

(Recruitment notification ADM/01/2023)

Recruitment of Administrative staff (Regular Basis)

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 has placed excellence and innovation at its core to deliver biotechnology solutions for societal challenges. GBU invites online applications from eligible candidates for following on Regular basis Govt. of Gujarat approved posts.

| Sr No | Name of post | Total post(s) | Category wise post | | | | | Pay Level As per 7 th Pay |
|-------|-------------------------------------|---------------|--------------------|------|----|----|-----|--------------------------------------|
| | | | UR | SEBC | SC | ST | EWS | |
| 1 | Accounts Officer | 1 | 1 | 0 | 0 | 0 | 0 | Level - 10 |
| 2 | ICT Officer | 1 | 1 | 0 | 0 | 0 | 0 | Level - 9 |
| 3 | Assistant Engineer- (Civil) | 1 | 1 | 0 | 0 | 0 | 0 | Level - 8 |
| 4 | Assistant Engineer- (Electrical) | 1 | 1 | 0 | 0 | 0 | 0 | Level - 8 |
| 5 | Section Officer | 2 | 2 | 0 | 0 | 0 | 0 | Level - 8 |
| Total | | 6 | 6 | 0 | 0 | 0 | 0 | |

Important note for all posts:

1. Last date for making online application is 29th January 2024, 16.00.
2. No physical copies of applications should be submitted to university.
3. Candidates are expected to possess proficiency in English and have willingness to learn Gujarati languages for communication purposes.
4. If candidate has obtained any degree from other university, he/she should provide equivalency criteria for conversion of their score/ CGPA to percentage.
5. If candidate holds foreign university's degree, they should produce Association of Indian Universities (AIU) equivalency certificate at the time of submission of application.
6. For regular updates, visit GBU website (<https://career.gbu.edu.in/>). No separate advertisement will be published. For any query contact at career@gbu.edu.in
7. The General Category candidates are required to pay fee of Rs. 400 + processing fees and GST, whereas the candidates belonging to EWS, S&EBC/SC/ST/PwD required to pay fee of Rs.200+ processing fees and GST.



Eligibility criteria for various administrative positions

Detail of eligibility criteria for various administrative position is as below:

1. Accounts officer

| | |
|--|---|
| Name of post | Accounts officer |
| Pay level | Level 10 (56100-177500) |
| Age Limit | 44 Years |
| Educational Qualification and minimum experience | Educational Qualification Candidate shall hold Chartered Accountant (C.A) or Cost and Works Accountant (I.C.W.A.)/ Cost and Management Accountant (C.M.A.) OR Company Secretary (C.S.) degree, OR A degree in Master of Commerce obtained from any of the University incorporated by an Act of the Parliament or State Legislature in India or other educational institution established by an Act of Parliament or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; |
| | Minimum experience Have <u>At least</u> five years combined, or separate experience of the work related to accounts and audit, in the government/ government undertaking/board/corporation/local bodies/ university/ banking organization established by law/ company registered under the Companies Act, 2013/chartered accountant's firm in the pay Level-9 <u>or</u> above. |
| | OR |
| | A degree in Bachelor of Commerce obtained from any of the Universities of institutions established or incorporated by or under the central or a state act in India; or any other educational institution |



| | |
|--|--|
| | <p>recognized as such or declared to be deemed as a University under section 3 of the University Grant Commission Act, 1956;</p> <p style="text-align: center;">And</p> <p>have atleast Eight years combine or separate experience of the work related to accounts and audit, in the Government/Government Undertaking/ Board/ Corporation/ Local bodies/ university/ banking organization established by law/ company registered under the Companies Act,2013/chartered accountant's firm in the pay Level-9 <u>or</u> above.</p> |
|--|--|

2. ICT Officer

| | |
|--|---|
| Name of post | ICT Officer |
| Pay level | Level 9 (53100-167800) |
| Age Limit | 40 Years |
| Educational Qualification and Minimum Experience | <p>Educational Qualification</p> <p>Possess a degree of Bachelor of Engineering or Bachelor of Technology in Information Technology or Computer Science or Computer Engineering or Electronics or Electronics and Communication or Computer Technology or Information and Communication Technology or a degree of Master of Computer Application or Master of Science (IT) obtained from any of the universities established or incorporated by or under the Central or State Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956</p> <p>Minimum Experience</p> <p>Have <u>At least two years</u> combined or separate experience, excluding teaching experience, in the field of Computer Technology or</p> |



| | |
|--|---|
| | <p>Communication Technology or Information Technology or Information and Communication Technology in -</p> <p>One or more organizations of Government, or local bodies or Government under taking board or corporation or university or</p> <p>One or more Companies, which are established under the Companies Act, 1956 or the Companies Act, 2013, and Companies which is CMM (Capability Maturity Model) Apprised or is ISO certified or listed in any of the stock exchanges in the world or which is a member of NASSCOM (National Association of Software and Service Companies) or member of Electronics Industries Association of India (ELCINA) or member of India Cellular and Electronics Association (ICEA) or member of India Electronics and Semiconductor Association (IESA) or having paid up capital of at least Rs.1.00 Crore.</p> |
|--|---|

3. Assistant Engineer- Civil

| | |
|--|--|
| Name of post | Assistant Engineer- Civil |
| Pay level | Level 8 (44900-142400) |
| Age Limit | 39 Years |
| Educational Qualification and Minimum Experience | <p>Educational Qualification</p> <p>Possess a bachelor's degree in Civil Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956;</p> <p>Minimum Experience</p> <p>Have at least three years <u>post qualification</u> experience in relevant field of Civil Engineering in Government or local bodies or university or Government undertaking board or corporation or reputed private company with an annual turnover of at least Rs. 200 crores or more.</p> |



4. Assistant Engineer- Electrical

| | |
|--|---|
| Name of post | Assistant Engineer- Electrical |
| Pay level | Level 8 (44900-142400) |
| Age Limit | 39 Years |
| Educational Qualification and Minimum Experience | <p>Educational Qualification</p> <p>Possess a bachelor's degree in Electrical Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956;</p> <p>Minimum Experience</p> <p>Have at least three years post qualification experience in relevant field of Electrical Engineering in Government or local bodies or university or Government undertaking board or corporation or reputed private company with an annual turnover of at least Rs. 200 crores or more.</p> |

5. Section Officer

| | |
|--------------|------------------------|
| Name of post | Section officer |
| Pay level | Level 8 (44900-142400) |
| Age Limit | 41 Years |



| | |
|--|---|
| Educational Qualification and Minimum Experience | <p>Educational Qualification</p> <p>A Bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956;</p> <p>Minimum Experience</p> <p>Have at least five years of experience related to Administration and/or Accounts and/or Audit works or similar nature in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm in the pay Level-5 <u>or</u> above.</p> |
|--|---|

Scheme of Competitive Examination

1. Account officer

| Sr No | Nature of Exams | Mode of Examination | Total Marks |
|-------|------------------------------------|-------------------------------------|-------------|
| | Elimination Test (MCQ Based) 2 Hrs | | |
| 1 | Objective Paper | General Studies (Part I) | 25 marks |
| 2 | | Subject specific question (Part II) | 75 Marks |
| | Total Marks | | 100 Marks |

2. ICT Officer

| Sr No | Nature of Exams | Mode of Examination | Total Marks |
|-------|------------------------------------|-------------------------------------|-------------|
| | Elimination Test (MCQ Based) 2 Hrs | | |
| 1 | Objective Paper | General Studies (Part I) | 25 marks |
| 2 | | Subject specific question (Part II) | 75 Marks |
| | Total Marks | | 100 Marks |



3. Assistant Engineer, Civil

| Sr No | Nature of Exams | Mode of Examination | Total Marks |
|-------|-----------------|-------------------------------------|-------------|
| | | Elimination Test (MCQ Based) 2 Hrs | |
| 1 | Objective | General Studies (Part I) | 25 marks |
| 2 | Paper | Subject specific question (Part II) | 75 Marks |
| | Total Marks | | 100 Marks |

4. Assistant Engineer- Electrical

| Sr No | Nature of Exams | Mode of Examination | Total Marks |
|-------|-----------------|-------------------------------------|-------------|
| | | Elimination Test (MCQ Based) 2 Hrs | |
| 1 | Objective | General Studies (Part I) | 25 marks |
| 2 | Paper | Subject specific question (Part II) | 75 Marks |
| | Total Marks | | 100 Marks |

5. Section Officer

| Sr No | Nature of Exams | Mode of Examination | Total Marks |
|-------|-----------------|-------------------------------------|-------------|
| | | Elimination Test (MCQ Based) 2 Hrs | |
| 1 | Objective | General Studies (Part I) | 25 marks |
| 2 | Paper | Subject specific question (Part II) | 75 Marks |
| | Total Marks | | 100 Marks |

Registrar

