



**Recruitment  
2024  
Teaching  
&  
Non-Teaching  
Posts on  
Contractual  
Basis**

**Non-Teaching Post & Teaching Post**

<b>Sr. No.</b>	<b>Post</b>	<b>No. of Posts</b>	<b>Eligibility</b>	<b>Salary</b>
1.	Library Assistant	1	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>Management of Routine Library work</li> <li>Data entry</li> <li>Documentation</li> <li>Coordination with students and faculty</li> </ul>	25,000
2.	System Manager Cum Analyst	1	<ul style="list-style-type: none"> <li>Any Bachelor degree in Engineering or Computer Application from recognized University.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>PG Degree in IT/Computer Application from UGC recognized institutes/Universities with at least 55% marks or equivalent grade.</li> </ul> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>Managing IT Infrastructure, ERP Co-ordination</li> <li>Handling Computer in Laboratory</li> <li>Managing Data Centre</li> <li>Exam Management</li> <li>Website Management.</li> <li>Software Facilitator</li> <li>E-Waste Management</li> </ul>	25,000
3.	Administrative Assistant	6	<ul style="list-style-type: none"> <li>Any Bachelor's degree from a recognized University or Certified Company Secretary</li> <li>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.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>A Master's degree from a recognized University or Certified Company Secretary</li> <li>Good knowledge of computer applications.</li> <li>Knowledge of office management, computer office Application &amp; secretarial practice.</li> <li>Knowledge of English &amp; Gujarati</li> </ul> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>Daily Filing Work</li> <li>Data Entry</li> <li>Management of Routine Administration work</li> <li>IT Related Work</li> </ul>	20,000
4.	Illustrator	1	<ul style="list-style-type: none"> <li>GD Art (Drawing &amp; Painting)</li> <li>ATD (Art Teacher Diploma)</li> <li>Minimum 5 Years of Experience and knowledge of working in the field</li> </ul>	20,000

5.	Toy Designer	1	<ul style="list-style-type: none"> <li>• B. E. (Mechanical Engineering) from recognized University.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• CAD/CAM design</li> </ul> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>• patent design/concept development/toy van management etc.</li> </ul>	25,000
6.	Graphics Designer	1	<ul style="list-style-type: none"> <li>• Any Bachelor's degree from recognized University.</li> <li>• Well versed in Photoshop, Corel Draw, Page maker, etc.</li> <li>• Minimum 10 Years of Experience and knowledge of working in the field</li> </ul>	35,000
7.	Tapovan Counsellor	1	<ul style="list-style-type: none"> <li>• A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in Home Science or Social Work or Education from an Indian University, or an equivalent degree from an accredited foreign university.</li> <li>• Computer Skill &amp; Knowledge of Gujarati Language is necessary.</li> </ul> <p><b>Preferable :</b> P.G Diploma in Prenatal Care and Education, 2 Years of Experience and knowledge of working in the field of Prenatal child development.</p> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>• Maintain Tapovan, Shishu Paramarshan Online/Offline Class</li> <li>• Daily Activity for Tapovan Garbh Sanskar Centre/ Shishu Paramarshan</li> <li>• Organising Various Activities</li> <li>• Maintain Records and Do field work</li> </ul>	25000
8.	Shishu Paramarshan Counsellor	1	<ul style="list-style-type: none"> <li>• Pre-PTC/PTC /D.El.Ed.</li> <li>• Computer Skill &amp; Knowledge of Gujarati Language is necessary.</li> <li>• Preferable : 2 Years of Experience and knowledge of working in the field of child development.</li> </ul> <p>Key Area of Work:</p> <ul style="list-style-type: none"> <li>• Maintain Tapovan, Shishu Paramarshan Online/Offline Class</li> <li>• Daily Activity for Tapovan Garbh Sanskar Centre/ Shishu Paramarshan</li> <li>• Organising Various Activities</li> <li>• Maintain Records and Do field work</li> </ul>	20,000
9.	Pre- Primary Teachers	4	<ul style="list-style-type: none"> <li>• Pre-PTC/PTC /D.El.Ed.</li> </ul> <p><b>Preferable:</b></p> <ul style="list-style-type: none"> <li>• Diploma/Certificate in Pre-School Education, Diploma/Certificate in Early Childhood Care and Education</li> </ul>	17,000

## Walk in Interview:

<b>Date of Interview</b>	Sr. No. 01 to 06 on 24/07/2024 Sr. No. 07 to 09 on 25/07/2024
<b>Place</b>	Children's Research University, Nr. Raj bhavan, Nr. CHH-5 Circle, Sector-20, Gandhinagar
<b>Time</b>	11:00 AM To 03:00 PM

### GENERAL CONDITION & ESSENTIAL INFORMATION

- 1. The Registration and Interview will be held for the Post mentioned at Sr. No. 01 to 06 on 24/07/2024 and Sr. No. 07 to 09 on 25/07/2024 at 11:00 A.M. To 03:00 noon. Candidates are requested to adhere above schedule for Walk in Interview.**
2. The application form is uploaded on University website and required to bring filled application form with self-attested testimonials, certificates and all supporting documents related the post. Applicant must produce original testimonials, certificates and other documents at the time of interview as mentioned below.

#### Check list for Documents Verification

Sr. No.	Documents
1.	Aadhar Card
2.	Leaving Certificate
3.	10 <sup>th</sup> SSC Marksheet
4.	12 <sup>th</sup> HSC Marksheet
5.	Graduate Marksheet
6.	Graduate Degree Certificate
7.	Post Graduation Marksheet
8.	Post Graduation Degree Certificate
9.	Experience Certificate
10.	Any Other relevant Documents

3. Applications incomplete in any respect and not accompanied with relevant certificates/documents/photographs/copies or orders etc., as desired or without requisite fee will be summarily rejected. As an application fee you have to get the **Demand Draft (DD) of Rs. 400/- in favor to Children's University Gandhinagar**, during the time of Walk in Interview.
4. The service of candidate be obtained by university till 31/05/2025 and may be extended if required.
5. Candidate having Good Knowledge in subject area and having correspondence skills in English, Hindi and Gujarati languages.
6. Candidates are advised to satisfy themselves before applying that they possess essential qualifications laid down in the advertisement.
7. Mere eligibility will not entitle any candidate for being called for interview. Applicants having higher qualification and merit will be given preference.
8. The candidates will be permitted for Walk in interview only after the document verification.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
11. Candidates must enclose self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their qualifications t of their claim for the post along with the application form at the time of Walk-in-Interview
12. Canvassing in any form will be a disqualification.
13. The service contract may be terminated at any time with one month's prior notice by the university or one month salary may be paid in absence of notice without assigning any reason. The candidate is also required to give one month's advance notice or else deposit one month's salary; in case the candidate is leaving during the contract period.
14. After joining the positions under University, the candidates will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. S/he may be assigned any duty within/outside the University depending upon the exigencies of the work.
15. The appointment is purely on contractual basis. It will not give any right for permanent employment.
16. The University reserves the right to fill or not to fill the posts, without assigning any reason and no notice will be issued in this regard.
17. The University shall verify the qualifications and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
18. The process of selection of above post may be done by conducting written test/Skill Test or a combination both thereof if required.
19. No TA/DA will be paid for attending interview.

20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Children's University 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.
21. Fake/Derecognised Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
22. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of University
23. The selected candidate will be required to perform duties as per the requirement of University. The University shall assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without failing which it is consider as misconduct and service of candidate liable to be terminated.
24. Candidates awarded degrees by Foreign Universities are required to submit Equivalence Certificate issued by Association of India University, New Delhi.
25. Amendments/changes, if any, in the advertisement shall be published only on the University website [www.cugujarat.ac.in](http://www.cugujarat.ac.in)
26. For any query kindly contact through email [recruitment@cugujarat.ac.in](mailto:recruitment@cugujarat.ac.in)

Gandhinagar  
Date: 18/07/2024

**Registrar**  
Children's Research University