



GUIDELINES TO COLLEGES/INSTITUTE FOR STAFF RECRUITMENT AND V.C. NOMINEE FOR THE SELECTION PROCESS

(A) ADVERTISEMENT:

The Institute has to publish detailed advertisement for the interview in at least all editions of one **leading** Gujarati daily news paper and one English news paper, **Gujarat edition**. The minimum size should be 4 x 4 inches.

The advertisement must consist of designation(s), no. of vacancies, date, time, venue & description of eligibility criteria. **Walk-in interviews, without intimation to GTU are strictly rejected.**

(B) SELECTION COMMITTEE:

Institute has to constitute selection committee according to prescribed norms of AICTE, New Delhi. **Following are the recommendations (minimum 5 members as below):**

- (1) One member nominated by the Honorable Vice Chancellor of the affiliating university.
- (2) Two members as external subject experts, not below the cadre/post of vacancies.
- (3) Two members from management, nominated by the chairman of the trust.

(C) REQUEST LETTER FOR HONORABLE VC NOMINEE:

Institute has to submit a request letter with different post(s), date, time and venue of scheduled interview program at least **15 working days** before the date of interview to Gujarat Technological University for VC nominee with **original copy of advertisement (Date and name of news paper must be readable)**. Institute has to send request letter for separate V. C. Nominee for each course (Exmp. Engg/Diploma/MBA etc.).

(D) SUBMISSION OF FILE:

Institute has to submit the complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Original copies of advertisement. Date and name of news paper must be readable.
- (b) Appointment letter of V.C. nominee.
- (c) List of all the application received.
- (d) Reason for rejecting any application.
- (e) Minutes of selection committee with sign. of all the members.
- (f) V.C. Nominee has to fill **Form - A** compulsory at the time of interview and send to university by post within 10 days after completion of interview. **It should not be sent at the time of file submission.**
- (g) Candidate attendance sheet as per prescribed format **Annexure - 1.**

- (h) Evaluation sheet with sign. of all the committee members as per prescribed format **Annexure 2.**
- (i) Document list for selected candidates. All the documents **must be self attested & counter sign. by head of institute.**
1. School Leaving Certificate/PAN Card copy/License/Aadhar Card/Passport (One Photo id Compulsory).
 2. Degree Certificate(s).
 3. Last Two semester's mark sheet.
 4. All experience letters (if applicable).
 5. Govt. Gazette Copy/Marriage Certificate for confirmation of candidate name (if applicable).
 6. Other University Endorsement Letter (if applicable).
 7. UGC approval letter for the degree awarding universities outside of Gujarat.
 8. AIU equivalent certificate for University out of India.
- (j) Institute has to submit Interview file at Gujarat Technological University **within 15 working days** after completion of interview. Then after, it will be treated Canceled & College/Institute has to initiate new process.
- (k) After receiving the file, GTU will check the complete file and give the endorsement to eligible candidate. In case of ask for document(s)/pending document, college has to submit the asking document **within 30 days**.
- (l) PGDM/PGDBM candidates are eligible for management faculties in GTU, Subject to submit AIU letter.
- (m) In case of inter-discipline, check out the resolution no. SCT-1211/393-GH dated 02/06/2011, SCT/122000/-2282-GH dated 12/12/2001 and SCT-1211/2282-GH dated 02/06/2011, Education Dept., Govt. of Gujarat. For the cases of Degree Engg.- Humanity science for Assistant Professor, Ph. D is must as per the notification no. GH/SH/10/2011/GEC/1110/102/GH dated 30/03/2011, Education Dept., Govt. of Gujarat.

Important Note:

- (1) Institute has to provide A.C. car facility for the VC nominee. In case VC nominee travels by his/her own car, travelling expense shall be borne by the institute at the rate as per GTU norms.
- (2) Honorarium for nominated member is Rs. 2,000/- per day as per AICTE, New Delhi notification dated 1-12-2008.

Date : 04/10/2013.

Sd/-

I/C Registrar