


EMPLOYMENT NOTIFICATION NO. BKNMU/2/2024-25 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:

 BHAKTA KAVI NARSINH MEHTA UNIVERSITY JUNAGADH Notification No.BKNMU/2/2024-25									
Bhakta Kavi Narsinh Mehta University invited online Applications for the following Non-Teaching posts:									
Sr. No.	Name of Posts	Pay Level in Pay Matrix (7th CPC)	Pay Range (in Rs.)	No. of Posts	Category				
					SC	ST	SEBC	General	EWS
1	Deputy Registrar	11	67700 - 208700	01	-	-	-	01	-
2	Assistant Librarian	10	57,700 - 1,82,400	01	-	-	-	01	-
3	Section Officer	7	44,900 - 1,42,400	01	-	-	-	01	-
4	Junior Clerk	2	19,900 - 63,200	02	-	01	01	-	-
Date of Commencement of Online Application Form							20/03/2024		
Last date of Online Application Form							03/04/2024		
Last date of receipt of hardcopy of online application form along with all enclosures							09/04/2024		
Candidates are advised to visit university website 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: 15/03/2024							I/c Registrar		

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

Government Polytechnic Campus,
Bhakta Kavi Narsinh Mehta University Road
Khadiya, Junagadh - 362263 (Gujarat)
Ph: 0285 - 2681400 fax : 0285 - 2681503



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

(1) Deputy Registrar:

- **Pay Scale: Pay Range: 67700 - 208700 (Level-11)**
- **No. of Posts:01**
- **Category: General**

Minimum Qualifications:

Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade in the CGPA/Grade 'B' in the UGC 7 points scale from a recognized University/Institute.

Minimum Experience:

- At least five years of administrative experience in the post of Assistant Registrar of any university OR equivalent post in the GP of 5400/- and above.
OR
- At least Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.
OR
- Comparable experience in research establishment and/or other institutions of higher education.

Age limit for Direct Recruitment: Below 50 years

(2) ASSISTANT LIBRARIAN

- **Pay Scale: 57,700 -1,82,400 (Level 10)**
- **No. of Posts: 01**
- **Category: General**

Minimum Qualifications:

- A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- A consistently good academic record, with knowledge of computerization of a library.
- Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- The Ph.D. degree of the candidate has been awarded in the regular mode
- The Ph.D. thesis has been evaluated by at least two external examiners;
- Open Ph.D. viva voce of the candidate has been conducted;
- The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note: (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

- NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Minimum Experience:

Minimum 03 years of relevant experience of working in recognized Institute/ University of State/ Centre Govt. organization.

Age Limit: 45 years

(3) SECTION OFFICER

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

Minimum Qualifications:

- 1) A Bachelor's Degree in any discipline from any recognized Institute/ University.

Minimum Experience:

- Three Years' Experience as Assistant in the Higher Education Institutes or eight years as clerk in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions.
- Proficiency in Computer Operation, noting and drafting.

Age Limit: 35 years

(4) JUNIOR CLERK

- **Pay Scale: 19,900 – 63,200 (Fix salary for first five years)**
- **No. of Posts: 02**
- **Category: SEBC, ST**

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

Note: Selection procedure, probation period, and relaxation in age and qualifications are as per the Rules & Regulations of the University Grants Commission, the Gujarat Public Universities Act - 2023, the Government of Gujarat, and of this University from time to time.

Notification No.2/2023

Date: 15/03/2024

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: **03/04/2024**.
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. 09/04/2024 up to 05:30 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. 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) payable online and Transaction receipt should be attached with the hardcopy of his or her application without fail.
5. Persons with Benchmark Disability (PwBD) are exempted from payment of the prescribed fees upon submission of the relevant Disability Certificate issued by the competent authority as per the policy of the Government of Gujarat. The eligible PWD candidates shall only apply to the concerned Advertisement.
6. Bank charges towards the online payment service (as applicable) will be borne by the candidates.
7. Application fee once paid will not be refundable under any circumstances.
8. Candidates must produce original testimonials, certificates and other documents at the time of interview, if called.
9. Application sent through email will not be entertained.
10. 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.
11. 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.
12. **Annexure - III** "Check List" is mandatory for all posts. Supporting documents must be sequenced in order of the checklist with page numbers.

13. **Annexure - IV** "Endorsement by the employer" is mandatory for already employed applicants.
14. 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.
15. Application should be submitted as per given online proforma only. Incomplete/without attaching necessary testimonials/without online payment of prescribed fees or application received after last date would be rejected.
16. Candidate should possess the required educational qualifications and experience on the prescribed last date of online submission of application. **No updates/additions will be entertained after the last date of submission of the online applications.**
17. The experience gained as Daily Wager, Trainee, Honorary and Visiting Faculty cannot be considered as experience.
18. Experience will not be counted without a. Appointment letter, b. University Approval, and c. Experience/Endorsement letter. Experience of Self-financed institutions will not be counted without proof of full salary (a. Bank Statement of the Salary Account, b. IT Return & c. Salary Slip) as per the UGC norms in addition to the appointment letter, university approval and experience/endorsement letter.
19. Any Corrigendum / Addendum for any further information and or update shall be uploaded only on the website of the BKNMU, Junagadh.
20. The University reserves the right to short-list the candidates on the merit-based/aptitude test/written test criteria or any other method for the purpose of inviting 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.
21. A salary certificate for the month of **February, 2023** showing pay scale, Grade Pay, D.A. and other allowances being paid by your Institution/Office/Firm should be enclosed with the application form and also be produced at the time of interview for salaried person.
22. The reservations/relaxations policy for SC/ST/SEBC/PwD and other Candidates will be provided as per the existing State Government rules.
23. 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 financial year 2023-2024.
24. 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.

25. Age relaxation will be provided as per the existing State Government rules.
26. Candidates in their own interest are advised to remain in touch with the University website: www.bknmu.edu.in for updates.
27. 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.
28. 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
29. 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.
30. Age of superannuation for all the positions shall be as per UGC/Govt. of Gujarat norms.
31. 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.
32. 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.
33. No T.A./D.A. will be paid to the candidate to attend written test/ interview.
34. Canvassing of any kind will not be tolerated and it will disqualify the candidature.
35. 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.
35. 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.
36. The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.

37. 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.
40. 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.
41. If candidate is widow candidate, she should select "Yes"/appropriate box in the respective column during the online application.
42. 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.
43. 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.
44. Selection will be made on the basis of candidates' overall record and/or performance in the interview. The University may utilize seminar /colloquium and/or any other mode as a method of selection.
45. 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 after due procedure as per directions of UGC from time-to-time d) 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.
46. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
47. 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.
56. 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.
57. For any query contact: 079-23238887 or support@gipl.net

Junagadh

Date: 15/03/2024

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
