



**Recruitment
2023
Teaching
&
Non-Teaching
Posts on
Contractual
Basis**

Non-Teaching Post & Teaching Post

Sr. No.	Post	No. of Posts	Eligibility	Salary
1.	Library Assistant	1	<ul style="list-style-type: none"> • Bachelor's degree in Library Science or equivalent with at least 55% marks or an equivalent grade in appoint scale wherever the grading system is followed. <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Management of Routine Library work 2) Data entry 3) Documentation 4) Coordination with students and faculty 	25,000
2.	Tapovan & Shishu Paramarshan Counsellor	2	<ul style="list-style-type: none"> • A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in Psychology or Home Science or Social Work or Education from an Indian University, or an equivalent degree from an accredited foreign university. • Minimum 2 Years of Experience and knowledge of working in the field of child development. • Computer Skill & Knowledge of Gujarati Language is necessary. • Preferable : P.G Diploma in Counselling <p>Key Area of Work:</p> <ul style="list-style-type: none"> • Maintain Tapovan Online/Offline Class • Daily Activity for Tapovan Garbh Sanskar Centre • Organising Various Activities • Maintain Records 	25000
3.	Administrative Assistant	3	<ul style="list-style-type: none"> • Any Bachelor's degree from a recognized University or Certified Company Secretary • At least 2 years of experience in Administration/Accounts/ Secretarial work, preferably in a junior supervisory post in a University/Government/Public Under taking of repute/Research Institute OR Project Work. <p>Desirable:</p> <ul style="list-style-type: none"> • A Master's degree from a recognized University or Certified Company Secretary • Good knowledge of computer applications. • Knowledge of office management, computer office Application & secretarial practice. • Knowledge of English & Gujarati <p>Key Area of Work:</p> <ol style="list-style-type: none"> 1) Daily Filing Work 2) Data Entry 3) Management of Routine Administration work 4) IT Related Work 	20,000

4.	Clerical Assistant	3	<ul style="list-style-type: none"> Any Bachelor's degree from a recognized University At least 1 year of experience in Clerical job in any Institution / Organization. <p>Key Area of Work:</p> <ol style="list-style-type: none"> Manage All Clerical Work Gujarati / English Typing File Management Data Entry 	15,000
5.	Receptionist	1	<ul style="list-style-type: none"> Any Bachelor Degree 5-year Experience in University Administration <p>Key Area of Work:</p> <ol style="list-style-type: none"> Multi Language Proficiency Communication Skill 	20,000
Teaching Post				
6.	Pre- Primary Teachers	4	<ul style="list-style-type: none"> Pre-PTC/PTC /D.El.Ed. <p>Preferable:</p> <ul style="list-style-type: none"> Diploma/Certificate in Pre-School Education, Diploma/Certificate in Early Childhood Care and Education 	17,000

Technical Post				
7.	Graphics Designer	1	<ul style="list-style-type: none"> Any Bachelor's degree from recognized University Well versed in Photoshop, Corel Draw, Page maker, etc. Minimum 10 Years of Experience and knowledge of working in the field 	35,000
8.	System Manager Cum Analyst	1	<ul style="list-style-type: none"> Any Bachelor degree in Engineering or Computer Application from recognized University. <p>Desirable:</p> <ul style="list-style-type: none"> PG Degree in IT/Computer Application from UGC recognized institutes/Universities with at least 55% marks or equivalent grade. <p>Key Area of Work:</p> <ol style="list-style-type: none"> Managing IT Infrastructure, ERP Co-ordination Handling Computer in Laboratory Managing Data Centre Exam Management Website Management. Software Facilitator E-Waste Management 	25,000
9.	Illustrator	1	<ul style="list-style-type: none"> GD Art (Drawing & Painting) ATD (Art Teacher Diploma) Minimum 5 Years of Experience and knowledge of working in the field 	20,000

ગુજરાત રાજ્ય સરકારશ્રીનાં શિક્ષણ વિભાગના ઠરાવ ક્રમાંક : બજટ-૧૨૨૦-ન.બા.૩૪૧-૫૨, તા. ૦૨/૦૬/૨૦૨૧ મુજબ નીચે મુજબની જગ્યા Ph.D. FACILITATION CENTRE માટે ભરવાની ધાય છે.

Sr. No.	Name of Post	Essential Qualification	Monthly Emoluments
10	Research Advisor-Facilitator (One Post)	<ol style="list-style-type: none"> Any Post Graduate Degree with 55%marks Three years' experience in Research Methodology, Research Paper, Data Collection and Analysis, Age: Max. 36 Years <p>Desirable:</p> <ol style="list-style-type: none"> Good Command in English Computer Literacy <p>Key Area of Work:</p> <ul style="list-style-type: none"> Knowledge of Research, Preparation of Research Proposal, Research Report writing, Data Analysis and other related works. 	40,000/- Fixed per month.No other benefits will be given.
11	Statistical Analyst (One Post)	<ol style="list-style-type: none"> Any Master Degree with Statistics/Mathematics/Allied Subject with 55% marks Two years' experience in Data Analysis, Coordination, Report Analysis, Conclusion Finding etc. Age: Max. 36 Years <p>Desirable:</p> <ol style="list-style-type: none"> Good Command in English Computer Literacy <p>Key Area of Work:</p> <ul style="list-style-type: none"> Data Entry, Date Analysis Report, Executive Report, Research Report and other related works. 	25,000/- Fixed per month. No other benefits will be given.

Note:

- Basic knowledge of Research, Publication and Computer is necessary for both the above posts.
- Both the above post shall be filled for 11 months contract. If the performance of is found satisfactory after one month then the contract shall be extended for 10 more months.
- The reservation in age eligibility shall be based upon the rules of Govt. of Gujarat.

General Schedule:

Commencement of Online Application	Dt. 31/05/2023 (Wednesday) from 2.00 PM
Website closure for submission of online ap-plication	Dt. 19/06/2023 (Monday) Up to 5.00 PM
Tentative Dates for Interview (Eligible candidates communicated for interview via email)	Dt. 26/06/2023 to 28/06/2023
After interview tentative date for joining forselected candidates is	Dt. 01/07/2023