



Notification

No: GBU/ADM/287/2023-24/81

Date: 13-05-2024

Subject: Mandatory online submission of documents for the posts of Accounts officer, ICT officer, Assistant Engineer(civil, electrical) and Section officer vide advertisement no: GBU/ADM/01/2023.

University is in process of scrutinising application as per eligibility criteria; it has been resolved by recruitment committee to seek copy of document to verify the eligibility of applicants. In pursuant to the same all applicants are requested to submit the document (as listed below) for application scrutiny.

Applicants are requested to upload the following documents using the provided link (<https://career.gbu.edu.in/JobUploadScrutiny.aspx>). If there are multiple documents, please merge them into a single file before uploading. Please ensure that the uploaded document is correct, legible, and complete. Candidates in their own interest verify the uploaded documents, its correctness, legibility etc. for which no representation shall be accepted afterwards. After uploading documents candidates is required to confirm and lock. Once Locked, no changes will be entertained Later.

If candidates fail to upload the documents on the university portal by **20-05-2024, 16.00**, it will be assumed that candidate is not interested in the position, and his/her application will be cancelled.

-/Sd-

Registrar

Applicant are required to produce following document in following order:

1. Application form
2. Fees receipt
3. For proof of date of birth S. S. C. Copy of credit certificate (school leaving certificate will not be accepted for proof of date of birth)
4. Graduation Final(last) sem/year marksheet and degree certificate
5. Post-Graduation Final (Last) sem/year marksheet and degree certificate
6. Experience certificate mentioning post name, salary (equivalent level in seventh pay) and duration of employment.
7. **Only for reserved candidates:** Copy of caste certificate issued by competent authority for candidates belonging to reserved category (Schedule caste, Schedule Tribe, SEBC and EWS) Candidates belonging to Socially and Educationally Backward Classes (with the same number and date mentioned in the application form) should submit (Annexure-A as per the Gujarati specimen of the prescribed period as mentioned in the advertisement). No other certificate will be accepted instead of Annexure-A. Annexure-A in English (which is for Central Government Recruitment or Institutions) will not be accepted. Married women candidates must produce such certificates in respect of their parent's income. If such candidates have submitted in respect of their husband's income it will not be accepted.
8. **NOC for Government employee:** The employees serving in the service of the Gujarat Government shall produce a "No Objection Certificate".





If applicable:

1. Copy of Government Gazette in case of change of name / Surname / Copy of Marriage Registration Certificate for the married female candidate.
2. Copy of proof of validity of degree obtained from the foreign university.
3. Such candidate shall produce the orders/details of authority/certificate establishing the equivalence if he has a rightful claim that the candidate possesses the qualification equivalent to the qualification mentioned in the advertisement.
4. **For PH candidate:** Certificate issued by Superintendent / Civil Surgeon / Medical Board of Government Hospital in prescribed format as per Circular dated: 01-12-2008 of General Administration Department in case of Physically Handicapped candidates.
5. Marriage registration certificate in case of married women/copy of declaration regarding change of surname or name if any.
6. Other supporting evidence/certificates as applicable in pursuance of advertisement provision.

