

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

Before you Begin, please note :-

1. You can fill application after click on “Apply” button.
2. In present experience details, you have to mention experience certificate issuing date/application endorsement date in date of leaving.
3. Before you submit your application, please ensure that all the required information is filled accurately. You will not able to edit your information after submission.



Re-Accredited Grade 'B' by NAAC

No.Esta-B/1/2508779/2025

Annexure - I

Dt.07/07/2025

**Details of required qualifications, experiences and other details for the post of
Deputy Registrar**

Deputy Registrar	Pay Scale: 67700 - 208700 (Level-11)
No. of post	: 01
Category	: PwBD (B, LV)
Age limit	: Maximum 45 Years

Minimum educational qualifications and experiences for the post of Deputy Registrar:

a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

and

b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration

or

b) Comparable experience in 'research establishment and/or other institutions of higher education

or

b) 5 years of administrative experience as Assistant Registrar or in equivalent post

and

c) Basic knowledge of computer applications :

At the time of appointment selected candidate possesses a certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR - 10- 2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

SAURASHTRA UNIVERSITY
RAJKOT
GENERAL INSTRUCTIONS FOR SPECIAL RECRUITMENT DRIVE FOR
PwBD CANDIDATES

Employment Notice No.Esta-B/2508779/2025

Date:07/07/2025

- 1 The Candidate must apply online. Only online application with required uploaded enclosures will be accepted.
- 2 Last date for the online application:**28/07/2025**
- 3 The applicant must send one hard copy of the application along with all self-attested testimonials, certificates and all supporting documents relating to the post wherever required on or before **Dt.04/08/2025** up to 06:00 p.m. to the University through Courier/In Person/Registered Post/Speed Post to "The Registrar, Establishment-B Section, Saurashtra University, University Road, Rajkot-360005" or else the application will not be considered.
- 4 The envelope containing application should be marked with "Application for the post of Deputy Registrar (Name of the post applied for)".
- 5 PwBD are exempted from payment of prescribed fees upon submission of latest certificate of competent authority.
- 6 The initial appointment will be on the minimum of pay level and allowances like D.A., H.R.A., C.L.A., Medical allowance etc. will be admissible as per University/State Government norms.
- 7 Benefit of newly defined pension scheme is applicable as per the State Government norms.
- 8 A Candidate shall initially be appointed on one year probation in the First Instance. The period of probation may however be extended maximum two years in special circumstances. At the end of probation period University employee shall be either confirmed or relieved.
- 9 Persons with Disability are required to submit the relevant Disability Certificate issued by the competent authority as per the policy of the Government of Gujarat.
- 10 Reservation for Persons with Disabilities will be as per the existing policy of Government of Gujarat.
- 11 Candidates must produce original testimonials, certificates and other documents at the time of interview, if called.
- 12 Application sent through email will not be entertained.
- 13 Candidates are advised to submit the hard copy of the application 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 will not be responsible for any postal delay at any stage.

- 14 Candidates who desire to apply for more than one post will be required to submit separate online applications on the prescribed format along with all the specified supporting documents along with each application.
- 15 Saurashtra University, Rajkot reserves all rights whether to fill up or not, any or all the vacancies advertised and also to make any amendments/modifications regarding eligibility criteria and required experiences as per rules of Government of Gujarat and Act/Statutes/Ordinances/Rules/Resolutions of this University.
- 16 Application should be submitted as per given online Proforma only. Incomplete/without attaching necessary testimonials/received after last date application would be rejected.
- 17 Candidate should possess the required educational qualifications and experiences on the prescribed last date of online submission of application. *(Annexure - I)* **No updates/additions will be entertained after the last date of submission of the online applications.**
Any additional qualifications, experiences, honors and other achievements gained by the candidate during the period between the last date of application and the date of conducting the interview shall not be consideration.
- 18 The experience of Daily Wages, Trainee, Honorary, Adhoc and Visiting cannot be considered as experience.
- 19 Experience will not be counted without
1. Appointment letter
 2. University/Institutional/Office Approval
 3. Experience/Endorsement letter
 4. Experience of Self-financed institutes will not be counted without proof of full salary (Form No.16, IT Returns & Salary Slip) as per the UGC/State Government norms.
- 20 Any Corrigendum/Amendment for any further information and or update shall be uploaded only at the website: www.saurashtrauniversity.edu of this University.
- 21 The decision of Saurashtra University regarding to the process of selection shall be final and binding to the candidate.
- 22 A salary certificate for the month of **June, 2025** showing pay scale, Grade Pay/Level, D.A. and other allowances being paid by Institution/Office/Firm should be enclosed with the application and also be produced at the time of interview.
- 23 Upper Age limit will be counted as on last date of submission of application.
- 24 Candidates in their own interest are advised frequently to visit the University. website: www.saurashtrauniversity.edu for updates.

- 25 The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
- 26 Candidates already in service at University, Educational Institutions, Government Establishments and Organizations should forward their applications (hardcopy) through proper channel. In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received on or before last date mentioned, the applicant will have to submit a 'NO OBJECTION CERTIFICATE' from his/her employer to the University at the time of interview.
- 27 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 and/or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 28 Age of superannuation for all the positions shall be as per Statutes/Govt. of Gujarat, from time to time.
- 29 Call letters and other correspondence for attending the interview, etc., will be sent to the eligible candidates by email only or will be displayed on university website. So, candidate should write his/her email ID very carefully.
- 30 In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Saurashtra University, Rajkot in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
- 31 No T.A./D.A. will be paid to the candidate to attend interview/written test.
- 32 Canvassing of any kind will not be tolerated and it will disqualify the candidature.
- 33 In case of any dispute, any sue or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
- 34 Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experiences, etc. with the applications without fail.
- 35 The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.

- 36 Applicants awarded degrees by Foreign Universities, shall be required to submit Equivalence Certificate issued by Association of Indian University, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
- 37 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19th September, 1991.
- 38 The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
- 39 Selection will be made on the basis of candidates overall record and/or performance in the interview. The University may utilize seminars/workshops /colloquium and/or any other mode as a method of selection.
- 40 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.
 - c) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned Authority/UGC/GoG from time to time.
- 41 Reservation for Persons with Disabilities shall remain as per the norms of the Department of Social Justice and Empowerment Circular No. २५७८/११२०२०/४७३५२/७-१/(५८६-४), Dt.18/08/2021
- 42 The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate.
- 43 Fake/Derecognized Institutions:
Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
- 44 In case of tie in the final merit list score, appropriate policy decided by the university/selection committee shall be applicable. And in case of any discrepancy in the above-mentioned guidelines, the decision of the university/selection committee shall be considered as final.
- 45 “Check List” is mandatory for all posts. Supporting documents must be sequenced in order of the checklist with page numbers. (*Annexure - II*)

- 46 The official language of the University is Gujarati, the candidate whose mother tongue is other than Gujarati, if selected and appointed will have to achieve necessary proficiency in Gujarati language within a reasonable period i.e. within one year from the date of his/her appointment failing which his/her appointment will be liable to be terminated.
- 47 If the number of candidates possessing minimum qualifications are large, the University reserves the right to short list the candidates on the merit based criteria for the purpose of calling for interview.
- 48 The appointment shall be subject to the condition of service rules for the University employees as may be amended from time to time.
- 49 The age may be relaxed for the existing University employees as per University norms.
- 50 For any query contact: 0281-2578501 Extn. 220 or estab@sauuni.ac.in

Rajkot

Date: 07/07/2025

Registrar

check list : *(Annexure - II)*

You will also need to upload the following documents:

1. Certificate of date of birth (Issued by Secondary Education Board)
2. Certificate of PwBD
3. Certificate of SC, ST, SEBC, EWSs, etc. (if applicable)
4. Graduate - Mark sheets
5. Graduate - Degree certificate
6. Post graduate - Mark sheet
7. Post graduate - Degree certificate
8. Diploma certificate (if applicable)
9. Ph.D. - Certificate (if applicable)
10. Ph.D. - Degree Certificate (if applicable)
11. Other qualifications, if any
12. Certificate of Basic knowledge of Computer applications
13. CCC+/equivalent certificate
14. Experience certificates
 1. Appointment letter
 2. University/Institutional/Office Approval
 3. Experience/Endorsement letter
 4. Form No.16, IT Returns (If experiences of SFI Institutes)
15. Pay slip (February-2025)
16. A clear image of candidate (Photograph)
17. A clear image of candidate's signature
18. All the document related to research, training, workshops, seminars, conferences, etc.
19. Any other document, if applicable