



ભકતકવિ નરસિંહ મહેતા યુનિવર્સિટી - જુનાગઢ

૧૧ માસ કરાર આધારિત ભરતી અંગેની જાહેરાત - ૦૧/૨૦૨૫

ભકતકવિ નરસિંહ મહેતા યુનિવર્સિટી ખાતે તદ્દન હંગામી ધોરણે ૧૧ માસ કરાર આધારિત શૈક્ષણિક તેમજ વહીવટી જગ્યાઓ માટે ઓફલાઇન માધ્યમથી અરજીઓ મંગાવવામાં આવે છે. આ માટેની જરૂરી લાયકાત ધરાવતા ઉમેદવારોએ તા.૨૦/૦૫/૨૦૨૫ સુધીમાં ઓફલાઇન માધ્યમથી અરજી યુનિવર્સિટીએ પહોંચતી કરવાની રહેશે. જરૂરી શૈક્ષણિક લાયકાત તથા અરજી ફોર્મની વિગતો યુનિવર્સિટીની વેબસાઇટ www.bknmu.edu.in પર જોવા વિનંતી.

તા. ૦૫/૦૫/૨૦૨૫

કા. કુલસચિવ

Vacancies for Administrative Positions (Annexure - D)

(On purely Contractual Basis)

Eligibility Criteria for Administrative (Non-Teaching) positions

No.	Post	Qualification & Experience	Salary	Total Post	Age Limit	Selection Procedure
1	Assistant Registrar	Master Degree with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) and CCC certificate from any recognized institution with three years administrative experience in Government / Semi Government / Academic Institutions.	30,000/-	03	50 Years	Personal Interview
2	Assistant Librarian	Master degree in Library Science or equivalent with at least 55% marks and three - year experience in relevant field in Government / Semi Government /Academic Institutions with CCC certificate from any recognized institution. Preference will be given to those candidates who have cleared NET/GSET/Ph.D.	30,000/-	01	50 Years	Personal Interview
3	Section Officer	Master Degree with minimum 50% marks and CCC certificate from any recognized institution with three-years administrative experience in Government/Semi Government /Academic Institutions. OR Any graduate with minimum 50% marks and CCC certification from Government recognized institution with minimum five years academic / administrative experience in Government / Semi Government / Academic Institutions.	30,000/-	06	50 Years	Personal Interview
4	Account Officer	(A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) OR (A) Bachelor Degree in Commerce with first class. (B) CCC certification from recognized institution. (C) Must have Knowledge of preparation of Budget/ Audit/ Government financial rules etc. (D) Three years administrative experience with Account / Audit work <input type="checkbox"/> Knowledge of English & Gujarati Correspondence. <input type="checkbox"/> Knowledge of Banking Service <input type="checkbox"/> Tally Expert (Including Bank Reconciliation), <input type="checkbox"/> Supervision of account branch. <input type="checkbox"/> EPF & NPS related work <input type="checkbox"/> Finance Committee related work <input type="checkbox"/> Govt. Budget & Audit related work, Govt. office correspondence <input type="checkbox"/> University various Colleges related payment work & correspondence Cashier branch work.	30,000/-	01	50 Years	Personal Interview
5	Account Clerk	(A) Master Degree in Commerce with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) OR (A) Bachelor Degree in Commerce with first class. (B) CCC certification from recognized institution. (C) Must have completed course in Tally Software. Two years administrative experience with Account / Audit work (Specifically Tally Software) Knowledge of English/Gujarati typing	25,000/-	01	50 Years	Personal Interview
6	System Analyst	(A) M.E. /M. Tech. (Computer Science & Technology)/ Information Technology) / M.C.A. / M.Sc. (Computer Science/Information Technology) or equivalent. OR (A) First class B.E. /B.Tech. (Computer Science & Technology/ Information Technology) or equivalent. (B) Minimum Experience: At least 3 years of experience in Electronic Data Processing / Computer Programming.	30,000/-	02	50 Years	Personal Interview

No.	Post	Qualification & Experience	Salary	Total Post	Age Limit	Selection Procedure
7	Jr.Engineer (CIVIL)	(A) Bachelor Degree in Civil Engineering from a recognized University with minimum 55% of marks or its equivalent grade and minimum three years of experience in construction of Building works after Graduation. OR (A) Diploma in Civil Engineering from a recognized Institution with minimum 60% of marks or its equivalent grade and minimum Four years of experience in construction of Building works after Diploma in Civil Engineering. (B) Thorough Knowledge of Estimation, Costing Rate Analysis, Study of Architectural and Structural Drawings, Supervision of Works, Recording of M.B, Detailed specification of item of works, etc. is essential.	30,000/-	01	50 Years	Personal Interview
8	Jr. Engineer (ELECTRICAL)	(A) Bachelor Degree in Electrical Engineering from a recognized University with minimum 55% of marks or its equivalent grade and minimum three years of experience in electrical after Graduation. OR (A) Diploma in Electrical Engineering from a recognized Institution with minimum 60% of marks or its equivalent grade and minimum Four years of experience in electrical works after Diploma in Electrical Engineering. (B) The experience should be in the supervision of erection/maintenance of Electrical works with the Government/ Universities/Autonomous Organizations.	30,000/-	01	50 Years	Personal Interview
9	P.A. to V.C. & P.A. to Registrar	(A) Master Degree in Business Administration with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed) OR (A) Bachelor Degree in Business Administration with first class (B) CCC certification from recognized institution with Three - year experience in relevant field. NOTE: The Candidate should be an excellent communicator, a good listener and dedicated. Down in university Act / Statutes / Ordinances / Regulations etc. He / She should be proficient in English and Gujarati Languages. Proficiency with multiple Microsoft Office systems and other related software is desirable.	25,000/-	02	50 Years	Personal Interview
10	Network Engineer	M.C.A. / M.Sc. (I.T.) / M.E. (C.S.) / M.E. (I.T.) / MTech. With at least 55% marks or B.C.A. / B.Sc. (I.T.) / B.E. (C.S.) / B.E. (I.T.) / B.Tech. with First Class and CCNA Certification from CISCO with minimum two years' experience.	30,000/-	01	50 Years	Personal Interview
11	Computer Programmer	M.C.A. / M.Sc. (I.T.) / M.E. (C.S./C.E.) / M.E. (I.T.) / M.Tech. With at least 55% marks with minimum two years' experience.	30,000/-	05	50 Years	Personal Interview
12	Store Officer	(A) Master Degree with minimum 55% marks without gracing (or an equivalent grade in a point scale wherever grading system is followed). (B) Two years of experience related to purchase policy and administrative matters, GEM portal, N-procure etc. (C) CCC certification from recognized institution.	30,000/-	01	50 Years	Personal Interview

Processing Fee:

- Rs.500/- for General Category and Rs.350/- for SEBC / EWS / SC / ST / PH Category.
- Processing fee must be paid through **Demand Draft** only.
- Demand Draft must be in favour of **“Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh”**

Notes:

- University may relax above or any other criteria given for all positions for suitable candidates, if required.
- The experience for the post for which the candidate is applying should be after completing his / her basic eligibility qualification.

University Department Non-Teaching Posts

No.	Post	Name of The Department	Subject	Total Post	Salary	Qualification & Experience
13	Lab Assistant	Life Sciences	Botany / Zoology	1	20,000/-	M.Sc. with Botany / Zoology without gracing 50% marks. OR B.Sc. with Botany / Zoology without gracing 50% marks and knowledge of computer is must. Minimum two years' experience in relevant field is preferable.
14		Life Sciences	Microbiology	1	20,000/-	M.Sc. with Microbiology without gracing 50% marks. OR B.Sc. with Microbiology without gracing 50% marks and knowledge of computer is must. Minimum two years' experience in relevant field is preferable.
15	Lab Assistant	Chemistry & Forensic Sciences	Chemistry	1	20,000/-	M.Sc. with Chemistry without gracing 50% marks. OR B.Sc. with Chemistry without gracing 50% marks and knowledge of computer is must. Minimum two years' experience in relevant field is preferable.
16	Lab Assistant	Centre of Excellence for Wildlife & Conservative Studies	CWCS	1	20,000/-	M.Sc. with Wildlife / Life Science without gracing 50% marks. OR B.Sc. with Wildlife / Life Science without gracing 50% marks and knowledge of computer is must. Minimum two years' experience in relevant field is preferable.
17	Store Keeper	Chemistry & Forensic Sciences	Chemistry	1	20,000/-	M.Sc. with Chemistry without gracing 50% marks. OR B.Sc. with Chemistry without gracing 50% marks and knowledge of computer is must. Minimum two years' experience in relevant field is preferable.

Processing Fee:

- Rs.500/- for General Category and Rs.350/- for SEBC / EWS / SC / ST / PH Category.
- Processing fee must be paid through **Demand Draft** only.
- Demand Draft must be in favour of **“Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh”**

Notes:

- University may relax above or any other criteria given for all positions for suitable candidates, if required.
- The experience for the post for which the candidate is applying should be after completing his / her degree.

General Instructions:

Applications are invited for the appointment of above contractual posts on purely temporary basis for 11 months in absence of regular sanctioned post. The validity of the contract is 11 months or availability of permanent staff/sanctioned post amongst whichever is earlier. Bhakta Kavi Narsinh Mehta University is not bound to provide any employment after completion of contract period.

1. The candidate must apply offline mode. Only offline application with required enclosures in **one copy** will be accepted.
2. CCC / Basic Computer knowledge Certificate is required as per prevailing Gujarat State Government rules.
3. The application should be reached to University on or before 20/05/2025 by **Post / Courier / in person only**.
4. Incomplete application will not be accepted. All required documents must be **self-attested** with offline application.
5. Original documents should be produced for verification at the time of interview.
6. All the recruitment will be carried out in accordance with the prevailing reservation policy of the State Government.
7. Candidates who desire to apply for more than one post will be required to submit separate offline applications on the prescribed format along with all the specified supporting documents and additional application processing fee along with each application.
8. Candidates in their own interest are advised to remain in touch with the University website: www.bknmu.edu.in for more updates.
9. Call letters and other correspondence for attending the interview, etc., will be sent to the eligible candidates by email only.
10. Schedule of Personal interview will be informed to the candidate through email and will be uploaded on the university website: www.bknmu.edu.in. Candidate has to **pay processing fees by DD only** along with application form as mentioned against the post which is **non-refundable in any circumstances**.
11. The University reserves the right to postpone or to fill in the less or more number of posts at its discretion depending upon the requirement of the University.
12. Decision of the competent authority shall be final regarding any discrepancy in the recruitment for the advertised posts.
13. No T.A./D.A. will be paid to the candidate to attend Interview.
14. Canvassing of any kind will not be tolerated and it will disqualify the candidature.
15. The above-mentioned dates for submitted offline application, submission and other recruitment process be extended in any conditions.
16. 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.

:: The candidate is required to submit the following documents with the application form ::

1. Leaving Certificate
2. S.S.C. & H.S.C. all Marksheet & Certificate
3. Bachelor's degree Mark sheet and degree Certificate
4. Master's degree mark-sheet and degree certificate
5. NET/GSET passed certificate
6. Ph.D. notification & degree certificate (as per UGC time to time guideline)
7. Caste Certificate (If necessary)
8. Valid non-creamy layer certificate for SEBC Candidate.
9. Valid EWS certificate from the competent authority.
10. CCC certificate from recognized institutions.
11. Experience certificates.
12. Certificate of any other qualification, if any.
13. Original Demand Draft

Copy Forwarded for information to:

The Directorate of Information, 19/1 Dr. Jivraj Mehta Bhavan, Govt. of Gujarat, Gandhinagar, Gujarat – India for wide publicity and to publish in Gujarat Rojgar Samachar.

I/c. Registrar
Bhakta Kavi Narsinh Mehta University
Junagadh

Date : 05/05/2025

Place : Junagadh.

A	Birth Place		Tal.		Dist.		State	
B	Native Place		Tal.		Dist.		State	
C	Race & Religion		Nationality		Mother tongue			

4.	Please Tick mark (✓) appropriate column	Married	Unmarried

5. Full Name & Address for correspondence (In Block Letters)

Present:		Permanent:	
City		City	
Pin code		Pin code	
Tal.		Tal.	
Dist.		Dist.	
State		State	
Mobile No.		Mobile No.	
E-Mail		E-Mail	

6. Educational Qualifications : Examinations passed (Attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

Sr. No.	Examination Passed	Principal Subject	Subsidiary Subject	Name of the University or Examination Body	Total Marks with Class, Grade, Exact percentage (%)	Year & Month of Passing the Examination	No. of attempts for passing each of the examinations	Language in which studies were carried out	Encl. at Page No.
1	2	3	4	5	6	7	8	9	10
1	S.S.C								
2	H.S.C.								
3	Bachelor (Specify Degree)	I Sem							
		II Sem							
		III Sem							
		IV Sem							
		V Sem							
		VI Sem							
		VII Sem							
		VIII Sem							
	If semester system is not followed please give details of Final year marksheet								
4	Post-Graduation	I Sem							
		II Sem							
		III Sem							
		IV Sem							
5	Ph.D.								
6	M.Phil.								
7	NET								

8	SLET								
9	Other								

10	Computer Knowledge	YES/NO	Duration of Course and Date
	CCC/ Other		

7. Details of Experience :

Full Name & Address of the Employer where Employed	Designation (Type of work)	Date of joining	Date of Leaving	Year	Month	Grant-in Aid/ Self Finance/ Private	Full time/ Part time/ Adhoc	Basic Pay & Pay Scale or Fixed pay	Reason for leaving Previous Employment	Encl at page No.
				Total Experience						
1	2	3	4	5	6	7	8	9	10	9

8. Present Position :

Full Name & Address of the Employer where Employed	Designation	Work Done	Grant-in Aid/ Self Finance/ Private	Full time/ Part time/ Ad hoc	Basic Pay or Pay Band & A.G.P. OR Fixed Pay	Date of appointment	Encl at page No.

9. Languages Known Tick mark (✓) appropriately :

Sr. No.	Language	Read	Write	Speak
1	English			
2	Gujarati			
3	Hindi			
4				

10. Name, address and Phone No. of not more than two persons to whom reference can be made:

No.	Name	Full Address	Phone No./ Mobile No.	Period for which he/she has known to the candidate
1				
2				

DECLARATION

I hereby solemnly affirm that the information given in this application form is true and correct to the best of my knowledge and belief. I also affirm that I have never been convicted by any court of law or suspended / dismissed by any employer/organization from job. I understand that if any of the information given by me in this form is found incorrect, my candidature is liable to be cancelled at any stage without assigning any reason. I confirm that I shall abide by the decision/s of the University with regard to my application.

Name and Signature of the Candidate

Date:

Place:

Forwarded through:
(For employed candidates only)

I herewith forward the application of _____ for the post of _____ at the Department of _____, Bhakta Kavi Narsinh Mehta University, Junagadh. He /She is working as an _____ in our organization on a _____ basis. We have "**No Objection**" to his application being considered and, if selected, for his/her appointment as to the concerned post in your University.

**Name and signature of the competent
authority with seal**

- Note :** (i) **All Copies of Marksheet / Certificates should be Self Attested.**
(ii) List of enclosures attached by the applicant should be arranged strictly in the following order which enclose : **Please tick (√)**

Sr. No.	Details Enclosed with Application Form	(√)	Encl. at Page No.
	<u>Educational Qualifications Certificates</u>		
1.	Application Form with Photograph & Separate Sheet.		
2.	Original Demand Draft		
3.	Caste Certificate (If necessary)		
4.	School Leaving Certificate.		
5.	S.S.C. / H.S.C. all Marksheet & Certificate.		
6.	Bachelor's degree Mark sheet and degree Certificate		
7.	Master's degree mark-sheet and degree certificate		
8.	NET/GSET passed certificate		
9.	Ph.D. notification & degree certificate (as per UGC time to time guideline)		
10.	CCC / Computer proficiency certificate from recognized institutions		
11.	Experience Certificates		
12.	Valid non-creamy layer certificate for SEBC Candidate.		
13.	Valid EWS certificate from the competent authority		
14.	Certificate of any other qualification, if any		