

BIRSA MUNDA TRIBAL UNIVERSITY
RAJPIPLA, Dist.NARMADA, PIN CODE-393145

Applications are invited for following administrative posts of Birsa Munda Tribal University, Rajpipla, Dist.Narmada. Detailed information is available on website: (<http://tribal.gujarat.gov.in>) and (comm-tribal.gujarat.gov.in). candidates are requested to submit their application in the prescribed proforma before 21/10/2018

SR NO.	NAME OF POST	NUMBER OF POST	CATEGORY	PAY SCALE	FIX PAY FIVE YEARS Rs.
1	Technical Assistant (Library)/Assistant Librarian	2	General	9300-34800 GP-4400	38090/-
2	Assistant System Manager	1	General	9300-34800 GP-4200	31340/-
3	Office Superintendent/ Head Clerk	2	General	9300-34800 GP-4200	31340/-
4	Assistant Warden (Girls/Boys)	2	General	5200-20200 GP-2400	19950/-
5	Accountant / Senior Clerk	2	General	5200-20200 GP-2400	19950/-

Note: There is also another advertisement has been published of this university. For details check website: <http://tribal.gujarat.gov.in> or comm-tribal.gujarat.gov.in

Registrar
Birsa Munda Tribal University
Rajpipla

BIRSA MUNDA TRIBAL UNIVERSITY

Adarsh Nivasi School Campus, Vavdi Road, Rajpipla, Dist.Narmada-393145

Minimum Qualifications for Administrative Positions in University Office/Department/college
Employment Notice No: Tri.Uni./Narmada/F.no.70/Notification / 1032 to 34 / 18 , Date.25/09/2018

No	Name of the Post	Pay Scale	No. of Post & Category	Qualification
1	Technical Assistant (Library)/ Assistant Librarian	9300-34800 GP-4400	2- General	<p>(1) A degree of any of the universities or Institution established or incorporated by or under the Central or State Act in India.</p> <p style="text-align: center;">AND</p> <p>(2) A Master degree in Library and Information Science or Documentation Science with at least 55% marks or an equivalent grade of B in the UGC seven point scale</p> <p>(3) Possess a consistently good academic record with knowledge of computerization of a Library.</p> <p>(4) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</p> <p>(5) possess adequate knowledge of Gujarati or Hindi or both.</p> <p>(6) Have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>AGE: Not be less than 18 years and not be more than 39 years</p>

2	Assistant System Manager	9300- 34800 GP-4200	1- General	<p>(1) A bachelor degree in Computer Engineering or Computer Technology or Computer Science or Computer Application.</p> <p>(2) The basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</p> <p>(3) Adequate knowledge of Gujarati or Hindi or both.</p> <p>(4) At least three years' experience as System Manager or System Analyst or Programmer in Government or local bodies or Government under taking board or corporation or university or college or limited company established under the companies Act, 2013.</p> <p>AGE: Not be less than 18 years and not be more than 38 years</p>
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3	Office Superintendent/ Head Clerk	9300-34800 GP-4200	2- General	<p>(1) A post graduate degree in Business Administration (Finance) or post graduate degree in Commerce (Accountancy/ Statistics) or post graduate degree in Arts (Mathematics/ Statistics)</p> <p style="text-align: center;">OR</p> <p>(2) A degree in Business Administration (Finance) or Commerce (Accountancy / Statistics) or Arts (Mathematics/ Statistics)</p> <p style="text-align: center;">AND</p> <p>(a) Have at least two years' experience on the post not below the rank of Junior Clerk-(GP-1900), in the Birsa Munda Tribal University.</p> <p style="text-align: center;">OR</p> <p>(b) at least two years' experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Junior Clerk-(GP-1900), in the BirsaMunda Tribal University.</p> <p>(3) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</p> <p>(4) Possess adequate knowledge of Gujarati or Hindi or both.</p> <p>AGE: Not be less than 18 years and not be more than 37 years</p>
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4	Assistant Warden (Girls / Boys)	5200- 20200 GP-2400	2- General (1 Male & 1 Female)	<p>(1) A bachelor's degree of any of the Universities established or incorporated by or under the Central or State Act in India.</p> <p>(2) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</p> <p>(3) Possess adequate knowledge of Gujarati or Hindi or both.</p> <p>AGE: Not be less than 18 years and not be more than 35 years</p>
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5	Accountant / Senior Clerk	5200- 20200 GP-2400	2- General	<p>(1) A degree in B.B.A. (Finance) or B.Com (Accountancy/ Statistics) or B.A. (Mathematics/ Statistics)</p> <p>(2) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.</p> <p>(3) Possess adequate knowledge of Gujarati or Hindi or both.</p> <p>AGE: Not be less than 18 years and not be more than 35 years</p>
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Birsa Munda Tribal University, Rajpipla, Dist. Narmada.

Establish vide Gujarat Act No. 15/2017

General Information and Instruction to Candidates

- **Please read the instruction given below carefully before applying.**
 1. Visit the website <http://tribal.gujarat.gov.in>. or comm-tribal.gujarat.gov.in
 2. Separate application should be made for each post from serial no. 1 to5
 3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualification mentioned therein and the application shall be treated as incomplete and thus get rejected.
 4. Clearly write the complete name of post for which applying. Please note that where the name of post is not written, it may not be possible for the university to entertain such application form.
 5. A recent signed pass-port size photograph should be pasted on the application in the space provided thereof.
 6. Application fees of Rs. 500/- for General Category candidates and Rs. 250/- For Reserved Category Candidates- SC/ST/OBC/PH-Divyang/NT/DNT(provide caste certificate/Non Creamy Layer certificate as per G.O.G. Norms) by way of Demand Draft of any nationalized bank in favour of **Registrar, Birsa Munda Tribal University, Rajpipla** payable at Rajpipla should be submitted along-with the filled in application form. The fee is non- refundable/non-transferable in any case.
 - It is mandatory for candidates to write details of full name, post which a candidate is applying for, address with PIN code, etc. behind demand draft.
 7. Before submitting the application form you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
 8. Please make sure that all entries in this form are to be entered neatly and legibly.
 9. The candidate is required to submit the following documents (self-attested) with the application form as checklist.
 - a. SSC certificate (which mentions date of birth)
 - b. Certificate of Educational Qualifications.
 - c. Training certificates.
 - d. Experience certificates including appointment and relieving letter and proof of Grade Pay to be provided. (as per instruction no.49)
 - e. NOC of present employer (If applicable)
 - f. Demand draft of fees.
 - g. Any other documents, if necessary in support of any claim.
 - h. CCC level certificate.

10. Incomplete Applications shall not be considered.
11. The application should reach the Registrar on or before the last date prescribed
i.e. 21/10/2018 Applications received after the last date shall stand rejected automatically.
12. The candidate shall have to undergo such selection process/ written-oral examinations and shall have to receive sufficient marks as may prescribed by following syllabus:

Part I: Syllabus for Written Test 100 Marks (1 Hour)

1.	History and Culture of Gujarat, General knowledge
2.	Gujarati Grammar
3.	English Grammar
4.	Current Affairs of India and Gujarat, General Science, Quantitative Aptitude, Reasoning Ability
5.	Computer Theory with reference to the basic knowledge of computer applications
6.	University Administration as per Post Related , UGC Norms

**Part II: Syllabus for computer Proficiency Test 1 Hour and 30 minutes
(For Junior Clerk)**

1.	Gujarati Typing Test	20 Marks
2.	English Typing Test	20 Marks
3.	Computer practical test with reference to the basic knowledge of computer applications	60 Marks
	Total	100 marks

Note: The speed of typing shall not be less than 5000 key depressions with accuracy per hour.

13. If the candidate is employed in another government/private organization and if he/she has to send the application form through his/her employer organization, then all the liabilities will be of candidate. It is desirable that the application form arrive at office before the last date.
14. Minimum criteria for eligibility of age, qualification and experience , for all categories, will be considered as the last date of the advertisement.
15. The candidate selected for the post shall be required to serve at any place notified as the campus of Birsa Munda Tribal University.
16. The candidate who has been awarded degrees from foreign universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
17. Age of superannuation for all the positions shall be as per university/GOG norms.
18. A relaxation of 5% of Marks at the Master's Level for SC/ST Category is applicable.
19. The candidate should have passed the Course on Computer Concept (CCC level) exam as per Government of Gujarat rules.
20. Person serving and willing to be considered for appointment on deputation basis can also apply.
21. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc.

and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement, Suppression of factual information , supply of fake documents, providing false or misleading information or any other undesirable action by the candidates shall lead to cancellation of his candidature . In case, it is detected at any point of time in future even after appointment that the candidates were not eligible as per the prescribed qualification, experience etc. Which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this case.

22. The selected candidates will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
23. The selected candidate will be governed by the “National Pension System: (earlier known as ‘New Pension Scheme’) of the Government of Gujarat as applicable w.e.f. 01/04/2005 (Where ever applicable).
24. The selected candidates including in-service candidates shall be governed by the Act / Statues / Ordinance / Regulations / Rules of the University as amendment from time to time and any other Rules / Resolution prescribed specifically for maintaining the conduct of the employees by the University.
25. Candidate should bring all original certificates relating to his/her age, qualification, experience and cast etc. at the time of interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her application, he/she not to allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
26. (i) The University reserves the right to fill or not to fill up or partly fill up the posts advertised for any reasons whatsoever.
(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
(iii) The University reserves the right to reject any application without assigning any reason thereof.
27. Interim enquiries shall not be entertained.
28. Canvassing in any form shall disqualify the candidature of candidate.
29. Applicants are required to apply on separate form for each post/cadre. Each application without the required application fee by way of demand payee draft shall be rejected. The application form with insufficient payment of fees will be rejected

Cheque(s)/Cash/IPO shall not be accepted under any circumstance.

30. No TA/DA shall be paid to the candidates for attending the interview.
31. Application shall summarily rejected without necessary supporting documents, duly self-attested clear Xeroxed copies of degree certificate/marks sheet/experience certificate/category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected summarily.
32. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the application.
33. If the space provided in application form is insufficient may be given on separate sheet as per format duly signed by the candidate and same may be securely attached with the application form.
34. Candidates are advised to attach a duly signed sheet having list of enclosures with page numbers with the application form.
35. The eligibility of the candidates will be determined as on the last date fixed for the receipt of application form.
36. The University will not be responsible for any postal delay.
37. Any change of postal address given in the application form should at once be communicated to the University.
38. In case of any dispute, any suite or legal proceeding by or against the university. Courts within whose local jurisdiction, Headquarter of the University is Situated shall have the jurisdiction.
39. The prescribed qualification and experience are minimum, and the mere possession of the same will not entitle candidates to be called for the interview.
40. The University reserves the right to call the candidates for interview to a reasonable number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
41. The envelope should be super scribed as “Application for the post of
42. The University shall verify the antecedents and documents submitted by a candidate 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 candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
43. 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 including

termination of appointment.

44. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date e-mail is sent will be considered as the official date of dispatch and receipt of communication.
45. If any documents/evidences represented by the candidate will be found wrong/fake/misleading at any phase, then the candidature of the candidate will be cancelled and legal actions will be taken by authorities.
46. The prescribed application form is of page no.1 to5. It is request to fill up all the information of all the pages very carefully. It is compulsory to attach prescribed documents/evidences and to send application form in prescribed time.
47. Educational qualification/experience/age will be counted as per the last date of application.
48. It is compulsory to give page numbers to each attached enclosure. If any application will be found without given page numbers and if it get cancelled then no arguments will be heard.
49. The candidates are required to fill details given below in experience certificate attached with application.
 - A candidate must have to attach documents of Salary/Duration of experience (years-months-days)/Type of experience- academic or administrative, etc. If a candidate fails to provide mentioned details of experience, it shall not be considered as academic or administrative experience.
50. Bonus marks will be given to widow candidates and sports candidates as per rules of GoG.
- 51. Birth date will be considered as per SSC certificate. Candidates must have to attach SSC certificate in which birth date mentioned.**
52. If any discrepancy will be found during procedure of recruitment, the vice chancellor has final authority to change it.
53. If recruitment process got cancel fees will not be refunded.
54. There is an instruction to all candidates to visit website regularly:
<http://tribal.gujarat.gov.in>. or comm-tribal.gujarat.gov.in to check updates for more details.

MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Birsa Munda Tribal University, Rajpipla, Dist. Narmada at Adarsh Nivasi School Campus, Vavdi Road, Rajpipla, Dist. Narmada pin code- 393145**
2. It is mandatory for all candidates to send application by **RPAD** or **Registered Speed Post AD**, application sent by another means will be cancelled automatically.
3. 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 other unforeseen problems. The University will not be responsible for any postal delay at any stage.
4. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Date:

Registrar

Place :Rajpipla

Copy forwarded for information to:

1. Joint secretary, Tribal Development Department, Gujarat State, Gandhinagar
2. Commissioner, Tribal Development, Gandhinagar
3. The Registrars of all Central/State Universities in Gujarat state for wide publicity by e-mail
4. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in Gujarat Rojgar Samachar by e-mail and RPAD

BIRSA MUNDA TRIBAL UNIVERSITY, RAJPIPLA

Adarsh Nivasi School Campus, Vavdi Road, At: Rajpipla, Dist: Narmada-393145

APPLICATION FORM FOR ADMINISTRATIVE POSTS

Advertisement No: Tri.Uni./Narmada/F.no.70/ Notification/ 1032 to 34/ 18 Date.25/09/2018 Last Date of Receipt of Application Form : 21/10/2018	Registration No: (For Office use Only)
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Affix Recent
Passport size
Colored
Photograph
With
Signature

Details of Bank Payment

DD Number & Date	Amount	Name of the Bank issuing DD (with Branch's Name)	Candidate Category General/SEBC/SC/ST/ NT/DNT

Application for the post of:

- Note:** (i) The applicant should fill this form either in type or in neat hand Writing and all information must be mentioned both clearly and correctly.
(ii) Applications received without self attested copies of certificates, mark sheets and not through proper channel are liable to be rejected.
(iii) Wherever the space provided for is found insufficient separate sheet giving details may be attached

(1) Full name of applicant : _____

(2) Address for correspondence: _____

(3) Contact Numbers : (i) _____ (ii) _____

(4) Date of Birth :

Date	Month	Year

(5) Age as on last date of acceptance of application. :

Number of years	Number of months	Number of days

(6) Place of Birth : Village / Town _____ Taluka _____ District _____

(7) Nationality : _____

(8) GEN: SC: ST: SEBC: Other:

(Attach cast certificate)

(9) Gender: M / F _____

(10) Married/Unmarried: _____ Widow/Divorcee: _____

(11)Details of Educational Qualifications:

Exam/Degree	Examining body/ university	Year & Month of Passing	Class obtained with percentage	Subject Offered (Main & Subsidiary)	Any other Information
SSC					
HSC					
B.A./B.Sc./ B.Com.					
LL.B.					
M.A./M.Sc./ M.Com.					
M.Phil					
Ph.D.					
Basic knowledge of computer CCC+ /CCC level					
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*					
*					
*					

* Details if possessing additional qualification

(12)Special academic achievements, if any:

(1)

(2)

(3)

(13) Details of Administrative Experience :

Name of the College/ University/ Organization	Designation	Nature of employment Full Time or Part Time	Date of Joining	Date of Leaving	Details of work done	Last Basic Pay & Pay Scale	Reason for leaving

i) Total Number of years of Administrative/ Teaching Experience: _____

Experience as on last Date of acceptance of Application : Year _____ Month _____ Day _____

ii) Research and other publications(write on a Separate sheet) : _____
 (In case of Research articles, please state the names of the authors, title of the Journals, year and page numbers. For books please give names of the authors, title, publisher and year) _____

(14) If appointed how much time you would require to join? : _____

(15) What starting basic salary do you expect? : _____

(16) Names of persons from whom testimonials are
Supplied :

(i) _____

(ii) _____

(17) Any special information (for example seminars,
symposia, workshops, summer institutes conducted)
which the applicant wishes to give. :

I, undersigned, Shri /Kum./Smt. _____

declare that the information furnished above is true and I agree further furnish any
further information pertaining to this application , as and when asked for.

I also hereby agree that if any information furnished by me, as above is found
incorrect or false or bogus , my application shall be liable to be cancelled at any time.

Place :

Date :

Signature of Candidate

F.W.B.C.

To Registrar,

Birsa Munda Tribal University,

Rajpipla(Gujarat).

I declare that to the best of my knowledge and belief, the information supplied by the
candidates is correct.

Place :

Date :

Signature and designation
(with stamp)

----- Checklist of Enclosed Documents -----

Candidate name:			
Post :			
Sl. No	Documents	Certificate No. Date etc.	Page No
1.	DD for the application fees (in original)*		
2.	School Leaving Certificate (L.C.)*		
3.	Matric / Secondary / High School (10th Class) Marks Sheet*		
4.	SSC Certificate (which mentions birth date)*		
5.	Sr. Secondary / Intermediate (12th Class) Marks Sheet*		
6.	Bachelor's Degree Marks Sheet (If Required)		
7.	Bachelors' Degree (If Required)		
8.	Master's Degree Marks Sheet (If Required)		
9.	Master's Degree (If Required)		
10.	M. Phil. Marks Sheet (If Required)		
11.	M. Phil Degree (If Required)		
12.	Ph. D. Degree (If Required)		
13.	JRF / NET / SLET / SET (If Required)		
14.	Caste certificate (If Applicable)		
15.	Handicapped Certificate (If Applicable)		
16.	Experience Certificate(s) from previous employer(If Required)		
17.	Endorsement from the present employer(If Required)		
18.	Any other (Please specify)		
19.	CCC *		

* Mandatory enclosures .

Signature of Candidate