



KRANTIGURU SHYAMJI KRISHNA VERMA
KACHCHH UNIVERSITY

Mundra Road, Bhuj – Kutch – 370001

<http://www.kskvku.ac.in>

Application for the Post of _____
Non Teaching recruitment -2024

Affix your
Passport size latest
photo with
signature

OFFICIAL USE ONLY:

Inward No. & Date : _____

| | | |
|--------------------------|-------------------|--|
| Demand Draft Particulars | Bank and Branch : | |
| | DD No and Date : | |
| | Amounts : | |

PERSONAL INFORMATION (IN CAPITAL LETTERS)

| | | | | | |
|-------------------|----------------------------------|------------------------------------|--------------------------------|-----------------------------|-----------------------------|
| Mr, Mrs, Ms etc : | Surname: | First name: | Father's/ Husband's name | | |
| Date of birth: | DD/MM/YY | Age on last date: | DD/MM/YY | | |
| Gender: | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Other <input type="checkbox"/> | | |
| Marital Status | Married <input type="checkbox"/> | Unmarried <input type="checkbox"/> | | | |
| Category | Open <input type="checkbox"/> | EWS <input type="checkbox"/> | SEBC <input type="checkbox"/> | SC <input type="checkbox"/> | ST <input type="checkbox"/> |

NOTE : If candidate belong to reserved category Please attech copy of all relevant certificate/s

Permanent address:

| | | | | | |
|---------------|--|---------|------|-----------|--|
| | | | Mob: | | |
| City/Village: | | Taluka: | | Email: | |
| District | | State: | | Pin code: | |

Address for correspondence:

| | | | | | |
|---------------|--|---------|------|-----------|--|
| | | | Mob: | | |
| City/Village: | | Taluka: | | Email: | |
| Dist.: | | State: | | Pin code: | |

| | |
|-------------------|--|
| Country of birth: | |
| Nationality: | |

| Educational Qualifications(*) (from Matriculation onward) | | | | | | |
|---|----------------------|--------------------|----------|--------|----------------|---------------------|
| Examination | Board/Unive rsity | Year of Passing | Marks | | % out of Marks | Subject/s Course |
| | | | Obtained | Out of | | |
| SSC | | | | | | |
| HSC | | | | | | |
| Bachelor's Degree B.A./B.Com/B.Sc /B.B.A./B.E. | | | | | | |
| Master's Degree M.A./M.Com/M. Sc./M.B.A./M.E. | | | | | | |
| M.Phil. | | | | | | |
| Ph.D. | | | | | | |
| Any other Degree/ Diploma | | | | | | |
| Technical Qualification (if any) | | | | | | |

(Note: (*) Please attach separate sheet if the space is insufficient)

| Technical/Professional Experience (Starting from the latest): | | | | | | |
|---|---|-------------------------|------------------------------|-------------------|----|--------|
| Designation | Name of the Institutes/ Organisati on | Pay Matrix Level | Nature of Appointme nt | Period of Service | | |
| | | | | From | To | Period |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Note: Please indicate Pay Band and Grade Pay separately)

Additional Information, if any: Please attach separate file

I _____ hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to cancelled/terminated. I have enclosed attested copies of the School leaving certificate, all marksheets, cast certificate, Non-Creamy layer certificate, Economically Weaker Section certificate experience certificates and other supporting documents.

Place:

Date:

Signature of the Applicant

(Applicant who are in service it is required to send his/her application through proper channel.)

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref. No.: _____ Date : _____

To,

The Registrar,

KSKV Kachchh University,

Bhuj-Kutch

1. The application of _____ is hereby forwarding with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked / verified and found to be correct with reference to his/her service records.
3. Applicable in case of deputation: Attested copies of the applicant's confidential reports for the preceding five years alongwith vigilance/integrity certificates are enclosed.

**Signature
of the
Forwarding Officer
(With office seal)**



KRANTIGURA SHYAMJI KRISHNA VERMA
KACHCHH UNIVERSITY

Minimum Qualifications and Experience required for the various Non-Teaching Posts are given below:

(1) Registrar: (For the tenure of 5 years)

- **Pay Scale: 144200-218200 (Level 14)**
- No. of Posts: 01
- Category: OPEN

Minimum Qualifications:

Master degree with at-least 55% of the marks or its equivalent grade of B in UGC seven-point scales in any discipline from a recognized University/Institute.

Minimum Experience:

1. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with eight years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

OR

1. Comparable experience in research establishment and / or other institutions of higher education.

OR

1. 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

- Age limit: Preferably below 57 years
- Proficiency in the regional language Gujarati.

Note:

1) Tenure & other conditions of this post is as per Govt. of Gujarat Education Department's resolution No. PGR/1208/3662/Part File/KH-2 Dt.22-11-2018.

2) Direct/Deputation for tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier. (Eligible for reappointment after the observance of due selection process)

(2) ASSISTANT REGISTRAR

- **Pay Scale: 56,100-1,77,500 (Level 10)**
- No. of Posts: 01
- Category: OPEN

Minimum Qualifications:

1) Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

2) Five years of administrative experience in the Government/ Universities/Autonomous Organizations.

3) Age Limit: 40 years

- Proficiency in the regional language Gujarati.

(3) Section Officer:

- **Pay Scale: 44,900 -1,42,000 (Level 8)**
- No. of Posts: 04
- Category: 3-OPEN, 1- SEBC

1) A Bachelor's Degree in any discipline from any recognised Institute/ University.

2) Three Years' Experience as Assistant in the Higher Education Institutes or eight years as clerk in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions..

3) Proficiency in Computer Operation, noting and drafting.

4) Age Limit: 36 years

- Proficiency in the regional language Gujarati.

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|--|
| <p>(4) Personal Assistant</p> <ul style="list-style-type: none"> • Pay Scale: 35400-112400 (Level 6) (Fixed salary for first 5 years) • No. of Posts: 02 • Category: OPENI <p>Minimum Qualifications:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1) Bachelor's Degree or Equivalent qualification from a recognized university 2) Basic knowledge of computer application as prescribed by the University 3) Adequate knowledge of English, Hindi and working knowledge of Gujarati 4) Age Limit: 35 years <ul style="list-style-type: none"> • Proficiency in the regional language Gujarati. <p>Desirable:</p> <ol style="list-style-type: none"> 1) Dictation of Gujarati Para at a speed of 80 words per minute for writing in short hand script for 2 minutes and transcribe the same at the speed of seven words per minute (In legible handwriting, not by typing) |
| <p>(5) Senior Clerk</p> <ul style="list-style-type: none"> • Pay Scale: 25,500 – 81,100 (Level 4) (Fixed salary for first five years) • No. of Posts: 07 • Category: 5- OPEN 1-SEBC 1-ST <p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1) Graduation or its equivalent academic qualification from any UGC recognized university. 2) Three years experience of lower cadre in University/Higher education Institutions or Government offices. 3) As per state government resolution of General Administrative Department from time to time regarding marksheet/ certificate of basic knowledge of computer from any training institute. 4) Age Limit: 35 years <ul style="list-style-type: none"> • Proficiency in the regional language Gujarati. |
| <p>(6) Civil Supervisor</p> <ul style="list-style-type: none"> • Pay Scale: 35,400 -1,12,400 (Level 6) (Fixed salary for first five years) • No. of Posts: 01 • Category: OPEN <p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1) A Degree in Civil Engineering with Minimum Second Class from a recognized University/Institute with five years' post qualification experience 2) The experience should be in the supervision of New construction/maintenance of civil works with the Government/ Universities/Autonomous Organizations. 3) Age Limit: 35 years <ul style="list-style-type: none"> • Proficiency in the regional language Gujarati. |
| <p>(7) Laboratory Assistant</p> <ul style="list-style-type: none"> • Pay Scale: 19,900 – 63,200 (Fix salary for first five years) • No. of Posts: 02 • Category: OPEN <p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1) Bachelor's degree in Chemical Sciences, Life Sciences, Environmental Science or any other relevant subject (as per the requirement of the post) from a recognized university/Institute with three years' experience in the field of related laboratory from any university /college/ research laboratory. 2) Age Limit: 35 years <p>Desirable:</p> <ol style="list-style-type: none"> 1) Experience in handling laboratory equipment and computer. 2) Good Command over English and Gujarati. |

(8) CLERK

- **Pay Scale: 19,900 – 63,200 (Fix salary for first five years)**
- **No. of Posts: 10**
- **Category: 6- OPEN, 2- SEBC, 1-ST, 1-EWS.**

Minimum Qualifications:

- 1) Graduation or its equivalent academic qualification from any UGC recognized university.
- 2) As per state government resolution of General Administrative Department from time to time regarding marksheet/ certificate of basic knowledge of computer from any training institute.

OR

Degree from government recognized university or institute having computer as one of the subject

OR

Passed 10th or 12th standard with computer subject

- 3) Proficiency in the regional language Gujarati.

- 4) Age Limit: 35 years

*** Age relaxation will be provided to SC/ST/ SEBC/ EWS/ PH and all women candidates as per the existing State Government/University rules.**

***Five years Age relaxation will be provided to Employees of the KSKV Kachchh University to above all posts of sr. no. 2 to 8.**



KRANTIGURA SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY

PLEASE READ CAREFULLY THE INSTRUCTION MENTIONED BELOW

1. A candidate who knowingly or wilfully furnishes incorrect or false particulars **or** suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice.
2. If the space against any item in the Application Form is insufficient, full particulars should be given on a sheet of paper which should be attached to the application entering at the appropriate place a reference to the sheet attached.
3. **The candidate must possess the required qualification at the time of last date fixed for receipt of applications by the University.**
4. Canvassing direct or indirect will be a disqualification.
5. No application will be considered which is received after the last date of receipt of application and any kind of fees paid by the applicant is non-refundable and no correspondence in this respect will be entertained. Late receipt of the Application Form on account of postal delay or any other reason will not be considered.
6. Candidate if called for interviews will have to come at their own expense

7. The University reserves the right to fill or not to fill the post and also make any amendments.
8. Candidates already in employment in University, Educational Institutions Government Establishments, and Organizations shall have to send their applications through their present employer on or before the prescribed date However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed. Persons employed after making application in response to this advertisement must bring a '**No Objection Certificate**' at the time of interview from their employers
9. A salary certificate showing pay, D.A. and other allowances being paid by their Institution/Office/Firm should be enclosed with the application form and also be produced at the time of interview
10. The Candidates are required to submit 5 copies of the application for the post of the Registrar & other post submit a copy only with application.
11. Candidates must enclose the self attested copies of all MARKSHEETS and passing Certificates of examinations in which he/she passed i.e. Higher Secondary, Bachelors Degree/Master's Degree/Doctorate etc. in all the 5 copies. In the absence of the self attested copies of Matksheets/Certificates etc. application shall be considered as incomplete and such applicants may not be called for interview.
12. While filling the details of the qualification in the application form the candidate must state percentage of marks division/grade and the subject taken at various examinations; specialization of the subject must be mentioned.
13. The applicant must enclosed a demand draft of Rs. 500/- (Rs.250/- in case of SC/ST/PH candidate) (non refundable) alongwith application.
14. The applicant should ensure that the application is submitted to this University either in person (take the receipt from the proper table) or by sending through Register Post AD so as to reach to

The Registrar, KSKV Kachchh University, Mundra Road, Bhuj – Kachchh, Gujarat – 370001

on or before the last date.

Date: 08/03/2024

Registrar



KRANTIGURU SHYAMJI KRISHNA VERMA

KACHCHH UNIVERSITY

Advertisement 2024 Non-Teaching

Krantiguru Shyamji Krishna Verma Kachchh University invites applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment for the Group-A, Group-B, and Group-C Non-teaching posts as per prevailing UGC Regulations and The Gujarat Public Universities Act, 2023.

| No. | Name of the Post | No. of Post | Pay Level in Pay Matrix (7th CPC) | Pay range | Category |
|-----|----------------------|-------------|-----------------------------------|--|-------------------------------------|
| 01 | Registrar | 01 | 14 | 144200-218200 | Open |
| 02 | Assistant Registrar | 01 | 10 | 56100-177500 | Open |
| 03 | Section Officer | 04 | 8 | 44900-142000 | 3-Open 1-SEBC |
| 04 | Personal Assistant | 02 | 8 | 35400-112400 (49600 Fix salary for 5 years) | 2- Open |
| 05 | Senior Clerk | 07 | 4 | 25500-81100 (26000 Fix salary for 5 years) | 5- Open 1-SEBC 1-ST |
| 06 | Civil Supervisor | 01 | 4 | 35400-112400 (49600 Fix salary for 5 years) | 1-Open |
| 07 | Laboratory Assistant | 02 | 2 | 19900-63300 (26000 Fix salary for 5 years) | 2-Open |
| 08 | Clerk | 10 | 2 | 19900-63300 (26000 Fix salary for 5 years) | 6- Open 2- SEBC 1-ST 1-EWS |

Application form along with details of essential qualifications, experiences, pay scale, general terms and conditions etc. can be downloaded from the University website <http://kskvku.ac.in> The duly filled application in 05 (Five) copies for the post of the registrar and for other a copy with required testimonials should reach Personally / RPAD to the "Registrar, K.S.K.V. Kachchh University, Bhuj - 370001" on or before **Date: 10/04/2024**.

Separate application is required for each post; otherwise the application form will be liable to be rejected. A DD of ` Rs.500/- (Rs.250/- in case of SC/ST/PH candidate) (non refundable) drawn in favour of "**The Registrar, K.S.K.V. Kachchh University, Bhuj**", payable at Bhuj should be attached with the application for each post.

Date: 08/03/2024

REGISTRAR