



Children's University

Subhash Chandra Bose Shikshan Sankul, Sector-20, Gandhinagar-382021

RECRUITMENT - 2018

Children's University, Gandhinagar invites an application for the following post in prescribed Performa from the qualified citizens of India.

| Name of the Post | No. of Post | Category | Pay Scale |
|------------------|-------------|----------|-------------------------|
| Registrar | 01 | Open | 37400-67000 GP-10000 |

Application form along with details of essential qualifications, experiences, pay scale, general terms and conditions etc. can be downloaded from the University website - www.cugujarat.ac.in The duly filled application in 05 (Five) copies with required testimonials should reach Personally / RPAD / Courier to the "Registrar, Children's University, Gandhinagar-382021" on or before Date : 13/04/2018 by 6:00 pm. A DD of Rs.1500/- (Rs. 500/- in case of SC/ST/PH candidate) (non refundable) drawn in favour of "The Registrar, Children's University, Gandhinagar, payable at Gandhinagar should be attached with the application for the post.

DATE : 14/03/2018

REGISTRAR (I/c)

The Qualifications and other eligibility conditions for the Post of Registrar:

- (1) A Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (2) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

- (3) Proficiency in the regional language Gujarati.



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www.cugujarat.ac.in

Application for the Post of _____

OFFICIAL USE ONLY :

No. & Date : _____

Affix your
passport size
latest Photo
with
Signature

| | | | | | | | |
|--|------------------|-----------------|------------------|-----------------|---------------------------|----------------|----|
| Name of the post applied for : | | | | | | | |
| Demand Draft Particulars | | | | Bank and Branch | | | |
| | | | | DD No and Date | | | |
| | | | | Amounts | | | |
| PERSONAL INFORMATION (IN CAPITAL LETTERS) | | | | | | | |
| Mr, Mrs, Ms etc: | Surname | | First Name | | Father's / Husband's Name | | |
| Date of Birth | | | Age on last date | | | | |
| Gender | Male | | | | Female | | |
| Marital Status | Married | | | | Unmarried | | |
| Category | Open | | SEBC | | SC | | ST |
| NOTE : If candidate belong to SEBC Please attach copy of current Year's non creamy layer certificate | | | | | | | |
| Permanent Address : | | | | | | | |
| | | | | | | Tel : | |
| | | | | | | Mob: | |
| Pincode : | | | | | | Email : | |
| Address for correspondence if different : | | | | | | | |
| | | | | | | Tel : | |
| | | | | | | Mob: | |
| Pincode : | | | | | | Email : | |
| Country of Birth : | | | | | | | |
| Nationality : | | | | | | | |
| Educational Qualification(*) From Matriculation onward | | | | | | | |
| Examination | Board/University | Year of Passing | Marks | | % out of Marks | Subject Course | |
| | | | Obtained | Out of | | | |
| SSC | | | | | | | |
| HSC | | | | | | | |
| Bachelor's Degree | | | | | | | |
| Master Degree | | | | | | | |
| M.Phil | | | | | | | |
| Ph.D. | | | | | | | |
| Any other Degree/Diploma | | | | | | | |
| Technical Qualification (If any) | | | | | | | |
| (Note : (*) Please attach separate sheet if the space is insufficient) | | | | | | | |

| Technical/Professional Experience (Starting from the latest): | | | | | | |
|--|---------------------------------|--|------------------------------|--------------------------|-----------|---------------|
| Designation | Name of the Organization | Scale of Pay/Pay Structure/Pay in Pay Band + GP/AGP | Nature of Appointment | Period of Service | | |
| | | | | From | To | Period |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Note : (*) Please indicate Pay Band and Grade Pay separately)

| Additional Information, If any: |
|--|
| |
| <p>I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect my candidature/appointment is liable to be cancelled/terminated. I have enclosed attested copies of the School leaving certificate, all marksheets, cast certificate*, Non-Creamy layer certificate*, experience certificates and other supporting documents.</p> <p>Place : _____ Date: _____</p> <p style="text-align: right;">Signature of the Applicant</p> |

(Encl: As above)

(Applicant who are in service it is required to send his/her application through proper channel.)

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected.)

ENDORSEMENT OF THE EMPLOYER

Ref. No. _____

Date : _____

1. The application of _____
is hereby forwarding with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/verified and found to be correct with reference to his/her service records.
3. Applicable in case of deputation: Attested copies of the applicant's confidential reports for the preceding five years alongwith vigilance/integrity certificates are enclosed.

Signature of the Forwarding Officer
(With office seal)



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PLEASE READ CAREFULLY THE INSTRUCTION MENTIONED BELOW

1. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice.
2. If the space against any item in the Application Form is insufficient, full particulars should be given on a sheet of paper which should be attached to the application entering at the appropriate place a reference to the sheet attached.
3. Appointment of the Registrar shall be for a term of five years and he/she shall be eligible for re-appointment for further term of five years as per Children's University act 16 (4).
4. The candidate must possess the required qualification at the time of last date fixed for receipt of applications by the University.
5. Canvassing direct or indirect will be a disqualification.
6. No application will be considered which is received after the last date of receipt of application and any kind of fees paid by the applicant is non-refundable and no correspondence in this respect will be entertained. Late receipt of the Application Form on account of postal delay or any other reason will not be considered.
7. Candidate if called for interviews will have to come at their own expense
8. The University reserves the right to fill or not to fill the post and also make any amendments.
9. Candidates already in employment in University, Educational Institutions, Government Establishments, and Organizations shall have to send their applications through their present employer on or before the prescribed date. However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed persons employed after making application in response to this advertisement must bring a '**No Objection Certificate**' at the time of interview from their employers.
10. A salary certificate showing pay, D.A. and other allowances being paid by their Institute/Office/Firm should be enclosed with the application form and also be produced at the time of interview
11. The Candidates are required to submit 5 copies of the application.
12. Candidates must enclose the self attested copies of all MARKSHEETS and passing Certificates of examinations in which he/she passed i.e. Higher Secondary, Bachelors Degree/Master's Degree/Doctorate etc. in all the 5 copies. In the absence of the self attested copies of Marksheets/Certificates etc. application shall be considered as incomplete and such applicants may not be called for interview.
13. While filling the details of the qualification in the application form the candidate must state percentage of marks division/grade and the subject taken at various examinations; specialization of the subject must be mentioned.
14. The applicant must enclose a demand draft of Rs. 1500/- (Rs. 500/- in case of SC/ST/PH candidate) (non refundable) alongwith application.
15. The application should ensure that the application is submitted to this University either in person or by sending through post so as to reach to The Registrar, Children's University, Shubhash Chandra Bose Shikshan Sankul, Sector-20, Gandhinagar, Gujarat-382021 on or before the last date.

Date : _____/_____/_____

Registrar (I/c)

Copy forwarded for information to :

1. The Secretary, UGC, Bahadurshah Zafar Marg, New Delhi-110002.
2. The Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi - 110002.
3. The Principal Secretary (Higher Education) Department of Higher Education, Govt. of Gujarat, New Secretariat, Gandhinagar.
4. The commissioner of Higher Education, Gandhinagar.
5. The Registrars of all Central/State Universities for wide publicity.
6. Employment News, Ministry of Information and Broadcasting, VII floor, Soochna Bhavan, C.G.O. Complex, Lodhi Road, New Delhi - 110003.
7. University News, AIU House, 16 Comrade Indrajit Gupta Marg, New Delhi.
8. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in gujarat, Gandhinagar for wide publicity and to publish in Gujarat Rojgar samachar.