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**Prerequisite to apply and submit application form for non-teaching posts**

**Posts:**

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

- I. The Eligible and interested Applicants/Candidates shall be required to **Apply only in the format available** on the official Website of the Sankalchand Patel University ([www.spu.ac.in/carrer/](http://www.spu.ac.in/carrer/) )
- II. The Eligible and interested Applicants/Candidates are advised to download, carefully read as well as study **General Terms and Conditions Applicable to Non-Teaching Posts** concerning minimum educational qualifications and minimum eligibility criteria as well as various other details.
- III. The Eligible and interested Applicant/Candidate has to confirm submission of his/her application on or before **Saturday, 14<sup>th</sup> August 2021** at: [ar.hr@spu.ac.in](mailto:ar.hr@spu.ac.in)
- IV. The Eligible and interested Applicants/Candidates are advised to go through the "Eligibility Criteria" carefully before filling up the application form.
- V. Incomplete applications shall **NOT** be considered.
- VI. Valid Mobile Number and e-Mail Id shall be compulsorily required to fill in and submit his /her application form as well as also for receiving all future communications.
- VII. The candidate/applicant shall be required to attach scanned copies of Minimum Educational Qualifications, Mark Sheets, Degree Certificates, and Experience Certificate etc. 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
- VIII. The University reserves the right to conduct offline and or online recruitment process or the recruitment process in blended mode which would include Written Test and or Personal Interview etc. as the case may be.
- IX. The University shall not be held responsible in any way if due to technical reasons if candidate/applicant fails to participate online in the Written Test and or appear online for Personal Interview before the selection committee in the respective time slot that would be conveyed to the concerned short-listed eligible Candidate(s)/Applicant(s) only with various other necessary details as the case may be.
- X. The Eligible and interested Applicants/Candidates are advised to retain registered valid mobile number and registered e-Mail Id which only would be used by the university to send SMS and all kind of communications related to the application(s) submitted to the university.

**Place: Visnagar**

**Registrar (I/c)**