

Recruitment Rules

(1) **Electrician:**

Pay Scale: - Pay Matrix level-4 (Rs. 25500-81100)
Age: - Maximum 33 years.

Essential: - H.S.C. with I.T.I. Certificate in the field concerned with 3 years of experience in recognised organization.

Relaxation: Age may be relaxed in case of internal candidate

(2) **Carpenter:**

Pay Scale: - Pay Matrix level-2 (Rs.19900-63200)
Age: - Maximum 30 years.

Essential: - H.S.C. with I.T.I. Certificate in the field concerned with 3 years of experience in recognized organization.

Relaxation: - Age may be relaxed in case of internal candidate

(3) **Junior Clerk cum Typist:**

Pay Scale: - Pay Matrix level-2 (Rs.19900-63200)
Age: - Maximum 30 years.

Essential: Graduate degree

Desirable: - Certificate in Computer with proficiency in office automation software with Typing speed of 30 words p.m. in English and 25 words p.m. in Gujarati.

Relaxation: - Age may be relaxed in case of internal candidate

4) **Case Writer:**

Pay Scale: - Pay Matrix level-2 (Rs.19900-63200)
Age: - Maximum 30 years.

Essential: - Graduate degree

Desirable: - Certificate in Computer with proficiency in office automation software with Typing speed of 30 words p.m. in English and 25 words p.m. in Gujarati.

Relaxation: - Age may be relaxed in case of internal candidate

General Information and Conditions

Applicants are advised to read all instructions carefully before filling up the applications.

1. The applicant must be a citizen of India.
2. These posts carry usual allowance admissible as per Central Government rules and applicable to Institute for Post Graduate Teaching & Research in Ayurveda (IPGT&RA) employees.
3. New Pension Scheme (NPS) of Government of India is applicable in the Institute.
4. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry or advice will be entertained asking for eligibility.
5. The prescribed essential criteria are minimum and mere possession of the same does not entitle candidates to be called for written test/skill test and/or interview. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/screening test/other criteria. The decision of the Competent Authority will be final and binding in this regard.
6. **Experience certificate should clearly mentioned name, designation and tenure**, failing which, candidature will be rejected summarily.
7. There is no Personal Interview for Selection of all Group "B" & "C" posts. The selection will be based on merit of Objective type written tests.
8. If any document/Certificate furnished in a **language other than Gujarati or Hindi or English**, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
9. **The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.**
10. Institute reserves the right to increase or decrease the number of vacancies, to withdraw the vacancy of any or all the posts and reject any or all applications without assigning any reason thereof, whatsoever, at any stage of recruitment process.
11. Institute reserves the right to make any criteria for selection, amendment, cancellation and changes pertaining to this advertisement in whole or part thereof without assigning any reason thereof, whatsoever.
12. Any corrigendum/ order regarding this advertisement will be issued on the website only. Applicants are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
13. Applicants working in Central/State/Autonomous bodies/Statutory/PSU/Quasi Govt. Offices etc. may send their application as advance application.
14. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions, along with a certificate that the applicant is free/clear from **vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.**
15. The candidate working/serving in Govt./Autonomous/Statutory bodies/PSU/Quasi Govt. Offices etc. should apply **"through proper channel" with 'NO OBJECTION' Certificate** and their duly forwarded application should reach the Office of the Director, IPGT&RA on or before the **closing date of application** received. In case they do not furnish the same, their candidature will straight away be rejected.
16. Applicant applying for more than one post must send separate application with all necessary documents for each post along with application fee.
17. **Applicant has to attach necessary certificate like Gazette, Marriage certificate in case applying by name other than mentioned in the certificate.**

18. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will be treated as disqualification and/or dismissed from the service at any stage and No correspondence will be entertained at all.
19. The written test and/or interview call letter, if short listed, shall be intimated by email.
20. The appointment to the any post will be subjected to physical fitness from the Competent Medical Board/Medical Authority.
21. Applicants working in Govt./Autonomous/Statutory bodies/PSU/Quasi Govt. Offices etc. have to attach photo copies of complete **ACR dossier/APARs of last five years**, duly attested by **Under Secretary or equivalent rank in their organization**, with the application and also have to keep ready along with all other required original documents at the time of document verification and/or interview, if called for.
22. No TA/DA will be granted to any candidates for written test and/or interview, if called for.
23. No correspondence or personal inquiries shall be entertained.
24. In case of any dispute the jurisdiction will be Jamnagar-361008.
25. The Institute will not be responsible for any delay in receipt of any application. Applications received after the last date or applications incomplete in any respect will be summarily rejected without any intimation.
26. Canvassing in any form by or on behalf of any candidate, or bringing political or other influence with regard to selection/recruitment/posting will be lead to disqualification of candidature.
27. Valid **Registration/renewal** Certificate in their **State/Central Register Board/Council** is to be attached, wherever applicable.
28. Applications will not be accepted by **E-Mail or Fax. No enquiry will be entertained over Phone, or E-Mail or Fax.**
29. **The Syllabus:**
 - (a) **The Syllabus, Duration of the Test, Total Marks, and Criteria for Award of Marks and any other information for the written Tests and/or Skill tests will be posted on the Website of the Institute/University.**
 - (b) Applicants are advised to access the **Website** of the Institute/University frequently for any further information relating to this Vacancy Advertisement Notification.
30. **Reservation:**
 - (a) Reservation of posts for Scheduled Caste (SC), Scheduled Tribe (ST), Economically Weaker Sections (EWS), Other Backward Castes –Non-Creamy Layer (OBC-NCL) and Persons with Benched Marked Disability (PwD) are as per Government of India Directives.
 - (b) Reservation is as per Government of India Directives.
 - (c) Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observe any false or discrepancy in their certificate, their candidature will be rejected summarily, No correspondence will be entertained at all.
 - (d) The relaxation for reserved category candidate as per DoP&T, Govt. of India, shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against unreserved post, are not entitled for any relaxation, however, the applicants belonging to Persons with Benchmarked Disability (PwD) category shall be entitled to get relaxation as admissible to them irrespective of the fact whether the post(s) is /are reserved for PWD or otherwise.
 - (e) If reserved category applicant wants to apply for both unreserved post and reserved post, then

the applicant has to submit separate application form along with separate application fees applicable for category applied for.

31. **Economically Weaker Sections (EWS):**

The persons belonging to EWSs, who are not covered under the scheme of reservation for SC, ST and OBC shall be eligible for the posts reserved for EWS subject to the following conditions:

- (a) The family of EWS candidate has a gross annual income below Rs. 8 lakhs. The income shall include income from all sources, i.e., salary, agriculture, business, profession, etc for the financial year prior to the year of application.
- (b) EWS persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
 - (i) 5 acres of agricultural land and above;
 - (ii) Residential flat of 1000 sq ft and above;
 - (iii) Residential plot of 100 sq yards and above in notified municipalities;
 - (iv) Residential plot of 200 sq yards and above in area other than the notified municipalities.
- (c) The property held by a family of EWS candidate in different locations would be clubbed to determine EWS status and term 'family' for this purpose will include the person who seek benefit of reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.
- (d) The benefit of reservation under EWS can be availed on production of income and Asset Certificate as per the format provided in the DoP&T OM No 36039/1/2019-Estt.(Res) dated 31 January, 2019. The details of the Competent Authorities empowered to issue such a certificate is also available in the ibid-mentioned DOP&T OM.
- (e) The vacancies earmarked for EWS, if could not be filled due to non-availability of a suitable candidates, such vacancies of that particular recruitment year shall not be carried forward to the next recruitment year as backlog.
- (f) Persons belonging to EWS, selected against the quota for PWD/Ex-servicemen shall be placed against roster point earmarked for EWS.
- (g) EWS candidates will not be denied the right to compete for appointment against an unreserved vacancy and persons belonging to EWS, if selected on merit, will not to be counted towards the quota of EWS.
- (h) **Post reserved for EWS may be filled by UR, in case of unavailability of EWS candidate.**

32. The reserved category candidates are required to submit original certificate in prescribed format of the Government, issued by the competent authority at the time of document verification, in support of their claim.

33. Only such PwD persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent (Forty per cent) of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority. The Certificate for PwD must indicate the percentage of disability.

34. The OBC candidates belonging to “Creamy Layer” are not entitled to concession entitled to OBC-NCL candidates and such candidates have to indicate their category as Unreserved (UR).

35. **Application fee:**

- (a) **Application fee is to be paid by bank Demand draft (DD) of nationalized bank only**
 (b) Application fee is **non-refundable**, and payable by **Demand Draft** only for each application, drawn in favour of “**Director, IPGT&RA**” payable at **Jamnagar**.
 (c) Application fee are is under:

No	Roster Category	Non-teaching Posts	Application fee
1	General/UR/OBC	Group C posts	Rs.2500/-
2	SC/ST/EWS	Group C posts	Rs.2000/-
3	PwD (Persons with Benchmarked Disability)	All posts	No application fee

- (d) Candidate must mention- **Candidate name, category and post name-subject name** applied for, on **back side of Demand Draft**.
 (e) **Application once submitted will not be allowed to be withdrawn and application fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment nor for selection process in future, even if the recruitment process is cancelled.**

36. **How to apply:**

- (a) Applicants are required to apply in the prescribed format available at website on <http://www.ayurveduniversity.edu.in> as per the prescribed proforma of Applications form. Institute will not consider any other format or application Proforma.
 (b) Duly signed application completed in all respect enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast/community/Persons with disabilities (PwD) in prescribed format by Government of India, the supporting documents along with non-refundable application fees should be sent in an envelop super scribed “**APPLICATION FOR THE POST OF** _____” by **Registered/Speed-Post to:**

**The Director,
 Institute for Post Graduate Teaching & Research in Ayurveda
 (IPGT&RA),
 Gujarat Ayurved University,
 Opp. B-Division Police Station, Gurudwara Road,
 Jamnagar-361 008 (Gujarat)**

37. **Invalid Applications:**

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications.

- (a) Applications received **after the closing date.**
- (b) Candidates not having the required qualifications & valid experience.
- (c) Applications without latest photo not being pasted in the provided space.
- (d) Applications without declaration.
- (e) Application without signature.
- (f) Applications without any supporting documents details mention in **application form.**
- (g) Applications which are incomplete/illegible in any manner.
- (h) Applications without **valid Registration/renewal certificate** in their State/Central Register Board/Council.
- (i) Applications without the prescribed application fee.
- (j) Applicants working in Govt./Autonomous/Statutory bodies/PSU/Quasi Govt. Offices etc. have to attach photo copies of complete **ACR dossier/APARs** of last five years with application form failing to which rejected.
- (k) Application on another format not prescribed by IPGT&RA.

38. **Last Date:**

- (a) The last date is for applying the post & receipt of applications is **21.10.2020**
- (b) In case the last date of receipt of application is declared holiday or falls on Sunday/Holiday, next working day will be considered as last date of the application.
- (c) **Applications by hand will not be accepted.**

39. **Disclaimer:-**

The application submitted by candidates does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/selection process is **“PURELY PROVISIONAL”** depending on scrutiny of your eligibility as mentioned in the Advertisement (No.PGT/05/2020) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including age, category, sub-category, application fee, essential educational qualification(s) and experience prescribed for the post his/her candidature will be rejected at any stage of selection process and even after appointment.

**Director
IPGT&RA**