

Non Teaching Staff

Qualification & Eligibility Criteria

1. Assistant Registrar – Academic /Administration / Examination

The direct recruitment to the post of **Assistant Registrar – Academic / Admin / Exam** at Gokul Global University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

1. A Master's Degree from a recognized University with at least 55% marks or its equivalent grade
2. Age should not be more than 35 years.
3. Preference will be given to the candidates having minimum 5 years or relevant experience of working in the University / Administration
4. Having Computer Knowledge and Passed the Examination of CCC+ of DOEACC or of the equivalent level examination determined by the State Government from time to time.

Skills sets:

1. Well coordination & execution skill.
2. Accuracy in working style.
3. Good communicator.
4. Good in drafting letter & e-communication.
5. Well versed & knowledge of all kind of guidelines/policies of University
6. Able to do multitask at a time.
7. Workaholic & supportive by nature.
8. Able to complete work in deadlines.
9. Strong follow-up on assigned work till completion.
10. Ready to work in extended hours

2. Assistant Librarian / College Librarian, University Deputy Librarian and University Librarian

I. University Assistant Librarian / College Librarian

i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

ii) A consistently good academic record, with knowledge of computerization of a library.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. University Librarian

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.

ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

iii) Evidence of innovative library services, including the integration of ICT in a library.

5. Other Staff

The direct recruitment to the post for various sections of the University and its constituent institutes shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Section	Qualification
Director of Student Welfare / Physical Education Deputy /	<ul style="list-style-type: none"> M.P. Ed degree of University in the State or a degree of an equivalent standard; or Diploma equivalent degree.
Assistant Director of Student Welfare	<ul style="list-style-type: none"> M.SW With 55 % Percentage
Chief Finance & Account Officer	<ul style="list-style-type: none"> CFO is a bachelor's degree, coupled with a considerable amount of experience.
Purchase Assistant /Store Assistant	<ul style="list-style-type: none"> Graduate / Post Graduate with any specialization and having three Years of Experience of Store and Purchase.
Director IT (Information Technology)	<ul style="list-style-type: none"> MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech (Computer / IT) or three Years Equivalent Experience.
Asst Director IT (Information Technology)	<ul style="list-style-type: none"> MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech (Computer / IT) or Equivalent Experience.
<ul style="list-style-type: none"> Executive Engineer (Estate) Deputy Engineer (Estate) 	<ul style="list-style-type: none"> Graduate In Engineering Civil branch and atleast Seven, Eight and Thirteen years service in the cadre of Junior Engineer / Supervisor / Overseer (Civil) respectively. Promotion shall be made in the cadre of Deputy Engineer (Civil) from the cadre of Junior Engineer / Supervisor / administrator (Civil / Electric) respectively. Passed the Examination of CCC+ of DOEACC or of the equivalent level examination determined by the State Government from time to time.
Junior Engineer (Civil / Electric)	<ul style="list-style-type: none"> A second class Bachelor's degree in Civil Engineering of a UGC recognized University. At least Two years experience in estimate, quantity and

	<p>supervision of Building and Construction.</p> <ul style="list-style-type: none"> • Passed the Examination of CCC of DOEACC or of the equivalent level Examination determined by the State Government from time to time. If not, should pass the examination within the probation period Preferable : • Master Degree will be preferable.
Office Superintendent	<ul style="list-style-type: none"> • Graduate / Post Graduate Or Equivalent Experience and having experience of atleast Seven years of administration.
Senior Clerk	<ul style="list-style-type: none"> • Graduate / Post Graduate Any and having experience of at least five years.
Store Keeper	<ul style="list-style-type: none"> • Graduate / Post Graduate Any • Candidate must have put in at least three years service in the cadre of Senior Clerk or its equivalent posts
Junior Clerk / Data entry Operator.	<ul style="list-style-type: none"> • Any graduate candidate shall be preferable From UGC recognized University. • Should possess the speed in Gujarati typing 25 words per minutes • English Typing 40 words per minute. • Passed the Examination of CCC of or of the equivalent level
<ul style="list-style-type: none"> • Driver /Ambulance Driver 	<ul style="list-style-type: none"> • Candidate should have passed H.S.C. Examination with light and heavy valid license. • Atleast five years experience of driving jeep, LMV and HMV etc. • Sufficient knowledge to read and write English, Gujarati and Hindi. • Should be able to carry out primary repairing work of vehicle. • First Aid And fire Training certificate Require.
<ul style="list-style-type: none"> • Electric Wireman • Helper (Electrician) • Electrician Helper 	<ul style="list-style-type: none"> • The candidate should possess Second Class Wireman Certificate. • The candidate should possess Supervisor Certificate from the Mines and Industries Department.
<ul style="list-style-type: none"> • Cashier 	<ul style="list-style-type: none"> • Graduate / Post Graduate Any • Candidate must have put in at least Two years service in its

	equivalent posts
<ul style="list-style-type: none"> Public Relation Officer 	<ul style="list-style-type: none"> Master's Degree in Communication and Journalism with at least 55% of the marks or its equivalent grade from any Indian University.
<ul style="list-style-type: none"> Personal Secretary 	<ul style="list-style-type: none"> Post Graduate Or Equivalent Experience
<ul style="list-style-type: none"> Peon 	<ul style="list-style-type: none"> H.S.C / Graduate
<ul style="list-style-type: none"> Nurse 	<ul style="list-style-type: none"> The requirements to become a Registered Nurse (RN) are generally: Passing the 10+2 exam in science subjects, a Diploma in Nursing (called a GNM, General Nursing and Midwifery), and/or getting a B.Sc. Nursing (Bachelor of Science in Nursing) degree.
<ul style="list-style-type: none"> Medical Officer 	<ul style="list-style-type: none"> MBBS ,PG ,Diploma,BAMS,BHMS
<ul style="list-style-type: none"> Ground Man 	<ul style="list-style-type: none"> A high school diploma or equivalent
<ul style="list-style-type: none"> Compounder 	<ul style="list-style-type: none"> Diploma in pharmacy or equivalent

1. Candidates must have good command in Communication and English language.
2. Candidates must have quality of self-learner, sense of ownership and believer in to do est.
3. All rights are reserved to under GGU Norms