

GUJRAT AYURVED UNIVERSITY

RECRUITMENT RULES AS ON 19-07-2022 (Approved by BOG on dt. 21/07/2023)

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
Non Teaching Class - 1					
1	Registrar Level - 12 78800-209200	Class -I	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Master's degree with 55% or Grade-II / +B or its equivalent from a Statutory University.		
			2. At-least 15 years experience in a responsible administrative / academic position in a University or other comparable establishment out of which 8 years of experience as a Assistant Registrar / Asst. Professor/ Lecturer / comperable establishment in a College or a University in Level - 9 or above.		
			3. Age : Not more than 50 years.		
			Desirable :		
			Ph.D.		
			Relaxation :		
			There is no age bar for internal candidate & educational qualification to a Bachelor's degree with 15 years experience out of which 8 years experience on the post of Assistant Registrar or its equivalent or above for internal candidate.		
2	Director of Botanical Garden Level - 12 78800209200	Class -I	(1)The Director of Botanical Garden shall be appointed by the Syndicate. (2)The following shall be the qualification for appointment of Director of Botanical Garden: (i)Post Graduate degree in the subject of Dravyaguna from any recognized Institution/University established by law or H.P.A., M.S.A.M. Jamnagar. (ii)Teaching experience of 10 years in the subject of which 3 years experience must be as Associate Professor / Reader of Post Graduate Teaching or Research in Dravyaguna. (iii)(a)Original published papers/ books on the subject. (b)good knowledge of Sanskrit, Hindi, English & Gujarati. (c)Age should not be more than 45 years. (d)Experience and age can be relaxed in case of deserving candidate. (e)A candidate holding the Doctorate degree in the subject concerned may be preferred.	Open Selection by the Staff Selection Committee.	As per Statute - 178
Note:- wherever questions of interperation arise, wording printed in Statue - 178, published in GAU hand book 2008 and amended in from time to time shall be final.					

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
3	Deputy Registrar PAY BAND-3 Level - 11 67700-208700	Class -I	Essential :	By promotion and by open selection in the ratio 1:1 promotion may be given from the cadre of Assistant Registrar on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Master's degree with 55% or Grade-II /+B or its equivalent from a Statutory University with at least 9 years experience in a responsible administrative / academic position in a University or other comparable establishment. Out of which 5 years experience as a Asst. Registrar / Lecturer/Asst. Professor in Level - 9 or above.		
			2. # Age : Not more than 40 years		
			Desirable :		
			Ph.D.		
			Relaxation		
			There is no age bar for internal candidate & educational qualification to a Bachelor's degree with 9 years experience on the post of Office Superintendent or its equivalent and above for internal candidate.		
4	Director of Physical Education Level - 11 67700-208700	Class -I	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Master's degree with 55% or Grade-II /+B in Physical education with 9 years experience in Physical Education / Youth services out of which 3 year experience of college level in Level - 9 or above.		
			2.# Age : Not more than 40 years.		
			Desirable :		
			Ph.D. Or Net Examination Pass		

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
5	Chief Accounts Officer Level - 11 67700-208700	Class -I	Essential :	By promotion and by open selection in the ratio 1:1 promotion may be given from the cadre of Assistant Registrar on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Chartered Accountant with 2 year experience or M. Com. with 55% or Grade-II / +B or M.B.A. (Finance)55% with 9 years accounting experience in a supervisory capacity in university / college or comperable establishment in Level - 9 or above.		
			2. # Age : Not more than 40 years.		
			Desirable :		
			Sound knowledge of Budget control and audit procedure.		
			Relaxation :		
			There is no age bar for internal candidate & educational qualification to a Bachelor's degree in Commerce with 9 years experience on the post of Accountant or its equivalent or above for internal candidate.		
Non Teaching Class - 2					
6	Estate Manager Level - 09 53100-167800	Class -II	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. B. E. (Civil) with 3 years experience.		
			2. # Age : Not more than 30 years.		
			Desirable :		
			M.E. (Civil)		
			Relaxation :		
			There is no age bar for internal candidate & educational qualification may be relaxed to Diploma (Civil) Engineer for the internal candidate.		

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
7	Assistant Registrar Level - 09 53100-167800	Class -II	Essential :	By promotion and by open selection in the ratio 1:1 promotion may be given from the cadre of Information & P.R.O. / Adm. Officer on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Master's degree with 55% or Grade-II /+B with 5 years experience or Bachelor's degree having at least with 55% or Grade-II / +B with 7 years experience in a responsible administrative / academic position in a University or other comparable establishment as in Level - 8 or above		
			2. # Age : Not more than 40 years		
			Desirable :		
			Candidate possessing a degree in law will be preferred. (M.B.A.(H.R.))		
			Relaxation :		
There is no age bar for the internal candidate educational qualification may be relaxed to Bachelor's degree with 5 years experience on the post of Office Suptd. or with 7 years experience on the post of Head Clerk or its equivalent and above for internal candidates.					
8	Press & Publication Officer Level - 08 44900-142400	Class -II	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with a Diploma in Printing Technology with 5 years experience or S. S. C. with a Diploma in Printing Technology with 10 years experience on any comparable post.		
			2.# Age : Not more than 38 years.		
			Desirable :		
			Graduate in Printing Technology from GTU.		
			Relaxation :		
There is no age bar for the internal candidate.					
9	Information and Public Relation Officer Level - 08 44900-142400	Class -II	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's Degree in Journalism with 3 years experience or Master in Journalism or Information technology with 1 year experience / M.D.C. with 1 year experience.		
			2. # Age : Not More than 35 years.		

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10	P.A. cum Steno to Vice Chancellor Level - 08 44900-142400	Class -II	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's Degree with proficiency in short hand. The minimum speed in English & Gujarati Stenography is 120/100 with 2 years experience.		
			2. Diploma in Computer Science / Application from reputed University.		
			3. # Age : Not more than 38 years.		
			Desirable :		
			Graduate in information technology / computer science		
			Relaxation :		
There is no age bar for internal candidate					
11	P.S. to V.C. / P.A. to Registrar // Office Supdt. Level - 08 44900-142400	Class -II	Essential :	By promotion from the cadre of Accountant / Head Clerk / Store Keeper / Cashier on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with 5 years experience in a responsible administrative position Head clerk/Accountant in the Level - 6 or above.		
			2.# Age : Not More than 35 years.		
			Desirable :		
			M.B.A. OR P.G.D.B.M.of 2 years from recognised University / AICTE approved.		
			Relaxation :		
There is no age bar for internal candidate & educational qualification may be relaxed in case of internal candidate in case of promotion.					
Non Teaching Class - 3					
12	Accountant Level - 07 39900-126600	Class -III	Essential :	By promotion from the cadre of Cashier / Head Clerk / Store Keeper on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with 55% or Grade - II / +B in Commerce with accounts and auditing with 5 years experience as a Head clerk/Cashier/Store Keeper in the Level - 6 or above.		
			2. Age : Not more than 35 years.		
			Desirable : ICWA		
			Relaxation :		
There is no age bar for internal candidate & qualification may be relaxed in case of internal candidate in case of promotion.					

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
13	Head Clerk / Cashier Level - 06 35400-112400	Class -III	Essential :	By promotion from amongst Senior Clerks on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with 55% or Grade-II /+B with 5 years experience of office administration or accounts or store.		
			2. Age : Not more than 35 years.		
			Relaxation :		
			There is no age bar for internal candidate & qualification may be relaxed in case of internal candidate in case of promotion.		
14	Foreman Level - 05 29200-92300	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. H. S. C. with Diploma in Mechanical Engineering.		
			2. Age : Not more than 30 years.		
			Desirable :		
			1. 2 years experience in the concerned field.		
			2. Knowledge of Machine repairing work.		
			3. Knowing compose work of Gujarati, Hindi and Sanskrit & English.		
Relaxation :					
			There is no age bar for internal candidate		
15	Statistical Assistant Level - 05 29200-92300	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's Degree in Statistics with 55% or Grade - II / +B with 2 years experience in Level - 4 or above OR Post Graduate in Statistics with 55% or Grade - II / +B		
			2. Age : Not more than 35 years.		
			Desirable :		
			1. Experience in handling statistics relating to medicine		
			Relaxation :		
			There is no age bar for internal candidate		
16	Proof Reader Level - 04 25500-81100	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with Sanskrit or English or its equivalent with 3 years experience in Proof Reading.		
			2. Proficiency in English, Gujarati, Hindi, Sanskrit.		
			3. # Age : Not more than 30 years.		
			Relaxation :		
			There is no age bar for internal candidate		

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17	Pressman Level - 04 25500-81100	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Diploma in Printing Technology		
			OR		
			1. ITI Certificate Course in Printing Technology with 3 years experience.		
			2. # Age : Not more than 28 years.		
			Desirable :		
			1. Knowledge of machine repairing work.		
2. Know;edge of compose work of Sanskrit, Gujarati, Hindi & English.					
3. Knowledge of Binding work.					
			Relaxation :		
			There is no age bar for internal candidate		
18	Assistant Compose Foreman Level - 04 25500-81100	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Diploma in Printing Technology OR ITI Certificate Course in Printing Technology with 3 years experience.		
			2. # Age : Not More than 28 years.		
			Desirable :		
			1. Knowledge of Binding Work.		
			Relaxation :		
			There is no age bar for internal candidate		
19	Senior Clerk Level - 04 25500-81100	Class -III	Essential :	By promotion from the cadre of Junior Clerk on the basis of seniority cum merits.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. Bachelor's degree with 3 years experience of office work.		
			2. # Age : Not More than 30 years.		
			Relaxation :		
			There is no age bar for internal candidate & qualification may be relaxed in case of internal candidate.		

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate				
20	Jr. Clerk cum Typist Level - 02 19900-63200	Class -III	Essential :	75% by open selection and 25% by promotion from class IV on the basis of seniority cum merits.	as per Syndicate meeting dated 20/11/2019 vide matter -3				
			Qualification :						
			1. A Bachelor's degree in any discipline from Statutory University or Government recognised Institution.						
			2. G.C.C. Typing speed of 30 words p.m. in English and G.C.C. Typing speed of 25 words p.m. in Gujarati.						
			3. C.C.C. passed (Course on Computer Concept) or its equivalent course passed as per Government of Gujarat norms from time to time.						
			# Age : Not more than 30 years.						
			Relaxation in case of promotion :						
			[1] Age						
			[2] Educational Qualifications relaxed up to H.S.C. and C.C.C.						
21	Driver Level - 02 19900-63200	Class -III	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32				
			1. S.S.C.						
			2. Must hold Heavy Motor Vehicle driving license.						
			3. 3 years experience of driving Motor Vehicles.						
			4.# Age : Not More than 28 years.						
						Desirable :			
						1. Knowledge and skill in maintenance of Vehicles will be preferred.			
						Relaxation :			
			There is no age bar for internal candidate						

No.	Name of the Post & Pay Scale	Class	Qualification & Experience	Method of Recruitment	Approval of Syndicate
Non Teaching Class - 4					
22	Gardner Level - IS-2 15000-47600	Class -IV	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. S.S.C.		
			2. 2 years experience of gardening.		
			3.# Age :Not more than 28 Years.		
23	Helper Level - IS-1 14800-47100	Class -IV	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. S.S.C.		
			2. # Age : Not more than 28 years.		
24	Peon, Watchman, Attendant Sweeper, Level - IS-1 14800-47100	Class -IV	Essential :	Open Selection by the Staff Selection Committee.	As per Syndicate meeting dated 19/03/2011 vide Agenda no. - 32
			1. S.S.C.		
			2. # Age : Not more than 28 years.		
			Desirable :		
			1. Experience in the line will be preferred.		
			2. For Watchman Ex. Service man will be preferred.		
			Relaxation		
			1. There is no age bar for internal candidate		
2. In case of Sweeper educational qualification may be relaxed to standard IV.					