

## Advertisement No. GBU-03/2021

Gujarat Biotechnology University (GBU) is a State University established under the Gujarat Biotechnology University Act 2018. In a unique collaboration with world-leading University of Edinburgh, GBU will place excellence and innovation at its core to deliver biotechnology solutions for societal challenges. GBU invites online applications from the eligible candidates for following posts.

Sr. No	Name of Post	Post(s) (No.)	Category wise posts					Pay Level	Entry Level Minimum Pay	Fixed Pay for First 5 Years
			General	SEBC	ST	EWS	SC			
1	Registrar	1	1	0	0	0	0	14	144200	-
2	Deputy Registrar	3	3	0	0	0	0	11	67700	-
3	Assistant Registrar	2	2	0	0	0	0	10	56100	-
4	Librarian	1	1	0	0	0	0	11	67700	-
5	System Analyst	1	1	0	0	0	0	9	53100	-
6	Accountant	2	2	0	0	0	0	7	39900	38090
7	Lab Technician	9	6	2	1	0	0	6	35400	31340
8	Office Assistant	10	6	2	1	1	0	2	19900	19950

### Important note for all posts:

1. Last date for making online application is **31/07/2021**.
2. No physical copies of applications will be considered for processing.
3. No fees are to be paid for the application.
4. Candidates should possess adequate knowledge of Gujarati, Hindi and English.
5. If candidate has obtained any degree from other university, he/she should provide equivalency criteria for conversion of their score/ CGPA to percentage.
6. If candidate holds foreign university's degree, they should produce Association of Indian Universities (AIU) equivalency certificate at the time of submission of application.
7. The candidate, if selected for the post mentioned at Sr. no. 6 to 8 shall be appointed as per the Fix Pay mentioned against respective post as per State Government Policy for first five years with prevailing terms and conditions, and on completion of five years of satisfactory work, he / she shall be posted in the regular pay bands + Grade Pay at initial stage.

### Details of Minimum Qualification and Experience required for all the posts:

Sr. No.	Post	Eligibility Criteria	Total Post(s) (No.)	Pay level/Scale and entry Level Pay
1.	Registrar	<p>a) Master's Degree in biological sciences with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p><b>OR</b></p> <p>c) Comparable experience in research establishment and/ or other Institutions of higher education,</p> <p><b>OR</b></p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>	01	Level - 14 with Entry Pay of Rs. 1,44,200/-
2.	Deputy Registrar	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,</p> <p><b>OR</b></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education,</p> <p><b>OR</b></p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post</p>	03	Level - 11 with Entry Pay of Rs. 67,700/-
3.	Assistant Registrar	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.	02	Level - 10 with Entry Pay of Rs. 56,100/-
4.	Librarian	<p>i) A Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.</p> <p>ii) At least five years as a Librarian or Assistant librarian in University Library/College/ Government library</p> <p>Desirable: Exposure to online library management system</p>	01	Level – 11 with Entry Pay of Rs. 67,700/-

5.	System Analyst	(i) A B.E. / B. Tech. degree in Computer Science & Technology/ Information Technology/Electronics & Communication in a concerned/relevant/allied subject from an Indian University. (ii) A minimum of three years of Data Centre experience	01	Level – 9 with Entry Pay of Rs. 53,100/-
6.	Accountant	a) A second class degree in Bachelor of Science in Mathematics or Statistics or Bachelor of Arts in Statistics or Economics or Mathematics, as a principal subject.	02	Level – 7 with Entry Pay of Rs. 39,900
7.	Lab Technician	First Class M.Sc. in Life Sciences/Instrumentation <b>OR</b> First Class B.Sc. in Life Sciences/ Instrumentation with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. <b>Desirable:</b> Strong background in Chemistry/ Life Sciences/Environmental Science/ Instrumentation, data acquisition systems and computers. Ability to handle repairing and maintenance work of the instruments.	09	Level – 6 with Entry Pay of Rs. 35,400/-
8.	Office Assistant	a) Have passed the Higher Secondary School Certificate Examination conducted by a Secondary or Higher Secondary Education Board or possess an equivalent qualification recognized by the Government. b) have a speed of not less than 5000 key Depressions with accuracy per hour for data entry work in English and Gujarati	10	Level – 2 with Entry Pay of Rs. 19,900/-

### **Admissibility of Allowances to academics and non-academics employees are as under**

- Dearness allowances, transport allowance, leave travel concession/Hometown, and Compensatory local allowance (CLA) will be as per UGC norms
- House Rent allowance as per UGC norms for Class 'A' city (Ahmedabad)
- Loans for housing and car will be as per the Government of Gujarat Policy
- Medical coverage will be as per Government of Gujarat Policy
- Retirement benefits entitled to New Pension scheme as per Government of Gujarat orders
- Reimbursement of mobile and residential telephone bills up to Rs. 1000/month

### **Probation Period**

- All newly recruited academic and non-academic employees shall be on probation for a period of two years, except for posts in Sr. No. 6 to 8, in table above.
- Deputy Registrar, Assistant Registrar, Accountant and Office Assistant shall be required to qualify prescribed training and examination before completion of probation.

**GENERAL INFORMATION AND INSTRUCTIONS TO CANDIDATES**

1. For filling up the application form, visit the University website [www.gbu.edu.in](http://www.gbu.edu.in)
2. Separate application must be made for each post.
3. Before filling / submitting the application form, candidates are advised to go through the mandatory qualifications/experience for the post and make sure that he/she fulfills the same.
4. Open online application form, fill the necessary details like personal details, academic details, details of experience and other details and submit the form. The form can be edited up to last date of application.
5. Documentary proofs of previous experiences and academic qualifications should be uploaded in the application wherever indicated in form, failing which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
6. Incomplete applications shall not be considered for processing.
7. Candidate in service of Government / Semi-Government / PSUs has to upload NoC obtained from his/her employer or Prior intimation letter informing about their application. At the time of interview, the applicant will have to submit the original 'NO OBJECTION CERTIFICATE' from his/her employer to the University.
8. The required qualifications/experience shall be considered as on last date of the online application. Further, experience shall be considered after obtaining the essential educational qualification.
9. Candidates should upload Self attested copies of certificates in support of the evidence of Educational Qualifications, Caste, Physical Disability, Experience, etc.
10. The University reserves the right to fill or not to fill any or all posts.
11. The University shall verify the antecedents and documents submitted by a candidate at any time, at the time of appointment or during the tenure of service. In case, if it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, his/her services shall be liable to be terminated.
12. 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 candidate(s).
13. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for being called for Interview.
14. The University reserves the right to restrict the candidates for interview for the post mentioned at Sr. no. 1 to 5, wherever applicable to a reasonable number on the basis of skill/ written/ screening test; and/or on the basis of higher percentage of educational qualification and /or experience and/or by conducting personal interview after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed for interview.
15. Post at Sr. No. 6 to 8 will be filled through only written examination.
16. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
17. For regular updates, visit GBU website ([www.gbu.edu.in](http://www.gbu.edu.in)). No separate advertisement will be published. For any query contact at, [info-gbu@gujarat.gov.in](mailto:info-gbu@gujarat.gov.in).

PLACE: GANDHINAGAR  
DATE: 09/07/2021

Sd/-  
REGISTRAR