



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

EMPLOYMENT NOTICE

ADMINISTRATIVE POSTS (ON CONTRACT BASIS)

Advertisement No. 01/2023

Date: 11/01/2023

Online Applications are invited for the below mentioned posts for Gujarat Technological University (GTU), Ahmedabad purely on 11 months contractual & temporary basis as per GTU Contractual Policy-2021.

Sr. No.	Name of the Post	No. of Post
1	Section Officer	4
2	Senior Computer Programmer	3
3	Administrative Assistant	15

Interested candidates are required to apply online on GTU website from date 12/01/2023 13:00 hours to 01/02/2023 18:00 hours. Last date for submitting the print out of the online application along with all the requisite documents is 08/02/2023 (18:00 hours).

Number of Posts, Essential Qualification / Experience/ Pay/ General conditions, application format and other details are mentioned below.

The General Category candidates are required to pay fee of Rs.500/- through net banking, whereas the candidates belonging to EWS, S&EBC/SC/ST/PD are required to pay fee of Rs. 250/-

Candidates are advised to see the details of advertisement before applying online.

PLACE: AHMEDABAD

DATE: 11 / 01 / 2023


11/01/23
REGISTRAR

Winners of: "Most Promising University of India 2020" ❖ "1st rank Among All Universities in Gujarat 2020 by Uni Rank"
❖ "1st Rank in Gujarat State Institutional Ratings Framework (GSIRF) 2019" ❖ "National Leadership Excellence Award 2019 in Technical Education" ❖ "India's Most Trusted State University 2019" ❖ "Outstanding University in West India 2019"

Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone :- +91 079-23267521/570

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Instructions:

- The appointment on above all posts is initially made for the period of 11 months purely on contractual and temporary basis.
- For regular updates do visit Recruitment Tab under Quick Link on GTU website.
- For any query contact at recruitment2022@gtu.edu.in
- If candidate has obtain any degree from other university and grading system is followed, he/she should provide equivalency criteria for conversion of their score either in percentage or class.
- If Candidate hold foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.

Details of Minimum Qualification and Experience required:

Sr. No.	Name of Post, Minimum Qualification, Experience and Salary
1	<p><u>Section Officer</u></p> <p>Minimum Qualification:</p> <ul style="list-style-type: none">Master degree in any discipline with Second Class from a recognized University <p>Minimum Experience :</p> <ul style="list-style-type: none">Experience for at least five years in handling Teaching/ Examination/ Administration in University/ Educational Institution/ Government PSU/ Board/ Corporation/ Administration in Government Office/ Autonomous Body/ Statutory Body or in any recognized institution. <p>Desirable: Possess the basic knowledge of computer application.</p>

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	<ul style="list-style-type: none">Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Salary: Consolidated Fix Salary of Rs. 50,000/- Per Month (In the pay scale of Rs.9300-34800+4600 Grade Pay)</p>
2	<p><u>Senior Computer Programmer</u></p> <p>Minimum Qualification:</p> <ul style="list-style-type: none">First Class in B.E./B.Tech - Computer Eng. / Computer Science/ Information Technology, or First Class in MCA / First Class in M.Sc. (IT).Adequate knowledge of English and Hindi and working knowledge of Gujarati. <p>Minimum Experience :- 3 Years (Preferred experience as Software Developer)</p> <p>The applicant should have exposure/aptitude in more than one of the following broad areas:</p> <ul style="list-style-type: none">Experience in .NET with C# and MS-SQL including ASP.NETExperience in Computer software & other comparable experience in office automation/ e-governance/ ERP/ Networking.Knowledge of Network/ Distributed/ Web based applications and their security.Experience in Cloud Computing /Exposure on AWSKnowledge of Network/Distributed/Web based applications and their security.Develop document and conduct technical training sessions for end users. <p>Salary: Consolidated Fix Salary of Rs. 65,000/- Per Month (In the Pay Scale of Rs.9300-34800+5400 Grade Pay)</p>

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3

Administrative Assistant

Minimum Qualification:

1. Post Graduate Degree of a recognized University in any discipline.

OR

Any Graduate degree with minimum Three Years of Experience in the Government or Corporation or in Board or University or Educational Recognize Institution.

2. Basic knowledge of Computer (Gujarati and English Typing).
3. Adequate knowledge of English and Hindi and working knowledge of Gujarati.

Salary: Rs. 22,000 Fix Salary Per Month.

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GENERAL INFORMATION AND INSTRUCTIONS TO CANDIDATES

(1) Application

- (1) In advertisements there is no reserved post for women candidates, however women candidates can apply against the respective category post and for unreserved post if eligible to apply.

(2) Date of Birth

- (1) For the date of birth, GTU considers the School leaving certificate/S.S.C.E Board Certificate wherein date of birth is mentioned.
- (2) At subsequent stage, no change in date of birth shown in the application be permitted.

(3) Education Qualifications

- (1) The required qualifications/experience/age shall be considered as on closing date of online application.
- (2) If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

- (3) The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.
- (4) Candidates with requisite qualifications acquired from recognized University/Institutions can only apply.
- (5) If candidate hold foreign Universities degree, he/she shall produce AIU equivalency certificate at the time of submission of application.
- (6) The candidate along with application shall submit self-certified photocopy of mark statement (All years/semesters) and Degree Certificate issued by the recognized University/Institution.

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(4) Experience

- (1) The candidate should produce the experience certificate, shown in the application indicating the designation, period of appointment, appointment and relieving order and proof of pay. Such certificate should be signed with date by the competent authority on the letter-head of the institution. Further, Experience will be validated based on the designation and appropriate salary (as per submitted last month's salary slip).
- (2) At subsequent stage no change in the detail of experience be permitted. No new experience certificate will be accepted after submission of application.
- (3) The experience gained as Part-time, Daily Wager, Apprenticeship, Trainee, Honorary and Visiting Faculty cannot be considered as experience.

IMPORTANT INSTRUCTIONS

- (1) The applicant must ensure that he/she fulfill the eligibility criteria for the post.
- (2) The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for being called for written test/Interview.
- (3) Candidates called for written test/interview shall have to appear at their own cost.
- (4) Applicant must produce original testimonials, certificates and other documents at the time of interview, if called.
- (5) The University shall verify the antecedents and documents submitted by the candidate at any time, at the time of appointment or during the tenure of service. In case if it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his/her services shall be liable to be terminated.
- (6) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, and/or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
- (7) The University reserves the right to fill or not to fill any or all posts.

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- (8) Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
- (9) If any additional information is to be given, the information in separate sheet should be provided.
- (10) For regular updates do visit career section on GTU website.
- (11) For any query contact at recruitment2022@gtu.edu.in .
- (12) All correspondence with the candidate will be done through e-mail id as provided by the candidate in application form only.

FILLING UP AND MAILING THE APPLICATION FORM

1. Visit the University website <http://www.gtu.ac.in/Recruitment.aspx>
2. Once the online application form is completely filled, submit it and get printout of the same and send it along with two photographs, self-attested copies of necessary certificates including in support of the evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience, all supporting documents related to Academic Performance Indicators (if applicable), endorsement from the current employer (if applicable) and E-mail printout of fees paid etc. with the applications, and **only through Speed post/Registered Post to The Registrar, Establishment Section, Gujarat Technological University, Nr. Vishwakarma Government Engineering College, Visat Three Roads, Sabarmati- Koba Highway Chandkheda, Ahmedabad – 382 424.** It should reach on or before last date (i.e. ૦૪ / ૦૨ / 2023) up to **18:00 hours** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
3. Applicants are advised to submit **their application by clearly mentioning the name of applied post on the top of sealed envelope** and well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
4. Documentary proofs of experiences and academic qualifications indicated in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
5. Fees once paid shall not be refunded in any circumstances.

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6. Before filling / submitting the application form you are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
7. **INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED.**
8. University shall update all the Applicants about the date, time, and place of written test/ personal interview in due time limits through circular on its official website from time to time. Hence, all the applicants are advised to check the university website for future updates related to the recruitment process of the above mentioned positions.
9. Result will be published after completion of selection process on the website of the GTU.

SELECTION PROCESS

SCHEME OF EXAMINATION

- After the receipt of all the applications, only the hard copy application will be considered for further process of recruitment.

If university decide to shortlist the candidates for further process of recruitment, the scheme of examination shall be as under:-

Name of Post: Section Officer

PHASE – 1: PRIMARY EXAMINATION (WRITTEN)

Duration: 120 Minutes

Total Marks: 100

Medium: English

Number of Questions: 100

The examination would comprise of 100 Multiple Choice Type Questions with 1 Mark for each Correct Answer and 0.25 Negative marking for each wrong answer or attempting more than one options or not selecting any of the options. If candidate will select "E" option than No negative mark will be considered.

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Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	Data Analysis & Interpretation
4)	General Awareness :- Indian Economy / Geography / Natural Resources/ Population / Government Schemes - With Special Reference to Gujarat State, Role & Functions of Various Industrial Associations of India / Gujarat (CII, ASSOCHAM, GCCI, ICC, FICCI, NASSCOM),
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission,
6)	NITI Aayog - Role and Functions, Right to Citizen for Public Service Act, 2013 (RCPS Act), Right to Information Act, 2005 (RTI Act)
7)	Modern History of India with special reference to Gujarat State.
8)	Current Affairs: Regional / National / International Events related to Political / Economical / Sports / Education
9)	Professional/Technical Education: Education System in Gujarat-State Policy, Knowledge Consortium of Gujarat (KCG), Educational Problems of socially deprived classes and women, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Challenges before Higher Education, Impact of Globalization and Privatization on Indian Education, Higher Education System (Diploma, Degree, Masters, Doctorate, Vocational Education and Training (VET)), Rashtriya Uchchattar Shiksha Abhiyan (RUSA), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee -Technical (FRC) - Gujarat, University Administration Systems, Professional / Technical Education as a tool of Human Resource Development, India's present status,

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Higher Education System and Training, Government Policy, Programs, Schemes and Challenges, Issues and efforts for solution, Propagation of Professional and Technical Education, Regulatory and Sanctioning Institutions.

NOTE: Minimum cut off: 35 Marks out of Total 100 Marks, to be eligible for the Phase - 2

PHASE - 2: PERSONAL INTERVIEW (ORAL)

Total Marks: 50

On the basis of merit list of Primary exam, about 15 times candidates per Post, shall be shortlisted to be called up for personal interview.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks
1)	MCQ Type Written Examination	100
2)	Personal Interview (Oral)	50
Total Marks Considered for Selection		150

Name of Post: Senior Computer Programmer

PHASE – 1: PRIMARY EXAMINATION (WRITTEN)

Duration: 60 Minutes

Medium: English

Total Marks: 50

Number of Questions: 50

The examination would comprise of 50 Multiple Choice Type Questions with 1 Mark for each Correct Answer and 0.25 Negative marking for each wrong answer or attempting more than one options or not selecting any of the options. If candidate will select "E" option than No negative mark will be considered.

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Type of Test / Topics Covered

➤ Programming in C

- Arrays: Declaration; initialization; 2-dimensional and 3-dimensional array, passing array to function.
- Pointers: variables, swapping data, swapping address v/s data, pointers and arrays , pointers to pointers , pointers to functions, using pointers with arrays.
- Functions; prototype, passing parameters, Recursive functions. Command-line arguments. Introduction to macros.
- File processing in C and C++

➤ Programing in C++

- Introduction to classes and objects; Constructor; destructor; Operator overloading; Function overloading; function overriding; friend function; copy constructor;
- Inheritance,: Single , Multiple, and Multilevel Inheritance: Virtual function and Polymorphism: Dynamic binding, Static binding; Virtual functions.
- Templates: Exception Handling.

➤ Introduction to Windows Programming

- .Net Architecture, Support for Object orientation and Interfaces , Distinct Values and Reference types , Strong Data Typing , Error handling and Exceptions, .net framework classes , namespaces , creating .net applications using C#.NET , Creating windows forms , windows controls , windows services , The role of ASP in the .net enterprise architecture. The .net Environment, Working with visual studio 2013, Assemblies, .net Security, Localization, Deployment. ASP.NET Basics , variables , predefined data types : Value types and

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(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

reference types , CTS types, Conditional statements , jump statements , Enumerations , Arrays , Using statement , Namespace , Aliases , The Main() Method , Multiple Main Methods , Passing Arguments to main() . More on compiling C#.NET files, console I/O, Using Comments, the C#.NET preprocessor directives. The object class Inheritance : Types of inheritance , virtual methods , hiding methods , calling base versions of functions , sealed classes and methods , constructors of derived classes , modifiers , interfaces , derived interfaces.

- The checked and unchecked operators , The as operator , The size of operator , The type of operator , Nullable types and operators , The Null coalescing operator , operator precedence , Type safety, Type conversions , Boxing and unboxing , comparing objects for equality , Operator overloading, User defined casts. Delegates and Events, Memory management and Pointers, Strings and regular expressions, Collections, Array Lists, The Stack, Queue, and Sorted List class, Hash Tables and Dictionaries.
- Error and Exception Handling, Threading, Applications with multiple threads, Manipulating Threads, Creating Threads with Thread pool. Data Access with .net : Ado.net overview , Using Database Connections , Executing commands , Fast Access, The Data Reader, Managing data and relationship : The Dataset Class , XML schemas , Populating a Dataset , Persisting Dataset Changes , Working with ADO.net , windows forms , viewing .net data.

PHASE - 2: PRACTICAL EXAM

TOTAL MARKS: 100

DURATION: 120 MINUTES

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

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Syllabus:

Developing and Managing Web Application in ASP.NET

- ASP.NET Architecture
- CSS & Themes
- Redirecting User to Another Page
- Master Pages
- Working with User Control, Validation Controls
- Validation Controls
- ASP.NET State Management
- WebConfiguration File
- Data Bound Controls
- Publishing Web Application

Multithreading, Generics and Exception Handling in C#

- What is Multithreading
- Thread class
- Usage of Join method
- Use and Display Thread Properties
- Usage of Sleep method
- Changing the Thread Priority
- Thread Synchronization
- System.Threading namespace
- Generic Method Implementation
- Generic Class Implementation
- Handling Exception - try...catch block
- Nested try
- Catching Multiple Exceptions - Multiple Catch Handler
- Catching Multiple Exceptions - Single Catch Handler
- finally Block
- Throwing Exception
- User Defined Exception

Working with MS SQL Server

- Using DDL, DML, DQL, DCL and TCL statements
- Using Aggregating functions in queries
- Joins and set operations

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- Working with constraints
- Using views
- Working with clustered and non-clustered indexes
- Creating and dropping indexes
- Working with stored procedures, function and triggers
- Working with cursors
- Managing Temp table

Backup and Restore of Database

- Generating SQL Script
- Executing SQL Script
- Generating Change Script
- Taking database Backup
- Restoring database using backup
- Attaching and Detaching of database

NOTE: Minimum cut off: Overall 35% Marks out of Total 150 Marks (Primary exam and Practical Exam), to be eligible for Phase - 3

PHASE - 3: PERSONAL INTERVIEW (ORAL) - 50 MARKS

On the basis of merit list of Primary exam and Practical Exam, about 15 times candidates per Post, shall be shortlisted to be called up for personal interview.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks
1.	MCQ Type Written Examination	50
2.	Practical Exam	100
3.	Personal Interview (Oral)	50
Total Marks Considered for Selection Process:		200

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Name of Post: Administrative Assistant

PHASE - 1: COMPETITIVE EXAMINATION (WRITTEN)

Duration: 120 minutes

Total Marks: 100

Medium: English

Number of Questions: 100

The examination would comprise 100 Multiple Choice Type Questions carrying 100 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.25% Negative marking for wrong answer or attempting more than one options or not selecting any of the options. If candidate will select "E" option than No negative mark will be considered.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Quantitative Aptitude
3)	Reasoning Ability (Verbal / Non-Verbal)
4)	Computer / I.C.T. Aptitude
5)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.
6)	University Administration (UGC / AICTE / PCI / COA) NAAC/NBA
7)	Gujarati Grammar
8)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events

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PHASE - 2: COMPUTER PROFICIENCY TEST (PRACTICAL)

TOTAL MARKS: 50

DURATION: 90 MINUTES

Sr. No	Name of Test	Marks
1)	Computer Test (Word, Excel, PowerPoint) based on data provided	20
2)	Computer Typing (English Note)	15
3)	Computer Typing (Gujarati Note)	15
TOTAL		50

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

Sr. No.	Examination Type	Component Marks
1)	MCQ Type Written Competitive Examination	100
2)	Computer Proficiency Test : (Practical)	50
Total Marks Considered for Selection Process		150

The Final Merit on the basis of composite score of above two tests (Competitive Written Test and Computer Proficiency Test (CPT), shall be considered for the final selection.

NOTE: Minimum cut off: Overall 35% Marks out of Total 150 Marks

COMMON INSTRUCTIONS AND GUIDELIENS FOR CANDIDATES:

- (1) All Written Competitive / Conventional Examinations, will be based on Multiple Choice Question (MCQ) and Optical Mark Reader (OMR).
- (2) University will decide the criteria to prepare a merit list.
- (3) Each Question will consist of 1 mark for correct answer.

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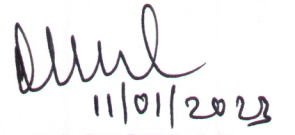
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- (4) There will be 0.25 negative marking for each wrong answer or selecting more than one option or left blank.
- (5) As per the instructions of the State Government and accepted by the university, the waiting list shall be prepared in all of the above mentioned post.
- (6) University shall update all the Applicants about the date, time, and place of examination / personal interview in due time limits through circular on its official website from time to time. Hence, all the applicants are advised to check the university website for future updates related to the recruitment process of the above mentioned positions.
- (7) Entry in the compound of the examination centre with mobile / cell phone/ tables/ laptop/ electronic gadgets etc. is strictly prohibited. If candidate who is found breaching this instruction or found to be indulging in 'unfair practices' viz. copying or misconduct during the course of the examination, using electronic gadgets or mobile phone etc. tempering with question and/or answer paper, influencing any person concerned with primary examination / written examination / test or interview will be debarred either in that examination process or for any number of years or permanently as decided by BOG.
- (8) In case of tie in the final merit list score, appropriate policy decided by the university / selection committee shall be employed. And in case of any discrepancy in the above mentioned guidelines, the decision of the university / selection committee shall be considered as final.
- (9) Mere success in the examination, shall not confirm any right to appointment and no candidate shall be appointed to the post unless the university is satisfied, after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
- (10) Result of the candidates will be published on the website of the GTU.

Date: - 11 / 01 / 2023

PLACE:- AHMEDABAD


11/01/2023
REGISTRAR

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