

Commissioner of Higher Education

G.S., Gandhinagar

Centralized recruitment for Adhyapak Sahayak in Grant-in Aid Colleges as per Education Department Notification No.: NGC-112010-3269-KH dated 14/09/2011

Online applications are invited from the eligible candidates for 496 vacant posts of “Adhyapak Sahayak” in Grant-in Aid Colleges against the NOC issued by Commissioner of Higher Education, G.S., Gandhinagar as per consent given by college governing body for the centralized recruitment in various subjects of Arts, Commerce and Home Science Stream.

In order to make this process of recruitment transparent, qualitative, fast and according to the Government roster, it has been decided by the Government to organize centralized recruitment.

The whole centralized recruitment process is subject to Policy and instructions given by Government of Gujarat from time to time. Therefore it may be cancelled or as per Government’s directions.

The list of the vacant posts for “Adhyapak Sahayak” subject wise, category-wise and college wise is given in annexure-1 separately.

Though the merit list will be prepared, any of these vacant posts given in annexure-1 are liable to be cancelled or changed as per the policy changes in workload or any administrative reasons decided by the Government of Gujarat.

Educational Qualification

1. Candidates must be an Indian Citizen
2. The recruitment process will be carried out as per UGC Regulations 2009 and the resolutions issued by Education Department, Govt. of Gujarat, from time to time.
3. Only those degree will considered valid for Educational qualification issued by any recognized University which was establish by Central Govt. of India or State Govt. through legal procedure.
4. Candidates must possess minimum 55% in relevant subject at post graduate level with good academic record as per UGC Regulations-2010.
5. Candidates must have cleared NET or GSET examination conducted by UGC-CSIR or equivalent Institute.

Candidates with Ph.D. qualification as per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, will be exempted from NET/SLET qualification. Such candidates with Ph.D. qualification as per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, have to produce a certificate from the competent authority of the respective University in this regard.

6. The candidates having prescribed educational qualifications as on the last date of submission of application shall be eligible.

PAY-SCALE

The appointment rules and pay-scale for these vacant posts of Adhyapak Sahayak remain as per the Education Department Notification No: NGC-1104-1657-KH dated 25-08-2005, 28-03-2006, 16-06-2008 and 15-06-2010 and 3-10-2012. According to these notifications the appointment given to candidate is on temporary basis with the fix pay of Rs. 16,500/- per month for five years.

After completion of five years, if candidate's service is found to be satisfactory, workload exists and the proposal of respective college is found to be satisfactory, the candidates will be appointed after due verification in regular pay-scale of Rs. 15600-39100 GP- Rs. 6000 as per existing rules and regulation of Government of Gujarat.

Reserved Category

1. If candidate of Reserved Category has applied for Un-reserved post, they will be treated as General candidate and they will not avail any benefit of Reserved category.
2. If Candidate of Reserved Category falls into General merit and wants to avail the benefit of it, he/she will have to withdraw their rights of reserved category.
3. This office can make the necessary changes in the number of posts to maintain roster policy and prescribed percentages of reserved category.
4. If candidates are not available against the reserved post/s of female, such post/s can be filled with Male candidate of relevant category.
5. If candidate of reserved category fails to produce original certificates at the time of verification, such candidate has no right for reserved category.
6. It is compulsory for candidate of Socially and Economically Backward Class will have to produce "Non-Creamy Layer Certificate" from competent authority in prescribed format for the financial year ending on 31-03-2015.
7. In case of female married candidates from SEBC category will have to produce "Non-Creamy Layer Certificate" with reference to their parent's income while certificate with reference to their husband income will not be considered.
8. Benefits of the reservation policy are applicable to only candidates of Gujarat origin as per GR of Department of Social Justice No: PRC-2093-4199-kh dated 12-07-1994. Such benefits are not applicable to the migrated candidates.

Merit Calculation

Merit of the candidate will be calculated as per Education Department's notification No:NSG-112010-3269-kh dated 14-09-2011.

Sr No	Particulars	Max. Marks
01	U.G Level For 55-70 percentage (0.5 marks for each percent) For 71 or more than that. (Maximum 1.0 marks)	08.00 01.00
02	First rank in the University at U.G level	10.00
03	P.G Level For 55-70 percentage (1.0 marks for each percentage) For 71 or more than that. (Maximum 1.0 marks)	15.00 01.00
04	First rank in the University at P.G level	10.00
05	M.Phil Degree	05.00
06	Ph.D Degree	10.00
07	NET/GSET/UGC-CSIR	10.00
08	Published book with ISBN	05.00
09	Research Paper published in referred journal	05.00
10	SCOPE 'B1' level exam, CCC or Computer literacy degree/diploma	05.00
11	Experience of full time teaching in University affiliated under graduates colleges or Government Colleges (01 mark for 2 Years experience) For part-time lecturers, as per Education Department's notification dated 14-11-2011	10.00
12	Personal Interview by Committee	05.00
	Total	100.00

As per Education Department's notification of dated 14-11-2011, Eligible part-time lecturers with minimum 2 years of experience will get maximum 15 merit marks for experience as below:

1. For lectures 6 or less than 6 : 0.5 mark for each year
2. For lectures more than 6 : 1.0 mark for each year

Interview Process:

1. Candidates will have to remain present at their own cost at the place of verification on given date and time.
2. Information provided in online form will be treated as final and during verification information found incorrect or candidate fails to prove his/her claim such applications will be rejected.
3. Candidate will have to produce copy of fees paid Challan at the time of verification.
4. Candidates will have to submit copies of documents of educational qualifications, experience, category and all those are needed against their claim for merit marks in two sets.
5. Candidate will have to appear before all the committees for their applied subject of concern colleges, else not included in the final merit list of such college.
6. Candidate will have to follow general disciplinary principals. Committee has rights to cancel the candidature at any level.
7. Original certificates are to be presented at the time of verification.

8. Disciplinary action will be taken against the candidate who tries to produce forged/bogus/invalid documents or where original documents are found to have been tampered with original documents.
9. Candidates have to bring and produce a valid photo identity proof at the time of document verification.
10. An interview arrangement depends on the vacant posts, subject, no. of colleges etc. therefore, candidates will have to follow such arrangements.
11. If candidate found to be ineligible for any recruitment for any kind of reason by Government organization, Board, Corporation and Public Service Commission, he has to give details at the time of document verification. At the time of application, if candidate is continue with his ineligibility period his application will be rejected. If candidate was terminated, suspended or found to be forced regime by any Government body or Government recognized institute, he has to give all the details at the time of document verification

The list of the NOC (Vacant Posts) for recruitment of Adhyapak Sahayak

- The detail list of the vacant posts depends on the roster verified against total posts of the college.
- The list of the vacant posts college wise will be available on website www.cheguj.com

FINAL N.O.C. STATEMENT FOR ARTS, COMMERCE AND HOME SCIENCE ::

SR	SUBJECT	SC		ST		OBC		PH		OPEN		TOTAL		
		M	F	M	F	M	F	M	F	M	F	M	F	TOTAL
1	COMMERCE	6	0	17	15	29	3	1	1	42	13	95	32	127
2	DEFENSE STUDIES	0	0	0	0	0	0	0	0	1	0	1	0	1
3	ECONOMICS	0	0	7	13	19	2	2	0	34	9	62	24	86
4	ENGLISH	9	1	11	8	33	5	3	0	41	10	97	24	121
5	GEOGRAPHY	0	0	1	1	1	0	0	0	0	1	2	2	4
6	GUJARATI	2	0	2	2	7	1	0	0	21	7	32	10	42
7	HISTORY	1	0	0	0	2	1	0	0	5	2	8	3	11
8	HOME SCIENCE	1	0	0	0	0	2	0	0	3	0	4	2	6
9	INDIAN CULTURE	0	0	0	0	1	0	0	0	0	0	1	0	1
10	POLITICAL SCIENCE	1	0	1	0	0	1	1	0	0	2	3	3	6
11	PSYCOLOGY	0	0	0	3	6	1	0	0	7	2	13	6	19
12	SANSKRIT/PRAKRUT	0	0	1	2	7	3	0	0	12	2	20	7	27
13	SOCIOLOGY	0	0	1	7	8	2	0	0	12	1	21	10	31
14	STATISTICS	1	0	1	2	2	0	1	0	6	1	11	3	14
	TOTAL	21	1	42	53	115	21	8	1	184	50	370	126	496

Important instructions for filling the online application form and for the overall recruitment process

1. Eligible candidates have to apply online on website **www.cheguj.com** within the prescribed time limit mentioned in advertisement.
2. Candidates are requested to study the instructions and advertisement given on website carefully before filling the application form. Online filled application forms by the candidate will be considered as final and no modification can be made after last date of application and, no request from the candidate will be considered.
3. Application form will not be accepted through Postal and Courier, nor are they to be hand delivered, faxed or Emailed to the office.
4. The candidate will have to register first on website **www.cheguj.com**.

On-line application form will open by logging in on website after registration. Application form should be filled up carefully. The last date for filling up application form is 10/05/2015 till 17:59 hours. No correction or updating can be made after this date and time. Candidates are advised to keep in mind the banking hours while paying the fees. If the candidate makes any mistake in the online application form, his/her application form will not be reconsidered. It is mandatory for every candidate to give his/her mobile *number* in the application form which should not be changed till the completion of recruitment process.

5. An amount of Rs 500 (Rupees five hundred only) and will have to be paid as application fee by the General and Socially and Educationally Backward Class (SEBC) category candidates. Schedule Castes, Schedule Tribes and differently-disabled candidates are to pay Rs 250 (Rupees two hundred and fifty only) only. Paid fee will not be refunded.
6. Candidates have to give their preference of the colleges for vacant posts in respective subject at the time of filling their application forms, failing which the application will not be accepted. If candidate has not mentioned his/her preference against a college, his/her rights will be rejected for that particular college. The preferences given by the candidate will be final and binding for the purpose of entire selection and appointment process.
7. After giving their preference, candidates have to download the printed copy of Bank Challan and deposit application fee through the Challan at any branch of Dena Bank. Candidate has to retain one copy (Candidate's copy) of the Challan with Transaction Identity provided by Bank.

Candidates can pay application form fee online through NEFT by using following information. Application of such candidates will be confirmed after 25 hours of paying online fees by receiving their **transaction Id** through **Helpline NO.** given on website

- a. **Name of Bank : DENA BANK**
- b. **Account Number : 030810027900**
- c. **In Favour of: Knowledge Consortium of Gujarat**

d. IFSC Code: BKDN0130308 , MICR Code: 380018053

Candidates have to log in again using their **USER ID** and **PASSWORD** on **www.cheguj.com** website after one day and submit transaction ID of paying fees by Challan, so that system can verify and display the acceptance of online application of the candidate. If the instruction of the acceptance of the form does not appear on the screen then it is considered that application form has not been submitted and such application will not be considered further.

Transaction ID data in the system provided by the bank will be updated at 12:00 noon during working days so that system can verify by entering transaction ID after 25 hours of paying fees.

8. Candidates have to take a print of their application form by downloading from the website after applying online and have to keep it with them to produce whenever asked.
9. Necessary instructions related to the “Adhyapak *Sahayak*” will be available on website from time to time.
10. If the information given by the candidate is found to be false / incorrect / wrong or erroneous then he/she will be disqualified either at the time of recruitment or at any subsequent stage during service in future and no claim for service in this regard will be considered.
11. Candidates must not contact any person who is associated with recruitment process. Application of the candidate who are found to being pressure in any form or indulge in disturbing the recruitment process will not be considered.
12. Applications will be treated cancelled if fees are not paid in time and as per instruction.
13. If candidate wish to apply for more than one subject he/she has to fill up subject wise separate application form and fees.
14. Candidates are advised to cross verify their details in the online generated application form.
15. Necessary instructions regarding centralized recruitment for Adhyapak Sahayak will be given to the candidates from time to time on website www.cheguj.com so candidates are advised to check the website regularly.

Appointment:

1. College wise final merit will be prepared from total marks obtained and will be eligible for selection on the basis of merit, availability of post and college preferences given by them.
2. Candidates are called for interview according to their merit list. At the first stage candidates are to be called who have more than cut-off merit marks. For the rest of the candidates appropriate decision will be taken on the availability of vacant post.
3. Candidates selected in the final merit list after getting permission from Higher Education Commissioner will be appointed by the competent authority as per the conditions laid by them.

Common Instructions:

1. Commissioner (Higher Education) will cancelled the appointment of freeze it at any stage if candidate is found ineligible as per recruitment rules.
2. This recruitment is based on rules, regulations and Government's general rules applicable for the position.
3. Commissioner of Higher Education will have the right to modify recruitment schedule or conditions at any stage.
4. In case of dispute between candidate and institution, decision of Commissioner of Higher Education will be final and bound to all.

Date: 29-04-2015

Place: Gandhinagar

A.J.SHAH

I.A.S

Commissioner Higher Education
Gujarat state, Gandhinagar