

**EMPLOYMENT NOTIFICATION NO. BKNMU/3/2023-24 FOR VARIOUS NON-TEACHING POSITIONS:**

Bhakta Kavi Narsinh Mehta University, Junagadh (BKNMU), a State University is looking for qualified, accomplished and committed Non-teaching staff members who believe in institution-building and have a passion for administrative excellence. Online Applications are invited from eligible and suitable Indian nationals for direct recruitment to non-teaching positions and online applications in the prescribed format from eligible Indian nationals for appointment by direct recruitment on regular basis on all India basis. Following are the important dates for application:

**DETAIL OF NON-TEACHING POSITIONS & PAY SCALE (as per 7th CPC)**

Sr.No.	Posts	Pay Level in Pay Matrix (7th CPC)	Pay Range (in Rs.)	No. of Posts	Category				
					SC	ST	SEBC	Gen.	EWS
1	Registrar	14	144200 - 218200	01	-	-	-	01	-
2	System Analyst	9	53,100 - 1,67,800	01	-	-	-	01	-
3	Assistant Registrar	9	53,100 - 1,67,800	01	-	-	-	01	-
4	PS to Vice-Chancellor	8	44,900 - 1,42,400	01	-	-	-	01	-
5	Electrical Engineer	7	39,900 - 1,26,600	01	-	-	-	01	-
6	Store Keeper	5	29,200 - 92,300	01	-	-	-	01	-
7	Senior Clerk	4	25,500 - 81,100	01	-	-	-	01	-
8	Junior Clerk	2	19,900 - 63,200	02	-	-	-	02	-
9	Lab Assistant	2	19,900 - 63,200	01	-	-	-	01	-
Total				10	-	-	-	10	-

(SEBC = Socially and Economically Backward Classes, SC = Schedule Caste, ST = Schedule Tribe, EWS = Economically Weaker Section)

Note: Posts mentioned on Sr.No.5 to 9 will be having Fixed Pay for First Five Years as per Government of Gujarat Rules.

સરકારી પોલિટેકનિક કેમ્પસ,  
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ, ખડીયા,  
જૂનાગઢ - ૩૬૨૨૬૩, ગુજરાત (ભારત),  
ફોન નં. ૦૨૮૫ - ૨૬૮૧૪૦૦ ફેક્સ નં. ૦૨૮૫-૨૬૮૧૫૦૩

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Bhakta Kavi Narsinh Mehta University Road  
Khadiya, Junagadh - 362263 ( Gujarat )  
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Bhakta Kavi Narsinh Mehta  
University Junagadh



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University Junagadh



**BHAKTA KAVI NARSINH MEHTA  
UNIVERSITY JUNAGADH**

**Notification No.BKNMU/3/2023**

**Bhakta Kavi Narsinh Mehta University invited online Applications for the following Non-Teaching posts:**

Sr. No.	Name of Post	No. of Post	Category
(A)	(B)	(C)	(D)
1	Registrar	01	General
2	System Analyst	01	General
3	Assistant Registrar	01	General
4	PS to Vice-Chancellor	01	General
5	Electrical Engineer	01	General
6	Store Keeper	01	General
7	Senior Clerk	01	General
8	Junior Clerk	01	General
9	Junior Clerk	01	General (Reserved for Women)
10	Lab Assistant	01	General

<b>Date of Commencement of Online Application Form</b>	<b>14/12/2023</b>
<b>Last date of Online Application Form</b>	<b>31/12/2023</b>
<b>Last date of receipt of hardcopy of online application form along with all enclosures</b>	<b>03/01/2024</b>

Candidates are advised to visit university website [www.bknmu.edu.in](http://www.bknmu.edu.in) for details of Minimum qualifications, experience, pay, general terms & conditions and other details before applying online on website. Applications received after due date will not be considered.

**Date: 11/12/2023**

**I/c Registrar**

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

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

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

**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.
2. Age limit: Preferably below 57 years

**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 a 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) SYSTEM ANALYST**

- Pay Scale: 53,100 -1,67,800 (Level 9)
- No. of Posts: 01
- Category: General

**Minimum Qualifications:**

(A) M.E./M.Tech. (Computer Science & Technology)/ Information Technology)/MCA/ M.Sc. (Computer Science/Information Technology) or equivalent

OR

(A) First class B.E./B. Tech. (Computer Science & Technology/ Information Technology) or equivalent.

(B) Age Limit: 40 years

**Minimum Experience:**

At least 3 years of experience in Electronic Data Processing / Computer Programming

**(3) ASSISTANT REGISTRAR**

- Pay Scale: 53,100 -1,67,800 (Level 9)
- No. of Posts: 01
- Category: General

**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: 45 years

**(4) PS to Vice-Chancellor**

- **Pay Scale: 44,900 -1,42,400 (Level 8)**
- **No. of Posts: 01**
- **Category: General**

**Minimum Qualifications:**

**Essential:**

- 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

**Desirable:**

- 1) Dictation of English 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)

**(5) ELECTRICAL ENGINEER**

- **Pay Scale: 39,900 -1,26,600 (Level 7) (Fixed salary for first five years)**
- **No. of Posts: 01**
- **Category: General**

**Minimum Qualifications:**

- 1) A Degree in Electrical Engineering with First Class from a recognized University/Institute with three years post qualification experience  

OR

Diploma in Electrical Engineering with First Class from a recognized University/Institute with five years post qualification experiences.
- 2) The experience should be in the supervision of erection/maintenance of Electrical works with the Government/ Universities/Autonomous Organizations.
- 3) Age Limit: 45 years

**(6) STORE KEEPER:**

- **Pay Scale: 29,200-92,300 (Level-5) (Fixed Salary for First Five Years)**
- **No. of Posts: 01**
- **Category: General**

**Minimum Qualifications:**

- 1) Bachelor's Degree or Equivalent qualification from a recognized university
- 2) Two years' experience of procurement and maintenance of stores.
- 3) Basic knowledge of computer application as prescribed by the University
- 4) Adequate knowledge of English, Hindi and working knowledge of Gujarati
- 5) Age Limit: 35 years

**(7) SENIOR CLERK**

- **Pay Scale: 25,500 – 81,100 (Fix salary for first five years)**
- **No. of Posts: 01**
- **Category: General**

**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 subjects.

**OR**

Passed 10th or 12th standard with computer subject

- 3) Sufficient knowledge of Gujarati Language
- 4) Age Limit: 42 years

**Experience:**

At least five years administrative experience as junior clerk or equivalent post in university/central/state government/ private or public institutions of repute.

**(8) JUNIOR CLERK**

- **Pay Scale: 19,900 – 63,200 (Fix salary for first five years)**
- **No. of Posts: 02**
- **Category: Both General (Out of two, one is reserved for Women)**

**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) Sufficient knowledge of Gujarati Language
- 4) Age Limit: 42 years

**(9) LAB ASSISTANT**

- **Pay Scale: 19,900 -63,200 (Level 2) (Fix salary for first five years)**
- **No. of Posts: 01**
- **Category: General**

**Minimum Qualifications:**

- 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

**Desirable:**

- 1) Experience in handling laboratory equipment and computer.
- 2) Good Command over English and Gujarati.

## **Notification No.3/2023**

**Date: 11/12/2023**

### **GENERAL INSTRUCTIONS:**

1. The Candidate must apply online. Only online application with required uploaded enclosures will be accepted.
2. Last date for the online application: **31/12/2023**
3. The applicant must send two hard copies of the application along with all self-attested testimonials, certificates and all supporting documents relating to the post wherever required on or before **Dt. 03/01/2024 up to 5:30 p.m.** to the University through Courier/In Person/ Registered Post/Speed Post to "The Registrar, Bhakta Kavi Narsinh Mehta University, Government Polytechnic Campus, Bhakta Kavi Narsinh Mehta University Road, Khadiya, Junagadh-362263 or else the application will not be considered.
4. Processing fees of Rs. 1000/- (Rs. 500/- In case of candidates belonging to SC/ST/SEBC/EWS/PH) paid through online mode.
5. Candidates must produce original testimonials, certificates and other documents at the time of interview, if called.
6. Application fee once paid will not be refundable under any circumstances.
7. Application sent through email will not be entertained.
8. Candidates are advised to submit 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.
9. 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 and additional application processing fee along with each application.
10. Please write Application for the post of " \_\_\_\_\_ " on the top of the envelope.
11. **Bhakta Kavi Narsinh Mehta University, Junagadh 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 Government of Gujarat rules and Act/Statutes/Ordinances/Authorities of the University.**
12. Application should be submitted as per online proforma only. Incomplete/without attaching necessary testimonials/without online payment of prescribed fees or application received after last date would be rejected.
13. Candidate should possess the required educational qualifications and experience on the prescribed last date of online submission of application.

14. The candidate should produce the experience certificate, shown in the application indicating the designation, nature of employment (permanent etc), Duration of Experience, Pay Scale/Consolidated Salary and a Certification to the effect that the appointment has been made through proper selection procedure as per relevant Gujarat Government Rules. Such certificate should be signed with date by the competent authority on the letter-head of the institution. Further Experience will be validated based on the designation and appropriate salary grade pay (as per submitted last month's salary slip).
15. The experience gained as Part-time, Daily Wager, Apprenticeship, Trainee, Honorary and Visiting employee cannot be considered as experience.
16. Any Corrigendum / Addendum for any further information and or update shall be uploaded only on the website of the BKNMU, Junagadh.
17. The University reserves the right to short-list the candidates on the merit-based/aptnitude test/skill test/written test or any other method for the purpose of inviting/short listing of the candidates for interview. The decision of Bhakta Kavi Narsinh Mehta University with regard to the process of selection shall be final and binding to the candidates.
18. A salary certificate for the month of **October, 2023** showing pay scale, Grade Pay, D.A. and other allowances being paid by your Institution/Office/Firm (wherever it is applicable) should be enclosed with the application form and also be produced at the time of interview for salaried person.
19. The reservations/relaxations policy for SC/ST/OBC/PwD/EWS and other Candidates will be provided as per the existing State Government rules.
20. Candidates applying for the post(s) reserved for Socially and Economically Backward Class (SEBC) should submit a Self-Attested Copy of Valid Caste Certificate specifically mentioning Creamy Layer-Exclusion in the format prescribed by Government of Gujarat. The Non-Creamy-layer certificate should be valid for the financial year 2023-2024.
21. The candidates belong to Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward classes and Economically Weaker sections of Gujarat origin only can get the benefit as reserved category candidate.
22. Age relaxation will be provided as per the existing State Government/University rules.
23. Candidates in their own interest are advised to remain in touch with the University website: [www.bknmu.edu.in](http://www.bknmu.edu.in) for updates.
24. 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.

25. Candidates already in employment in 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.
26. 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.
27. Age of superannuation for all the positions shall be as per Govt. of Gujarat norms.
28. 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.
29. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Bhakta Kavi Narsinh Mehta University, Junagadh in all matter 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.
30. No T.A./D.A. will be paid to the candidate to attend written test/ skill test/ interview.
31. Canvassing of any kind will not be tolerated and it will disqualify the candidature.
32. 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.
33. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, etc. with the applications without fail.
34. The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.
35. 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.



36. If candidate is widow candidate, she should select "Yes"/appropriate box in the respective column of the online application.
37. If the widow candidate not married again and desire to get the benefit as widow candidate, then along with the application an affidavit to the effect that she is not re-married should be produced. As per the policy of the state govt. 5% marks of the obtained marks will be added.
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. 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) To increase/decrease the number of posts d) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment, as directed by concerned authority/GoG from time to time.
40. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
41. Step wise selection process and syllabus for written/skill test etc will be declared afterwards on the university website. Candidates are advised to visit the university website [www.bknmu.edu.in](http://www.bknmu.edu.in) regularly.
42. 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.
43. In case of tie in the final merit list score, appropriate policy decided by the university / selection committee shall be employed. And in case of any discrepancy in the above-mentioned guidelines, the decision of the university / selection committee shall be considered as final.
44. For any query contact: 079-23238887 or [support@gipl.net](mailto:support@gipl.net)

**Junagadh**

**Date: 11/12/2023**

**Sd/-**

**Registrar (I/c)**

## **IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION**

### **Before you Begin, please note:**

1. Use latest version of Mozilla Firefox or Google Chrome for registration.
2. You can fill application after click on “Apply” button.
3. In present experience details, you have to mention application date in date of leaving.
4. You will have the opportunity to save your work and continue at a later time if you wish to do so.
5. 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.

### **Documents required.**

You will also need to upload the following documents:

1. Certificate of date of birth
2. Certificate of other backward class (SEBC), scheduled caste (SC), Scheduled tribe (ST), Person with disability (PWD), etc, if applicable
3. Class 12th mark sheet
4. Diploma certificate if applicable
5. Under graduate (Mark sheets and degree certificate)
6. Post graduate (Mark sheet and degree certificate)
7. Ph.D. Certificate if applicable
8. Experience certificate
9. Other professional degree certificate, if any
10. A clear image of yourself
11. A clear image of your signature
12. All the document related to research score
13. Any other document, if applicable

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