



Vacancy Advertisement Reference No. GMU/01

Date 29 May 2019

S. no.	Name of the Post	Scale	Number of Post	Nature of Post
1.	Placement Officer	₹ 56100 – 177500, Level – 10 , 7 th PC	01	Contractual

Last date of receipt of full and complete application: 17th June 2019 (Applications received on or before 17th June 2019, 5PM shall only be considered)

S. No.	Post and Pay Scale	Essential Qualification and Experience
1	Placement Officer Scale: ₹ 56100 – 177500, Level – 10 , 7 th PC	Age: Not more than 35 years of age Educational Qualifications & Experience: (i) Master of Business Administration (MBA) or Post Graduation Diploma(2 Years) in Human Resource and Marketing with First Class from recognized university (ii) Atleast 8 years of experience post qualification

Instructions to the Applicants

1. The post is contractual for a term of 5 years (including 1 year probation) subject to satisfactory completion of probation of initial one year. The term of 5 years may be extended for further duration as determined by the University on the basis of needs of University and performance of the candidate. In case of unsatisfactory performance, the probation is extendable by maximum period of one year, but in no case the total period of probation shall exceed 24 months and on continuation of unsatisfactory performance for 24 months, the service(s) shall be terminated.
2. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment.
3. Contractual appointment shall end on the stipulated date of expiry of contract in appointment letter.
4. The Applicant must ensure his / her eligibility for the post in respect of qualifications and other requisite criteria and only then apply.
5. Candidates shall send self-attested copies of experience certificate, mark-sheets from SSC onwards in support of their qualifications and other relevant certificates. Originals shall not be sent along with the application but these must be produced at the time of selection process.
6. Application must be placed in a cover and the name of the applicant along with the post applied for must be super-scribed on the envelope without fail.

7. Candidates already in Government / Semi Government / PSU/ Educational institution service must send their application through proper channel. An advance copy may be sent directly. However, in such cases the candidates called for Personal Interview will have to produce the certificate in the prescribed format given in the application form, related to No Objection Certificate, or original applications duly forwarded by the competent authority of their institution, failing which he / she shall not be allowed to participate in the selection process.
8. Application or CV / Bio-Data sent through e-mail will not be considered under any circumstances.
9. Candidates shall submit the application form in the prescribed format only along with recent passport size photograph. Application other than in the prescribed format will not be entertained.
10. It is the applicant's duty to ensure that his/her application is received by the University within the stipulated timeline. No correspondence will be entertained regarding postal delays and reasons for not being called for interview, etc.
11. Canvassing in any form will result in disqualification.
12. The University reserves the right to offer position with revised job description/terms & conditions/remunerations to the selected/deserving candidates.
13. Selected candidates must join the duty on a date determined by the University. The University reserves the right not to appoint a selected candidate if he / she is unable to join the duties on a designated date.
14. Pay of the selected candidate will be fixed as per the recommendations of the Selection Committee subject to the approval of the competent authority of the University.
15. No TA/DA shall be paid for attending/participating in the selection process. No shortlisted candidate will be considered after the prescribed date and time of selection process, in case, if he /she is unable to attend the selection process, for whatever reasons.
16. Applications incomplete in any respect or those received after the stipulated timeline shall not be entertained.
17. The University reserves the right to alter / insert any corrections / additions in the advertisement through website in the event of any typographical error or as required, before the last date prescribed for the receipt of the applications.
18. The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the information(s) given by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his / her application or service shall be terminated.
19. The decision of the University Authorities on any/ all matters in relation to this advertisement shall be final and binding.
20. Eligibility of the candidate will be determined as on the last date for receipt of the application(s).
21. The University reserves the right not to fill up any or all the vacancies advertised, if the circumstances so warrant. No correspondence / enquiry will be entertained from the candidates in connection with the process of selection / interview. No personal details regarding applicant(s), shortlisted or selected candidate(s) will be provided.
22. Duly filled in application form with the relevant supporting documents shall be sent to **"The Registrar, Gujarat Maritime University, Headquarters at Gujarat Maritime Board, Business Development Department, Sagar Bhavan, Sector-10A, Gandhinagar, Gujarat 382426, India"**.
23. Selection Process – The candidates will be shortlisted based on the submitted application. The shortlisted candidates will be called up for a Personal Interview. The final selection will be based on the candidate's performance in the Personal Interview.

24. Application fees: ₹ 1000 for candidates from unreserved category and ₹ 700 for candidates from Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories. Fees shall be paid through Demand Draft drawn in favor of Gujarat Maritime University payable at Ahmedabad. No other mode of fees payment shall be accepted. Application form without the requisite application fees shall be summarily rejected.

Important Dates:

Particulars	Date*
Last date of receipt of applications	17 th June 2019
Intimation to shortlisted candidates (By email)	21 st June 2019
Personal Interview	27 th June 2019

*** University reserves the right to change the specified dates, if required.**