

General Terms and Conditions applicable to Non-teaching posts

Posts:

- 1) Librarian
- 2) EA to Principal
- 3) Data Entry Operator
- 4) Junior Clerk

1	Fully eligible and interested Candidate(s)/Applicant(s) shall be required to submit application form online at ar.hr@spu.ac.in
2	Applications sent through any other mode, except Email /Online, will not be accepted/considered
3	The Candidate(s)/Applicant(s) should meet the minimum qualifications and eligibility criteria and shall be required to provide information which he/she possesses as on the last date of submission of the application as per this Notification.
4	Candidate(s)/Applicant(s) who has not acquired the Educational Qualifications as on the closing date / last date of submission of application as mentioned in this Notification, shall not be considered eligible and he/she need not apply.
5	The Candidate(s)/Applicant(s) must attach / upload, Copies of Minimum Educational Qualifications, Fulfillment of Eligibility Criteria, Experience, Proof of Date of Birth, along with copy of various other essential and relevant Documents/Certificates to substantiate his or her claim in fulfillment of Eligibility Criteria and justification of his/her candidature in PDF format only
6	Before applying, the candidates are expected to ensure that he/she fulfils/meets the eligibility criteria and various other norms, terms and conditions as mentioned in this Notification.
7	The Sankalchand Patel University shall not be responsible for any loss of e-Mail, loss of any communication due to wrong address as provided by the candidate(s)/applicant(s).
8	It is compulsory to fill Separate online application for each of the Notified Post if the eligible candidates/applicants wishes to submit application for more than one Post
9	The candidate(s)/applicant(s) should have obtained his or her degree of Graduation, Post-Graduation etc or equivalent degree from a recognized university/institution as approved and recognized by the UGC/AICTE/PCI etc. as per the Regulations of such other Statutory Bodies, Councils etc., and subsequent amendments, if any shall be applicable as amended from time to time.
10	The Sankalchand Patel University reserves the right to ask candidate to submit “Equivalence Certificate” for various degrees from any of the Candidate/Applicant.

11	The Candidate(S)/Applicant(s) for the Posts notified have to keep a set of application with documents duly photocopied with him/her for record and the same shall be required to be submitted as and when required alike at the time of verification of document / Written Test / Personal interview, etc. if shortlisted/selected as the case may be.
12	Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained. NO representation in this regard will be entertained.
13	The university reserves the right to ask for Vigilance Clearance and Integrity Certificate from the Candidate(s)/Applicant(s) as the case may be.
14	The benefits of the reservation for the aforesaid posts shall be applicable to the Gujarat Domicile candidates only.
15	The Candidate(s)/Applicant(s) should not have been found guilty by the any statutory authority or by his or her earlier Employer and should not have been convicted or trialed for any offense or misconduct or misbehavior by any Court of Law and by any statutory authority in his past /present services, if employed as the case may be.
16	The Candidate(s)/Applicant(s), who have obtained Degrees or Diplomas or Certificates for various academic programs from any Educational Institution/Bodies etc. which has been declared fake and or has been derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the Posts notified by the University.
17	For the ease of verification of document, eligibility and scrutiny of application form, candidates/applicants are advised to submit his/her application along with supporting Documents, Certificates, Annexures, Enclosures etc. with proper pagination and index.
18	The overall selection procedure for the selection may incorporate methodology of analysis of the merits and credentials of the candidate(s)/applicant(s) based on the weightage given to the performance of the candidate(s)/applicant(s) in different relevant parameters such as educational qualifications, experience as well as written test and personal interview as the case may be.
19	The Sankalchand Patel University reserves the right to call limited number of candidates/applicants for the Personal Interview against the available vacancy after scrutiny considering performance of the candidate(s) /Applicant (s) in the written test.
20	The university reserves its right to assess/evaluate the ability of the candidate(s)/applicant(s) for Academic Administration, and his or her capacity to use the latest tools of information technology, Software and Online Platforms/Portals, Enterprise Resource Planning (ERP) Software
21	No Correspondence in any mode of any kind shall be entertained with Candidate(S)/Applicant(S) who are NOT short-listed to be called for Written Test and or Personal Interview as the case may be.
22	No TA/DA or local conveyance shall be paid to shortlisted Candidate(S)/Applicant(S) called for the Written Test and Personal Interview as the case may be

23	Canvassing or bringing influence in any form shall automatically disqualify the candidature for all the Posts for which the Candidate(S)/Applicant(S) has submitted his/her application to the Sankalchand Patel University
24	The MSUB reserves the right to raise the Minimum Eligibility, Educational Qualifications, Experience, etc. in order to restrict the number of candidate(s)/applicant(s) to be called for the Written Test and Personal Interview and reserves the right not to consider the application(s) without assigning any reason thereof as the case may be.
25	The University reserves the right to fill in all the Non-Teaching Officers" Posts or alter the number of such Posts or even cancel the whole recruitment process without assigning any reason thereof and or without issuing any Notification as the case may be.
26	The decision of the University in all matters relating to Minimum Eligibility, Educational Qualifications, Experience etc. as well as acceptance and/or rejection of application (s), penalty for false or misleading information, mode of selection, conduct of off-line and online written Test / Personal interview, selection and appointment of Posts within the University of Candidate(s)/Applicant(s) will be considered as final and binding on the candidates/applicants. NO Enquiry and or Correspondence in any mode shall be entertained in this regard without assigning any reason thereof and or without issuing any Notification as the case may be.
27	University reserves the right to alter/insert any Corrections/Additions/Modifications/Deletions in this Notification in the event of any typographical error etc. before the last due date of the submission of online applications, for which the Candidate(S)/Applicant(S) shall be required to carefully read, study and go through and also take note of such necessary changes, if any, made on the Website of the university www.spu.ac.in as the case may be.
28	Appointment of selected candidate(s)/applicant(s) shall be subject to verification of Minimum Eligibility, Educational Qualifications, Experience etc. In any case, if it is detected by the University that the documents / certificates submitted by the candidate(s)/applicant(s) are fake, illegal, fraudulent etc. or the candidate(s)/applicant(s) has undesirable clandestine antecedents/background and has suppressed such information, his/her services shall be liable to be terminated with immediate effect.
29	The selected Candidate(s)/Applicant(s) including In-Service Candidate/Applicant shall be governed by rules/regulations/resolutions as prescribed specifically for maintaining the Code of Conduct of the employees of the SPU

30	The language of academic administration in the SPU is English. However, knowledge of Gujarati & Hindi language is desirable.
31	In case of any dispute/ambiguity that may occur in the recruitment process, the decision of the Competent Authorities, of the Sankalchand Patel University in all matter relating to Minimum Qualifications, Minimum Eligibility, Experience etc., Acceptance or rejection of Application and Candidature, Mode of off-line and online written Test as well as Personal interview shall be final. No query or correspondence will be entertained in this connection from any individual or other agency.
32	Selected candidates/applicants can be posted in any Faculty/College/ Institute of the Sankalchand Patel University and have to assume any additional responsibility assigned by the competent authorities of the University.
33	Recruitment Policy of the Statutory authority i.e. Government of Gujarat, UGC, AICTE etc and other Statutory Bodies/Councils etc. shall be applicable as the case may be
34	Misconduct: i) Candidate(S)/Applicant(s) are warned not to give any false or incorrect or misleading information in the application as well as she/he should not hide any kind of data and information. ii) Candidate should not also modify or alter the original documents submitted by him or her or the certified copy under any circumstances or to tamper with any other document or she/he should not submit such tampered/forged documents. iii) Candidates shall be responsible to clarify if there are any inaccuracies or discrepancies in any kind of data and information as well as document submitted online by him /her as the case may be.

Place: Visnagar

Registrar (I/c)