



GUJARAT UNIVERSITY OF TRANSPLANTATION SCIENCES

(Established Under the Gujarat Act. No. 9 of 2015)

Web: <http://www.guts.education>, e-mail: info-guts@gujarat.gov.in

Employment Notice No: 01 /2021

Gujarat University of Transplantation Sciences (GUTS), established in 2015 under the State University Act. 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. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative/academic excellence and quality.

Online application(s) from the eligible candidates are invited in prescribed performa for the below administrative posts.

Sr.	Name of the Post	Pay Bands + GP	Category	No. of Post
1	Controller of Examinations	Level 10 Pay Matrix 56,100 – 1,77,500	General	1
2	Chief Administrative Officer	Level 10 Pay Matrix 56,100 – 1,77,500	General	1
3	Civil Engineer	Level 09 Pay Matrix 53,100 – 1,67,800	General	1
4	Electrical Engineer	Level 09 Pay Matrix 53,100 – 1,67,800	General	1
5	Computer Hardware Engineer	Level 09 Pay Matrix 53,100 – 1,67,800	General	1
6	Store Officer	Level 08 Pay Matrix 44,900 – 1,42,400	General	1
7	Personal Secretary	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090 for First Five Year)	General	1
8	Accountant	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090 for First Five Year)	General	1
9	Office Superintendent	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090 for First Five Year)	General	1
10	Head Clerk	Level-6, Pay Matrix 35,400 – 1,12,400 (Fixed Pay Rs.31,340 for First Five Year)	General	1
11	Assistant Librarian	Level-5, Pay Matrix 29,200 – 92,300 (Fixed Pay Rs.31,340 for First Five Year)	General	1
12	Senior Clerk	Level-4, Pay Matrix 25,500 – 81,100 (Fixed Pay Rs.19,950 for First Five Year)	General	2
13	Junior Clerk	Level-2, Pay Matrix 19,900 – 63,200 (Fixed Pay Rs.19,950 for First Five Year)	General	1

REGISTRAR

1. Details of Minimum Qualification and Experience required for all the posts

Sr	Particular	
1	Name of Post	Controller of Examinations
	Level & Pay Matrix	Level 10 Pay Matrix 56,100 – 1,77,500
	Category - No. of Posts	General – 1 (One)
	Age	Up to 46 years
	Minimum Qualification & Experience	<p>Possess a Master degree with atleast 55% marks or an equivalent grade of B in the University Grants Commission seven point scale (wherever grading system is followed) obtained from any of the universities or Institution established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(i) have atleast nine years experience as an Assistant Professor in the Academic Level 10 and above with experience in educational administration; or</p> <p>(ii) have comparable experience in research establishment and / or other Institutions of higher education; or</p> <p>(iii) have atleast five years of administrative experience as Assistant Registrar or an equivalent post.</p>
2	Name of Post	Chief Administrative Officer
	Level & Pay Matrix	Level 10 Pay Matrix 56,100 – 1,77,500
	Category - No. of Posts	General – 1 (One)
	Age	Up to 42 years
	Minimum Qualification & Experience	<p>Possess a post graduate degree with atleast 55% marks or an equivalent grade of B in the University Grants Commission seven point scale (wherever grading system is followed) obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(i) have atleast five years experience on the post not below the rank of Office Superintendent or Accountant in the Gujarat University of Transplantation Sciences, or</p>

		(ii) have atleast five years experience related to Administrative works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, on the post which can be considered equivalent to the post not below the rank of Office Superintendent or Accountant, in the Gujarat University of Transplantation Sciences.
3	Name of Post	Civil Engineer
	Level & Pay Matrix	Level 09 Pay Matrix 53,100 – 1,67,800
	Category - No. of Posts	General – 1 (One)
	Age	Up to 38 years
	Minimum Qualification & Experience	<p>Possess a degree in Civil Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(i) have atleast three years experience on the post not below the rank of Additional Assistant Engineer (Civil) in the Government, or</p> <p>(ii) have at least three years experience of the field of Civil Engineering in Government or local bodies or Government undertaking board or corporation or limited company established under the companies Act, 2013 or university, on the post which can be considered equivalent to the post not below the rank of Additional Assistant Engineer (Civil) in the Government.</p>
4	Name of Post	Electrical Engineer
	Level & Pay Matrix	Level 09 Pay Matrix 53,100 – 1,67,800
	Category - No. of Posts	General – 1 (One)
	Age	Up to 38 years
	Minimum Qualification & Experience	<p>Possess a degree in Electrical Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(i) have atleast three years experience on the post not below the</p>

		rank of Additional Assistant Engineer (Electrical) in the Government, or (ii) have at least three years experience of the field of Electrical Engineering in Government or local bodies or Government undertaking board or corporation or limited company established under the companies Act, 2013 or university, on the post which can be considered equivalent to the post not below the rank of Additional Assistant Engineer (Electrical) in the Government.
5	Name of Post	Computer Hardware Engineer
	Level & Pay Matrix	Level 09 Pay Matrix 53,100 – 1,67,800
	Category - No. of Posts	General – 1 (One)
	Age	Up to 38 years
	Minimum Qualification & Experience	Possess a post graduate degree in Computer Engineering or Computer Technology or Computer Science or Computer Application or Computer Science and Engineering of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and have at least three years combined or individual experience of the field of Computer Hardware Engineering work or software in Government or in local bodies or Government undertaking board or corporation or limited company established under the companies Act, 2013 or university and other organization.
6	Name of Post	Store Officer
	Level & Pay Matrix	Level 08 Pay Matrix 44,900 – 1,42,400
	Category - No. of Post	General – 1 (One)
	Age	Up to 41 years
	Minimum Qualification & Experience	Possess,- (i) a post graduate degree either in Business Administration (Finance) or in Commerce (M.Com) in Accountancy or Economics or Statistics or in Arts (M.A.) in Economics or Mathematics or Statistics or in Science (M.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other

		<p>educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(a) have atleast four years experience on the post not below the rank of Head Clerk, in the Gujarat University of Transplantation Sciences, or</p> <p>(b) have atleast four years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government undertaking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Head Clerk, in the Gujarat University of Transplantation Sciences; or</p> <p>(ii) a bachelor degree either in Business Administration (Finance) or in Commerce (B.Com) in Accountancy or Economics or Statistics or in Arts (B.A.) in Economics or Mathematics or Statistics or in Science (B.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(a) have atleast six years experience on the post not below the rank of Head Clerk, in the Gujarat University of Transplantation Sciences, or</p> <p>(b) have atleast six years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Head Clerk, in the Gujarat University of Transplantation Sciences;</p>
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7	Name of Post	Personal Secretary
	Level & Pay Matrix	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090 for First Five Years)
	Category - No. of Post	General – 1 (One)
	Age	Up to 40 years
	Minimum Qualification & Experience	Possess a bachelor degree of any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and (i) possess the speed of not less than 100 words per minute in English Shorthand and 40 words per minute in English typewriting with accuracy,
8	Name of Post	Accountant
	Level & Pay Matrix	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090/- for First Five Years)
	Category - No. of Post	General – 1 (One)
	Age	Up to 39 years
	Minimum Qualification & Experience	Possess, (i) a post graduate degree either in Business Administration (Finance) or in Commerce (M.Com) in Accountancy or Economics or Statistics or in Arts (M.A.) in Economics or Mathematics or Statistics or in Science (M.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and (a) have atleast two years experience on the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences, or (b) have atleast two years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in

		<p>Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences;</p> <p style="text-align: center;">or</p> <p>(ii) a bachelor degree either in Business Administration (Finance) or in Commerce (B.Com) in Accountancy or Economics or Statistics or in Arts (B.A.) in Economics or Mathematics or Statistics or in Science (B.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(a) have atleast four years experience on the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences, or</p> <p>(b) have atleast four years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences.</p>
9	Name of Post	Office Superintendent
	Level & Pay Matrix	Level-7, Pay Matrix 39,900 – 1,26,600 (Fixed Pay Rs.38,090/- for First Five Years)
	Category - No. of Post	General – 1 (One)
	Age	Up to 39 years
	Minimum Qualification & Experience	Possess, (i) a post graduate degree either in Business Administration (Finance) or in Commerce (M.Com) in Accountancy or Economics or Statistics or in Arts (M.A.) in Economics or Mathematics or Statistics or in Science (M.Sc.) in Mathematics or Statistics

obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and

(a) have atleast two years experience on the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences, or

(b) have atleast two years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences;

or

(ii) a bachelor degree either in Business Administration (Finance) or in Commerce (B.Com) in Accountancy or Economics or Statistics or in Arts (B.A.) in Economics or Mathematics or Statistics or in Science (B.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and

(a) have atleast four years experience on the post not below the rank of Senior Clerk, in the Gujarat University of Transplantation Sciences, or

(b) have atleast four years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant's Firm, on the post which can be considered equivalent to the post not below the

		rank of Senior Clerk, in the Gujarat University of Transplantation Sciences;
10	Name of Post	Head Clerk
	Level & Pay Matrix	Level-6, Pay Matrix 35,400 – 1,12,400 (Fixed Pay Rs.31,340/- for First Five Year)
	Category - No. of Post	General – 1 (One)
	Age	Up to 37 years
	Minimum Qualification & Experience	<p>Possess,</p> <p>(i) a post graduate degree either in Business Administration (Finance) or in Commerce (M.Com) in Accountancy or Economics or Statistics or in Arts (M.A.) in Economics or Mathematics or Statistics or in Science (M.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; or</p> <p>(ii) a bachelor degree either in Business Administration (Finance) or in Commerce (B.Com) in Accountancy or Economics or Statistics or in Arts (B.A.) in Economics or Mathematics or Statistics or in Science (B.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and</p> <p>(a) have atleast two years experience on the post not below the rank of Junior Clerk, in the Gujarat University of Transplantation Sciences,or</p> <p>(b) have atleast two years experience related to Administration and/or Accounts and/or Audit works in Government or local bodies or Government under taking board or corporation or university or limited company established under the companies Act, 2013, or in Banking Organization or in a Chartered Accountant’s Firm, on the post which can be considered equivalent to the post not below the</p>

		rank of Junior Clerk, in the Gujarat University of Transplantation Sciences;
11	Name of Post	Assistant Librarian
	Level & Pay Matrix	Level-5, Pay Matrix 29,200 – 92,300 (Fixed Pay Rs.31,340/- for First Five Year)
	Category - No. of Post	General – 1 (One)
	Age	Up to 37 Year
	Minimum Qualification & Experience	Possess, (i) a bachelor degree obtained from any of the universities or Institution established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; and (ii) a bachelor degree in Library and Information Science or Documentation obtained from any of the universities or Institution established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956;
12	Name of Post	Senior Clerk
	Level & Pay Matrix	Level-4, Pay Matrix 25,500 – 81,100 (Fixed Pay Rs.19,950/- for First Five Year)
	Category - No. of Post	General – 2 (Two)
	Age	Up to 35 Year
	Minimum Qualification & Experience	Possess a bachelor degree either in Business Administration (Finance) or in Commerce (B.Com) in Accountancy or Economics or Statistics or in Arts (B.A.) in Economics or Mathematics or Statistics or in Science (B.Sc.) in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956;
13	Name of Post	Junior Clerk
	Level & Pay Matrix	Level-2, Pay Matrix 19,900 – 63,200 (Fixed Pay Rs.19,950/- for First Five Year)

Category - No. of Post	General – 1 (One)
Age	Up to 35 Year
Minimum Qualification & Experience	(1) possess a bachelor degree either in Business Administration (Finance) or in Commerce in Accountancy or Economics or Statistics or in Arts in Economics or Mathematics or Statistics or in Science in Mathematics or Statistics obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956; (2) have a speed of not less than 5000 key depressions per hour with accuracy for data entry work in English and Gujarati,

2. The basic knowledge of Computer Application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
3. Possess adequate knowledge of Gujarati or Hindi or both.
4. Age Relaxation:

1	Candidate belonging SC /ST /SEBC /EWS category of Gujarat Origin	5 years (Maximum Up to 45 Years)
2	Women Candidate belonging SC /ST /SEBC /EWS category of Gujarat Origin	10 Years (Which Includes the relaxation of 5 years applicable to woman) (Maximum Up to 45 Years)
3	Women Candidate belonging to unreserved /reserved category	5 years (Maximum Up to 45 Years)
4	Ex. Serviceman Including E.C.O. / S.C.O.	Length of Military Service plus three years, (Maximum Up to 45 years.)
5	Physically Disabled	10 Years (Maximum Up to 45 Years)
6	Gujarat University of Transplantation Sciences or Government or Local bodies or Government under taking Board or Corporation or University either as a permanent or temporary servant and appointed on the regular pay scale and he is officiating continuously for six months or more.	As per details in Recruitment Rules

*For detailed recruitment rules visit our website <http://guts.education>. For any discrepancy recruit rules of relevant post published on our website will be treated as final.

Important Note for all posts

1. Candidate should be citizen of INDIA.
2. The applicant must ensure that he/she fulfills the eligibility criteria for the post.
3. Candidate applying for more than one post need to apply separately for each post and should pay separate fees for each application.
4. All approved posts & Pay scales are subject to change as may be directed by Government of Gujarat.
5. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for selection.
6. If Candidate holds foreign university's degree, they should produce AIU equivalency certificate at the time of Submission of application.
7. If candidate has obtained any degree from a university where grading system is followed, he/she should provide equivalency criteria for conversion or formula/method of calculation of percentage of their score either in percentage or class.
8. Before filling / submitting the application form candidates are advised to go through the qualifications/Experience mandatory for the post and make sure that candidate possesses the same.
9. Age, Educational Qualification and Experience should be considered with reference to the last date of application to be submitted online.
10. Experience should be considered after obtaining the essential educational qualification.
11. The Candidate selected for the post mentioned above at Sr. No.- 7 to 13 shall be appointed in the fixed pay as per State Govt. Policy for first Five Years with prevailing terms and conditions and on completion of Five Years satisfactory service, he / she shall be posted in the regular pay scale at initial stage of the concerned post.
12. The general category candidates are required to pay fee of 500/- whereas the candidates belonging to SC/ST/SEBC/EWS/PD are required to pay fee of Rs.250/-. Fees once paid shall not be refunded in any circumstances.
13. The candidate's belonging to reserved category can apply against vacancies for Unreserved / General Category and the criteria will be applicable as per unreserved category.
14. Candidates called for written test/Computer Test shall have to appear at their own cost.
15. Applicant must produce original testimonials, certificates and other documents at the time of interview/ document verification time, if called. And, The University shall verify the antecedents and documents submitted by a 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. Also, If required GUTS may ask for the payslips and incometax documents of the candidate to verify the payscale claimed in the application.

16. 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.
17. If any additional information is to be given, the information in separate sheet should be provided.
18. All correspondence with the candidate will be done via e-mail id as provided by the candidate in application form only.
19. Please read the instructions given herein carefully before applying.
20. Visit the University website <http://guts.education> to apply online.
21. Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details.
22. Once the online application form is completely filled submit it and get printout of the same and send it along with Online Payment details, photographs, self-attested copies of necessary certificates including evidence of Age, Educational Qualifications, Caste, Physical Disability, Experience and all supporting documents related to Academic Performance Indicators (if applicable), endorsement from the current employer (if applicable) etc. only through Speed post/Registered Post to Gujarat University of Transplantation Sciences, IKDRC-ITS Premises, Civil Hospital Campus, Asarwa, Ahmedabad – 380 016, **latest by 25/02/2021 (up to 16:00 hrs). Applications received after the last date will stand rejected automatically.**
23. 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
24. **Documentary proofs of age, experiences, academic qualifications and Research Publications indicated in the application should invariably be brought at the time of document verification, failing which it will be considered that candidate does not possess the same and the application shall be treated as incomplete and will be rejected.**
25. **Candidates employed in Government/ Quasi Govt. /Public Sector undertaking or Local bodies or Board or Corporation or University should submit a 'NO OBJECTION CERTIFICATE (NOC)' from his/her employer to the University at the time of document verification.**

26. Candidates are advised to see the details of advertisement before applying online. For regular updates do visit GUTS website <http://guts.education>.
27. The University reserves the right to fill or not to fill any or all posts.
28. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.

Registrar