

## GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

### INSTRUCTIONS :

#### Important:

The applicant is required to apply online through Gujarat University website, [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)

1. Before filling / submitting the application form you are advised to go through the Qualifications prescribed for the post (enclosed) and make sure that you possess the same.
2. The application should be complete in all respect i.e.it should be filled in completely and supported with self-attested copies of all academic, experience certificates and photograph.
3. Incomplete Applications shall not be considered.
4. The application must reach the Registrar, Gujarat University on or before the last date prescribed in the advertisement. **APPLICATIONS RECEIVED AFTER THE LAST DATE SHALL STAND REJECTED AUTOMATICALLY.**

### **GENERAL INFORMATION:**

#### **(A) FILLING THE FORM:**

1. When you apply for more than one post you should submit a separate application for each post.
2. The application form obtained for a particular post shall not be used or considered for any other post
3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which shall mean to believe that you do not possess the experience and qualifications mentioned therein and the application shall be treated as incomplete and may be rejected.
4. **The last date of filling online applications is 07/02/2017 during office hours.**

#### **(C) MAILING THE APPLICATION FORM :**

1. Please mention on the cover :  
“Application for the post & subject of .....
2. The Two copies of printed Application form should be sent to the

**REGISTRAR, GUJARAT UNIVERSITY,  
NAVRANGPURA,  
AHMEDABAD-380009,  
GUJARAT.**

3. **Hard copy of dully filled Application form along with Application fee should reach Gujarat University, Ahmedabad on or before 08/02/2017 during office hours.**

#### **(D) NOTICE :**

1. The furnishing of false information or suppression of any factual information in the application would be a disqualification and candidate will not be considered for employment under this University. Any such false information comes to the notice at any time during the service of a person; his service would be liable to be terminated.

2. Canvassing in any form will be a subject to disqualification.
- (E) Gujarat University Ahmedabad reserves all the right whether to fill up or not, any or all the vacancies advertised.**
- (F) In case the numbers of candidates are many, Gujarat University may conduct a written test/Presentation/computer test to further prune and short list the candidates for Interview.**
- (G) Important Notes:**
1. Complete and correct information against each item should be entered. Incomplete application may result in rejection of the same.
  2. Employed Persons should forward their applications through proper channel. Candidates can also submit advance copy and produce NOC at the time of interview.
  3. Two Copies of the complete application along with all enclosures/ attachments and relevant documents (only on A 4 size paper) should be submitted (by taking print out or photocopying). Print out should be taken only one side of the paper. Do not attach original documents.
  4. PART - D : MAJOR FIVE PUBLICATIONS FOR ASSESSMENT BY THE EXPERTS is to be submitted with application as a separate attachment (in two copies). Do not club/bind with main application.
  5. As this application form is for multiple posts, the information relevant to the post only needs to be filled in.
  6. Depending upon the number of applications received and the category of the post, the University may decide to conduct an elimination test.
  7. This application form is in conformity with UGC Regulation, 2010; 2nd Amendment, 2013; 3rd Amendment, 2016; 4th Amendment, 2016.

**REGISTRAR (I/c)**  
**GUJARAT UNIVERSITY**  
**AHMEDABAD**