



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

Employment Notice

Veer Narmad South Gujarat University invites 'Online applications' for various Administrative positions of the University in connection with the permission granted by Commissioner of Higher Education, Government of Gujarat, Gandhinagar vide Letter No. CHE/0132/01/2025 dtd.28-01-2025, Education Department, Government of Gujarat, Gandhinagar vide Letter No.ED/MIS/e-file/3/2025/2912/KH2, dtd.29-05-2025 and Education Department, Government of Gujarat, Gandhinagar vide Resolution No.DGY/1217/172/KH2, dtd.19-09-2017. Eligible candidate shall be required to apply online on or before dtd.21/11/2025 till 6:00 pm at: <https://vnsgunt.samarth.edu.in>. The other details about application form fee, number of posts and minimum qualifications are available on the University website: www.vnsgu.ac.in and <https://vnsgunt.samarth.edu.in>. Applicant needs to send two hard copies of the application on or before dtd.28/11/2025 along with all self-attested testimonials, certificates and all supporting documents to undersigned.

No.: GAD/NT/GIA/Emp.Notice/27848/2025

Date :18/10/2025

Sd/-
REGISTRAR

Veer Narmad South Gujarat University

Udhana-Magdalla Road, Surat-395007

Employment Notice No.GAD/NT/GIA/EmpNotice/27848/2025, Date: 18/10/2025

Non-Teaching/Administrative Positions

Sr. No.	Name of the Post	Number of Post(s)	Category					PH
			SC	ST	SEBC	EWS	Open	
1	Junior Clerk/Typist	35	02	05 (02 Woman)	09 (03 Woman)	03 (01 Woman)	15 (05 Woman)	1 B (D,HH) (2 nd Attempt)
2	Junior Stenographer	02	--	--	--	--	1	1 A (B,LV)

Abbreviations Used: B=Blind, LV= Low Vision, D=Deaf, HH= Hard of Hearing

Pay Scale of Non-Teaching/Administrative Positions

Sr. No.	Name of the Post	Pay Scale (Rs.) As Per 7 th Pay Commission
1	Junior Clerk/Typist	Fix Salary of Rs.26,000/- per month for first five years Level 02 (19,900 – 63,200)
2	Junior Stenographer	Fix Salary of Rs.40,800/- per month for first five years Level 06 (35,400 – 1,12,400)

Note:

1. Pay scale and terms & conditions as per State Government/ University norms.
2. Recruitment for the above-mentioned post shall be as per Resolution No. Khrch/2002/57/Z1, dated 16-02-2006, and Resolution No. Khrch/2002/57/(Part-4)/Z.1, dated 18-10-2023, of the Finance Department, with fixed pay for the first five years.
3. Relaxation as per university/state government norms.

Veer Narmad South Gujarat University

Udhana-Magdalla Road, Surat-395007

Minimum Qualifications for Administrative Positions in University Office/Department **Employment Notice No.GAD/NT/GIA/EmpNotice/27848/2025, Date: 18/10/2025**

Name of Post : **Junior Clerk/Typist**
No. of Post : 35 (Thirty Five)
Qualification : **Essential Qualifications:**
1 A Bachelor's degree from a UGC-recognized university.
2 A certificate of basic computer application knowledge from a recognized institute, as per General Administration Department, Gandhinagar resolutions number CRR-10-2007-120320-G.5 dated 13-08-2008 and 18-03-2016.

Desirable Qualifications:

- 1 Proficient computer skills related to data operation, Gujarati typing, and English typing.
- Selected candidate has to pass C.C.C. (Course on Computer Concept) and Hindi / Gujarati Higher Level examinations during contractual period as per Government resolution if not passed.
 - Age Limit: 35 Years

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Name of Post : **Junior Stenographer**
No. of Post : 02 (Two)
Qualification and Experience : **Essential :**
1. Any Graduate from UGC recognized University
2. Basic Knowledge of Computer application as prescribe by the Government
3. Adequate knowledge of Gujarati and English
4. Knowledge of either English Stenography at a Speed of 90 w.p.m or Gujarati Stenography at a Speed of 60 w.p.m. The person knowing both English and Gujarati Stenography and typing will be preferred and those without the knowledge of stenography in any one language will be appointed on condition that he/she will learn the stenography in that language within two years probation period.
5. At the time of appointment selected candidate possesses a certificate of basic knowledge of computer applications of any recognized institute as per resolution No.CRR-10-2007-120320-G5, dt.13/08/ 2008 and dt.18/03/2016 of General Administrative Department, Gandhinagar.
6. Age Limit: 35 Years
Desirable :
• Candidate having stenography skill in English and Gujarati will be Preferred.
• Selected candidate has to pass C.C.C. (Course on Computer Concept) and Hindi /Gujarati Higher Level examinations during contractual period as per Government resolution if not passed.



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General instructions for the Non-teaching/Administrative Positions
Employment Notice No.GAD/NT/GIA/EmpNotice/ 27848/2025, Date: 18/10/2025

1. The candidate who desires to apply for more than one Non-Teaching/Administrative post will be required to apply separate application and an additional application fee along with each application.
2. The appointment of the selected candidate for the said post on regular basis from the grants released by state government shall be subject to the conditions laid down by the state government / university from time to time. Recruitment of Non-teaching/Administrative post as mentioned shall be as per Resolution No. KhRCh/2002/57/(Part-4)/z.1, Dated 18-10-2023 of Finance Department, Government of Gujarat on fix pay for the first five years.
3. Applicants must submit the application through online recruitment portal at <https://vnsgunt.samarth.edu.in> on or before dt. 21/11/2025 till 6:00 pm and must upload the necessary documents with the online application.
4. **Applicant shall submit copy of printout of the application along with necessary certificates and testimonial in two sets by Speed Post/Registered Ad/In person to The Registrar, Veer Narmad South Gujarat University, University Campus, Udhna- Magdalla Road, Surat-395007. The envelope should be superscripted with "Application for the post of " so as to reach The Registrar, Veer Narmad South Gujarat University, University Campus, Udhna- Magdalla Road, Surat- 395007 on or before dt. 28/11/2025 till 6:10 pm. Applications received after the due date will not be considered. The University will not be responsible for postal delay, if any.**
5. The applicant must ensure that he/she fulfills the eligibility conditions for the Post applied as per respective Notifications.
6. In no circumstances any content of the application form should be modified.
7. The prescribed application fee is Rs.500 /- (Five Hundred only) for General Category and 200/- (Two Hundred only) for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Socially and Economically Backward Class (SEBC)/ Economically Weaker Section (EWS) to be payable online.
8. Bank charges towards the online payment service as applicable will be additionally payable by the candidate.
9. Reservation for SC/ST/SEBC/EWS and Persons with Benchmark Disabilities will be as per the existing policy of Government of Gujarat.
10. Candidates belonging to reserved category (SC/ST/SEBC/EWS) or physically handicapped or Ex-serviceman must attach necessary certificate from the competent authority of the state. SEBC candidate should furnish the Current Financial Year's "Non-Creamy Layer Certificate" in the prescribed Performa along with his/her application form, failing which the candidate will not be

entitled to get the benefit of reserved category. SC, ST, SEBC and EWS candidates of origin of Gujarat can only avail the benefit of reservation.

11. Candidates seeking reservation under Scheduled Caste (SC)/ Scheduled Tribe (ST) Category are required to submit Certificate in the format prescribed by the Government of Gujarat.
12. Candidates applying for the Post (s) reserved for socially and Economically Backward Class (SEBC) should submit a Self-Attested Copy of a Valid Caste Certificate specifically mentioning Creamy Layer-Exclusion in the format prescribed by the Government of Gujarat.
13. Candidates applying for the Post (s) reserved for EWS Category have to submit Certificates for eligibility for reservation in favour of EWS in the format as prescribed by the Government of Gujarat.
14. Applicants are advised to apply to the University well in advance without waiting for the last date and time to avoid any kind of delays due to unforeseen events or circumstances. The University shall not be responsible for any delay at any stage.
15. Applicants who are already in service should apply through their present employer. Direct application shall not be considered. However, due to any unavoidable circumstances, if the application through proper channel is likely to be delayed then an advance copy along with required application fee may be sent on or before the due date mentioning ADVANCE COPY on envelop. Persons employed after making application in response to this advertisement should bring "NO OBJECTION CERTIFICATE" at the time of interview from their employers.
16. The application fee will not be refunded once the form has been submitted by the applicant.
17. Any change in address mentioned in the application form should be communicated in written to The Registrar, Veer Narmad South Gujarat University, University Campus, Udhna- Magdalla Road, Surat- 395007.
18. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
19. No Correspondence will be entertained from applicants who are not eligible to be called for a personal interview.
20. Experience and qualifications will be reckoned as on the last date and time for submission of application. Any updating of qualifications, credentials, experience, etc. will not be entertained after the last date and time of receiving the application.
21. Any additional qualifications, experience, number of papers published, honours and other achievements gained by the candidate during the period between the last date of application and the date of conducting the interview shall not be taken into consideration.
22. A candidate who provides incorrect or false information or suppresses material information will be disqualified and if appointed, will be liable to be dismissed.
23. The appointment of the candidate shall be subject to the conditions of service rules of the State Government/Gujarat Public Universities Uniform Statues, 2024/University as may be amended from time to time.
24. In case of any Dispute/Ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor /Executive Council/Board of Management, Veer Narmad South Gujarat University, Surat in all matters relating to Eligibility, Acceptance or Rejection of Application,

mode of selection, personal Interview shall be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.

25. Candidates, who have obtained Degrees or Diplomas or Certificates for various Courses/Academic Programs from any Institution declared Fake/Derecognized by various statutory bodies shall not be eligible for being considered for recruitment.
26. For updates Candidates are advised to check regularly the Website of Veer Narmad South Gujarat University, Surat: **www.vnsgu.ac.in** and <https://vnsgunt.samarth.edu.in>.
27. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University reserves the right to cancel the appointment/selection of the candidate.
28. Incomplete applications in any respect will not be considered and shall be rejected.
29. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
30. Admit Card/Hall Ticket/Call letters and other correspondence regarding application will be sent to the candidates by e-mail only and necessary information shall be displayed on the website of the University.
31. No TA/DA shall be paid to the candidates for attending Written Examinations/Personal Interviews.
32. Pay Protection, other entitlements, and service conditions will be as per the rules and regulations laid down by the Government of Gujarat from time to time.
33. The Veer Narmad South Gujarat University, Surat reserves the right:
 - i. To withdraw the advertisement either partly or wholly at any time without giving any reason.
 - ii. To fill or not to fill up some or all the posts advertised for any reason whatsoever.
 - iii. To increase/decrease the number of Non-Teaching/Administrative positions after the due procedure as per directions of UGC, New Delhi / Gujarat Government from time to time.
34. Any dispute regarding the recruitment will fall under the jurisdiction of Surat, Gujarat State.
35. Appointment will be given to the selected candidates only after approval of Government of Gujarat.

Place: Surat

Date: 18/10/2025