

Gujarat Maritime University
Gandhinagar, Gujarat

**RECRUITMENT ADVERTISEMENT FOR GUJARAT MARITIME
UNIVERSITY FOR ADMINISTRATIVE (NON-TEACHING) POSITIONS**

(Advertisement Reference No.: GMU/2024-25/ANTSG/02 Dated 12/12/2024)

Sr. No.	Name of the Post(s)	Pay Scale as per 7 th CPC of Government of Gujarat	Number of Post(s)	Type of Post
1.	Senior Clerk	Level 4 (₹ 25,500-81,100)	03	Contractual for 5 years
2.	Junior Clerk	Level 2 (₹19,900-63,200)	03	

Minimum Eligibility Criteria

1.	Senior Clerk
	Essential Qualification:
(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Four years' experience with Under-Graduate degree/Two years' experience with Post- Graduate degree in relevant field preferably in Educational Institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Maximum Age Limit should be 32 years.
(ii)	Valid CCC certificate.
2.	Junior Clerk
	Essential Qualification:
(i)	Master/Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Government.
(ii)	Two years' experience with Under-Graduate degree/One years' experience with Post- Graduate degree in relevant field preferably in educational institution/Government/Semi Government/ Public or Private Enterprise/Firms.
(iii)	Good functioning knowledge of English essential.
	Desirable:
(i)	Maximum Age Limit should be 32 years.
(ii)	Valid CCC certificate.

Important Instructions to the Candidates

1. The candidate must ensure his/ her eligibility and other requisite criteria before applying for the post(s) and then only apply.
2. The post(s) mentioned are on a contractual basis for a period of five years subject to the confirmation of probation after satisfactorily completion of one year. In case of unsatisfactory performance, the probation may be extendable once for a 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. The total period of probation shall be included in the total contract period of five years.
3. The contractual appointment shall give no right to renewal, extension or conversion into permanent appointment and shall end on the stipulated date of expiry of contract as mentioned in the appointment letter.
4. All the posts will be filled through a written test followed by a personal interview. Only eligible and shortlisted candidates shall be called for the personal interview. No correspondence shall be entertained from the candidates who have not been shortlisted for the further selection process.
5. The character of a person for direct recruitment to the service must be such as to render him/ her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
6. Candidates shall send self-attested copies of their certificates and mark-sheets from SSC onwards relevant to the qualifications acquired. Original Certificates should not be sent along with the application form, but must be produced at the time of selection process.
7. Candidates already in Government/ Semi Government/ PSU/ Educational Institution service must send their application through proper channel. However, an advance copy may be sent directly to the University. In such cases, the candidates called for selection process will have to produce the certificates in the prescribed format as 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 resume sent through e-mail will not be considered under any circumstances.
9. Candidates shall submit application form as per the prescribed format along with recent passport size photograph. Incomplete application or other than prescribed format will not be entertained.
10. It is the candidate's duty to ensure that his/ her application is received by the University within the stipulated timeline. No correspondence will be entertained by the University regarding delay in postal service, not being called for interview or about the result of interview etc.
11. Canvassing in any form will result in disqualification.
12. Selected candidate(s) must join the duty on the date as determined by the University. University reserves the right not to appoint any selected candidate if he/ she is unable to join the duties on a designated date.
13. No TA/ DA shall be paid for attending/ participating in the selection process. No shortlisted candidate(s) 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 reason.
14. The candidates from reserved categories must attach self-attested copy of certificate of category in support of their claim for fee concession.
15. The University reserves the right to alter/ insert any corrections/ additions in the advertisement/ website in the event of any typographical error before the last date prescribed for the receipt of application. In case of any addition/ deletion pertaining to advertisement, the same shall be published in University website only.

16. University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/ her service. In case, it is detected that the information(s) given by candidate are fake or the candidate has a clandestine antecedents/ background and has suppressed any information, then his/ her application or service shall be terminated.
17. Decision of the University authorities in any matter relevant to the advertisement shall be final and binding.
18. Eligibility of the candidate will be determined on last date of receipt of the application.
19. A candidate can apply for any number of posts subject to fulfillment of criteria as mentioned in the advertisement. However, separate application form along with separate fees shall be paid by the candidate(s) in case of applying for several posts.
20. University reserves the right not to fill up any/ all the vacancies advertised, if the circumstances so warrant. No personal details regarding candidate(s), shortlisted or selected candidate(s) will be provided.
21. An application fee would be admissible as ₹ 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 Gandhinagar**. No other mode of payment shall be accepted by the University. Application without a requisite payment shall summarily be rejected.
22. The application should reach “The Registrar, Gujarat Maritime University, Transitory Campus at GNLU Campus, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar, Gujarat-382426, India” along with DD (Demand Draft) and relevant supporting documents by 5:00 PM on or before 11th January, 2025 which must be sent through Indian Post (Registered Post or Speed Post)/Courier. Submission of application other than the prescribed format will not be accepted by the University/ taken into consideration.
23. Candidates applying for more than one post should put their application in separate covers and the name of post applied for must be superscribed on top of the envelope without fail. Under no circumstance, more than one application is to be put in one cover by the candidate(s). The University shall not be responsible for any misplacement, omission or non-receipt etc.
24. The envelope should be superscribed as “Application for the post of “.....” for Gujarat Maritime University.
25. The University will intimate the eligible shortlisted candidate(s) after the last date of application through e-mail provided by the candidate(s) in the application form.
26. Syllabus for the Written Test: Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English, Noting and drafting.
27. Age of superannuation for all the positions shall be as per Govt. of Gujarat norms.

Registrar (I/C)