

EMPLOYMENT NOTICE FOR THE POST OF REGISTRAR

Gujarat University of Transplantation Sciences (GUTS), established in 2015 under the State University Act, is the first University for Transplantation and Allied Sciences in the whole world. The idea of setting up such a University was conceived in 1998 and the seed of its inception was laid down by Prof. H. L. Trivedi, the Founding Director of “Smt. Gulabben Rasiklal Doshi and Smt. Kamlaben Mafatlal Mehta Institute of Kidney Diseases & Research Centre - Dr. H.L.Trivedi Institute of Transplantation Sciences (IKDRC-ITS)”, Ahmedabad, Gujarat. IKDRC-ITS is a constituent institute of GUTS.

Applications from the eligible candidates are invited in the prescribed format for the posts of Registrar. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

Qualification required, experience, pay scale, general conditions, application form and other details are mentioned below. Interested Candidates can download Application form from our website. The duly filled application form in prescribed format with required documents, fees Rs.500/- as demand draft in favour of Gujarat University of Transplantation Sciences payable at Ahmedabad should reach Personally / RPAD / Courier to “The Vice-Chancellor, Gujarat University of Transplantation Sciences, IKDRC-ITS Premises, Civil Hospital Campus, Asarwa, Ahmedabad – 380 016, Gujarat, India” on or before last date: **13/ 08 /2018 by 5:00 pm.** “Application for the Post of Registrar” should be clearly mentioned on the envelope.

Sr. No.	Name of the Post	Pay Bands + Grade Pay	No. of Post	Category			
				GEN	SC	ST	SEBC
1	Registrar	15600 –39100 + 7600	1	1	-	-	-

ELIGIBILITY CRITERIA

- A. A Master's degree with at least 55% marks or its equivalent grade ‘B’ in the UGC 7 points scale from a recognised University/Institute
- B. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of Higher Education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

PLEASE READ CAREFULLY THE INSTRUCTIONS MENTIONED BELOW

1. The Candidate must ensure that he/she fulfils the eligibility criteria for the post on or before the last date of application.
2. A candidate who knowingly or wilfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice at any stage.
3. If the space against any item in the Application Form is insufficient, full particulars should be given on a sheet of paper which should be attached to the application entering at the appropriate place a reference to the sheet attached.
4. Canvassing direct or indirect will be a disqualification.
5. No application will be considered which is received after the last date of receipt of application and any kind of fees paid by the applicant is non-refundable and no correspondence in this respect will be entertained. Late receipt of the Application Form on account of postal delay or any other reason will not be considered.
6. Candidate if called for test/interviews will have to come at their own expense
7. The University reserves the right to fill or not to fill the post and also make any amendments.
8. Candidate should have passed desired examinations of computer proficiency as desired by state government norms.
9. Candidates already in employment in University, Educational Institutions, Government Establishments, and Organizations shall have to send their applications through their present employer on or before the prescribed date. However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed, persons employed after making application in response to this advertisement must bring a '**No Objection Certificate**' at the time of interview from their employers.
10. The candidate is required to submit the following documents [self-attested] with the application form as separate annexure. All annexed documents to be indexed in a sheet and put below the application form as in below sequence.

- (i) School leaving certificate.
- (ii) Statement / Certificates of Educational Qualifications.
- (iii) Experience Certificates. (Proof of Grade Pay to be provided)
- (iv) Caste Certificate (if applicable)
- (v) Non Creamy Layer Certificate (if applicable).
- (vi) Physically Disability Certificate (if applicable)
- (vii) Widow Certificate (if applicable)
- (viii) NOC of present employer (if applicable)
- (ix) Original Demand draft of fees
- (x) Any other document, if necessary in support of any claim.

11. In the absence of the self-attested certificates, application shall be considered as incomplete and such applicants may not be called for test/interview.
12. While filling the details of the qualification in the application form, the candidate must state percentage of marks division/grade and the subject taken at various examinations; specialization of the subject must be mentioned.
13. The candidate should paste his recent passport size photograph at the designated place in the application form and sign upon the photograph.
14. The University reserves the right to withdraw advertised post at any time without giving any reason.
15. Mere eligibility will not entitle any candidate for being called for test/interview. In this regard the decision of the University/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
16. The age of superannuation shall be 62 years for the post of Registrar and as amended from time to time by University/State Government/UGC/MHRD.
17. The candidate should have adequate knowledge of English and Gujarati.
18. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Ahmedabad and courts/tribunals/ forums at Ahmedabad only shall have sole and exclusive jurisdiction to try any such case/ dispute.
19. The University reserves the right to reject any application without assigning any reason whatsoever.
20. The University reserves the right to Extend/ /Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
21. Any corrigendum/ changes/ updates shall be available only on University website.

22. The decision of the University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
23. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of Applications.
24. If candidate holds foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.
25. The applicant must enclose a demand draft of Rs. 500/- (non-refundable) along with application in favour of Vice-Chancellor - Gujarat University of Transplantation Sciences payable at Ahmedabad.
26. The reservation policy for the SC/ST/SEBC/PH/EX-SERVICE MAN and WOMAN shall be as per Government of Gujarat Recruitment Norms.
27. Before filling / submitting the application form you are advised to go through the qualifications mandatory for the post and make sure that you possess the same.
28. Pay scales, service rules, are subject to change as may be directed by University, Government of Gujarat.
29. The duly filled application in with required documents, fees Rs.500/- should reach Personally / RPAD / Courier to the VICE-CHANCELLOR, GUJARAT UNIVERSITY OF TRANSPLANTATION SCIENCES IKDRC-ITS Premises, Civil Hospital Campus, Asarwa, Ahmedabad – 380 016, Gujarat, India by Registered Post/Speed Post/Courier only on or before Date : 13/ 08 /2018 by 5:00 pm. "Application for the Post of Registrar" should be clearly mentioned on the envelope.
30. Call letters to attend the interview will be sent to the shortlisted candidates by E-mail only. No Correspondence will be made to applicants who are not short-listed /not called for interview.

Date: 25th July, 2018

Place: Ahmedabad

Vice-Chancellor