registrar

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. 250/- for 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.
5. **Appointment on Post of Assistant Registrar is subject to the approval of the Finance Department, Government of Gujarat, as per the instructions of the Commissioner of Higher Education, Education Department, Government of Gujarat vide letter dated 29/01/2026.**
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 i.e., within one year from the date of his/her appointment, failing in this, his/her appointment will be liable to be terminated.
7. 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.
8. 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.
9. 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.
10. The age of retirement or superannuation will be as per Government of Gujarat norms / University norms, as amended from time to time.
11. Incomplete application in any respect will not be considered.
12. Candidates already employed in Govt./Semi. Govt./Public Sector undertaking should apply through proper channel and need to produce No Objection Certificate.
13. The required qualifications/experience/age shall be considered as on last date of online application submission.



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14. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
15. The qualifications and other conditions prescribed in the present advertisement are subject to the norms stipulated by the University as amended from time to time.
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 must produce original testimonials, certificates/educational qualifications and other documents at the time of interview.
18. The reservation and relaxations/concessions in the eligibility will be provided to SC, ST, OBC, EWS & PwD candidates as per the Government of Gujarat norms.
19. Reservation for SC, ST, OBC, 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.
20. 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.
21. 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.
22. As per the provisions of Resolution No. - સીઆરઆર-૧૦૨૦૦૧૭-૧૨૨૬૩૯-ઝ.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.
23. 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/ઝ.૨, dated - 01/12/2008, Circular number of the General Administration Department Resolution No. - **GAD/PHA/e-file/1/2023/8017/G2-Section**, 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.
24. 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.
25. 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.
26. The University reserves the right to restrict the candidates to be called for interview/written test/online computer test/typing 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. Call letters for attending interview will be sent only to the short-listed candidates by e-mail.
27. No correspondence will be entertained with the applicants who are not short-listed to be called for interview/written test/online computer test/typing test.
28. The University will hold written test/online computer test/typing test for various post, wherever necessary. Details of syllabus and schedule of such test will be publish on University website.
29. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the application form.



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30. Amendments/changes if any in the advertisement shall be published only on the University website www.ngu.ac.in
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. Hall Tickets/Call letters and other correspondence for attending the Written Test/any other Test/Interview, etc., will be sent only to the eligible candidates by e-mail /on login page of candidate on University website.
33. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
34. No T.A./D.A. will be paid for attending interview/written test/online computer test/typing test.
35. 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.
36. Errors and omissions in notification and selection process are subject to corrections as deemed fit by University.
37. 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.
38. 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.
39. For any query related to this advertisement may kindly send E-mail on est@ngu.ac.in
40. 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.
41. In case of any dispute, suit or legal proceeding against the University, the jurisdiction shall be restricted at patan city only.

Dt. 04/03/2026

Place - Patan

Registrar