

## **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

*Annexure - I*

No.Esta/B-1/2511490/2025

Dt.30/07/2025

**Details of required qualifications, experiences and other details for the post of  
University Engineer**

University Engineer	Pay Scale: 67700 - 208700 (Level-11)
No. of post	: 01
Category	: General
Age limit	: Maximum 45 Years (With all Relaxation)

**Minimum educational qualifications and experiences for the post of University Engineer:**

1. (a) B.E. (Civil)

**And**

- (1) 10 years of Supervisory level experience for Maintenance of Building & Roads in Government / Semi Government / Statutory Institution of which Five years experience must be as a Deputy Engineer or its equivalent post.
- (2) Working knowledge of English is essential.

1. (b) Basic knowledge of computer application:

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 THE POST OF UNIVERSITY ENGINEER**

**Employment Notice No.Esta/B-1/2511490/2025**

**Date:30/07/2025**

- 1** The Candidate must apply online. Only online application with required uploaded enclosures will be accepted.
- 2** Last date for the online application:**21/08/2025**
- 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.28/08/2025** 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 UNIVERSITY ENGINEER".
- 5** The Prescribed application fee is Rs. 1000/- (One Thousand only) for Unreserved Categories and 500/- (Five Hundred only) for Scheduled Caste(SC)/ Scheduled Tribe(ST)/ Socially and Economically Backward Class(SEBC)/ Economically Weaker Section(EWS)/PwBD payable online and Transaction receipt should be attached with the hardcopy of his or her application without fail.
- 6** This post has been approved by the Education Department, Govt. of Gujarat vide resolution no. ED/SUR/e-file/3/2025/0246/KH-2 Dated 26/04/2025. 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** Candidates must produce original testimonials, certificates and other documents at the time of interview, if called.
- 10** Application sent through email will not be entertained.

- 11 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.
- 12 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.
- 13 Application should be submitted as per given online Performa only. Incomplete/without attaching necessary testimonials/received after last date application would be rejected.
- 14 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.
- 15 The experience of Daily Wages, Trainee, Honorary, Adhoc and Visiting cannot be considered as experience.
- 16 Experience will not be counted without
  1. Appointment letter
  2. University/Institutional/Office Approval
  3. Experience/Endorsement letter
  4. Experience of Government/Semi Government/ Statutory Institution will not be counted without proof of full salary as per the State Government/ Semi Government/ Statutory Institution norms.
- 17 Any Corrigendum/Amendment for any further information and or update shall be uploaded only at the website: [www.career.saurashtrauniversity.edu](http://www.career.saurashtrauniversity.edu) of this University.
- 18 The decision of Saurashtra University regarding to the process of selection shall be final and binding to the candidate.
- 19 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.
- 20 Upper Age limit will be counted as on last date of submission of application.
- 21 Candidates in their own interest are advised frequently to visit the University. website: [www.career.saurashtrauniversity.edu](http://www.career.saurashtrauniversity.edu) for updates.

- 22 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.
- 23 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.
- 24 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.
- 25 Age of superannuation for all the positions shall be as per Statutes/Govt. of Gujarat, from time to time.
- 26 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.
- 27 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.
- 28 No T.A./D.A. will be paid to the candidate to attend interview/written test.
- 29 Canvassing of any kind will not be tolerated and it will disqualify the candidature.
- 30 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.
- 31 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.
- 32 The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.

- 33** Applicants awarded degrees by Foreign Universities, shall be required to submit Equivalence Certificate issued by UGC/Association of Indian University, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
- 34** 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.
- 35** 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.
- 36** 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.
- 37** The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate.
- 38** 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.
- 39** 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.
- 40** “Check List” is mandatory for the post of University Engineer. Supporting documents must be sequenced in order of the checklist with page numbers.  
(Annexure - II)
- 41** 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.
- 42** 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.

- 43 The appointment shall be subject to the condition of service rules for the University employees as may be amended from time to time.
- 44 The age may be relaxed for the existing University employees as per University norms.
- 45 For any query contact: 0281-2578501 Extn. 220 or [estab@sauuni.ac.in](mailto:estab@sauuni.ac.in)

**Rajkot**

**Date:30/07/2025**

**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)  
(Credit certificate or SSCE/HSC Marksheet)
2. Certificate of SC, ST
3. Certificate of SEBC (With latest - valid Non Creamy layer certificate as per State Govt. Norms)
4. Certificate of EWSs (With latest - valid certificate as per State Govt. Norms)
5. SSC Marksheet
6. HSC Marksheet (if applicable)
7. Diploma certificate (if applicable)
8. Graduate - Mark sheets
9. Graduate - Degree certificate
10. Post graduate - Mark sheet (if applicable)
11. Post graduate - Degree certificate (if applicable)
12. Ph.D. - Certificate (if applicable)
13. Ph.D. - Degree Certificate (if applicable)
14. Other qualifications, if any
15. Certificate of Basic knowledge of Computer applications
16. CCC/CCC+/equivalent certificate
17. Experience certificates
  1. Appointment letter
  2. University/Institutional/Office Approval
  3. Experience/Endorsement letter
18. Pay slip (June - 2025)
19. A clear image of candidate (Photograph)
20. A clear image of candidate's signature
21. All the document related to research, training, workshops, seminars, conferences, etc.
22. Any other document, if applicable