

Commissioner of Higher Education

12/2, Dr. Jivraj Mehta Bhavan, Gandhinagar (G.S.)

as per Education Department Notification No.: NGC-112010-3269-KH dated
14/09/2011

Centralized recruitment for Adhyapak Sahayak in Grant-in Aid Colleges (Education and Law faculty)

Online applications are invited from the eligible candidates for the posts of “Adhyapak Sahayak” for **77** vacant posts in Grant-in Aid B.Ed. Colleges and **46** vacant posts in Grant-in-Aid Law Colleges against the NOC issued by Commissioner of Higher Education, G.S., Gandhinagar as per the consent given by college governing body for the centralized recruitment in various subjects.

- In order to make this process of recruitment transparent, qualitative, fast and according to the Government roster, it has been decided by the Government to organize centralized recruitment.
- The whole centralized recruitment process is subject to Policy and instructions given by Government of Gujarat from time to time. Therefore it may be cancelled or changed as per Government’s directions. which shall be binding to candidates
- The list of the vacant posts subject-wise and category-wise is given separately in Annexure 1 and 2 for information .
- Though the merit list will be prepared, any of these vacant posts are liable to be cancelled or changed as per the policy changes in workload or any administrative reasons decided by the Government of Gujarat or Commissionerate of Higher Education.
- If any faculty currently serving in Grant-in-Aid colleges becomes surplus during recruitment process or before appointment, he will be accommodated first and respective posts will be cancelled from this recruitment. Candidates will not be able to stake claim for such posts.

Educational Qualification

1. Candidates must be an Indian Citizen.
2. Qualifications of candidates will be carried out as per UGC Regulations 2010 amendments and the resolutions issued by Education Department, Govt. of Gujarat, from time to time.
3. For Educational qualifications, only that degree will be considered valid which is issued by any recognized University, established by the Central Govt. of India or the State Governments through legal procedure.

4. Candidates must possess minimum 55% in relevant subject at post graduate level with good academic record as per UGC Regulations-2010 and amendments.
5. Candidates must have cleared NET/SLET/GSET examination conducted by UGC-CSIR or equivalent Institute.

Candidates who got registered for Ph.D. before 11th July, 2009 and have completed Ph.D. are eligible for exemption from NET/SLET/GCET. Such candidates will have to produce a certificate as per **The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016 Point No.-3** from the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean (University instructions).

Candidates who got registered for Ph.D. as per UGC regulation 2009 and have completed Ph.D. will be exempted from NET/SLET qualifications as per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009. As per University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, such candidates will have to produce a certificate from the competent authority of the respective University in this regard.

6. Educational qualification for “Adhyapak Sahayak” will be minimum required qualifications as per UGC regulation 2010 and amendments, state government rules and qualifications of education and law faculty.

7. Educational Qualifications for Adhyapak Sahayak in B.Ed. Colleges:

1. A Master’s Degree in subject with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Education conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
4. As per condition 5 for qualification, only candidates who have completed Ph.D. in Education will be exempted from NET/SLET/SET.

8. Educational Qualifications for Adhyapak Sahayak in Law Colleges:

1. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level in the L.L.M. degree from an Indian University, or an equivalent degree from an accredited foreign university.

2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Law conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
3. As per condition 5 for qualification, only candidates who have completed Ph.D. in Law will be exempted from NET/SLET/SET.

9. For reserved category candidates :

- 1) Candidates of Gujarat origin belonging to SC, ST & OBC category will get the benefit of reservation.
- 2) According to UGC regulation 2010, 4th Amendment, "A relaxation of 5% may be provided at the graduate and Masters Level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually differently-abled) /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedure."
- 3) Candidates must give the details about the relevant category to which they belong.
- 4) If the candidate does not show his category in the application, his claim for getting the benefits of the reserved category will not be taken into consideration later on.
- 5) Candidates willing to avail the benefits of reservation policy must attach with the application form, the caste certificate issued by the competent authority in prescribed format. If the caste certificate is not attached with the application form, it will not be accepted later on and in that case the application form is liable to be cancelled.
- 6) Socially and Economically backward candidates will get the benefits of reservation only if they do not belong to "Creamy Layer".
- 7) (a) Socially and Economically backward candidates will have to produce the certificate proving that they do not belong to the creamy layer, issued by the Department of Social Justice and Empowerment prescribed through the resolution dated 06/02/1996 in Gujarati format according to the 'પરિશિષ્ટ-૬' or in the newly prescribed Gujarati format as per the 'પરિશિષ્ટ-૪'.
- (b) The validity of the certificate for non-inclusion in the creamy layer issued on or after date 01/04/2016 will be for three financial years. However such a certificate must be issued before the last date of online submission of the application form for the advertisement.

Note: For the interpretation of the acceptance/approval or the duration and validity of the certificate for non-inclusion in the creamy layer, the government provisions/circulars will be considered final.

(c) In case of female married candidates from SEBC category will have to produce “Non-Creamy Layer Certificate” with reference to their parent’s income while certificate with reference to their husband income will not be considered.

(d) If instead of the Gujarati format ‘પરિશિષ્ટ-૬’ or ‘પરિશિષ્ટ-૪’ the certificate is produced as per the English format “Annexure-A” along with the application form, then also **the application form will be rejected**, because “Annexure –A” is given for the employment under Central Government of India and not for the employment under the Gujarat State.

(e) For the issuance of the certificate for non-inclusion in the creamy layer, six norms are taken into consideration. However during the validity of the certificate if any change takes place relating to any of the norms, then the candidate and his/her parents should themselves voluntarily disclose it to the concerned authority and if any change is made in the certificate then they should inform about it to the office of the Commissioner of Higher Education. If the candidate/parents/guardians would not declare such change or would hide any details, then they would be liable to legal procedures and the reservation benefits received by them would be cancelled. The responsibility for voluntarily declaring the changes in any of the norms for the certificate of non-inclusion in the creamy layer is jointly of the candidate/parents/guardians.

8) As per the prevailing government policy, if the candidates of reserved category get selected with the unreserved candidates as per the prescribed norms (i.e. age, qualifications, experience, other fields) without taking the benefits of reservation policy, then they will be included in the unreserved category.

10. All the **qualifications of the candidate** will be considered with reference to advertisement date.

PAY-SCALE

The appointment rules and pay-scale for these vacant posts of Adhyapak Sahayak remain as per the Education Department Notification No: NGC-1104-1657-KH dated 25-08-2005, 28-03-2006, 16-06-2008, 15-06-2010, 3-10-2012, 04-04-2017 and 27-07-2017. According to these notifications the appointment given to candidate is on temporary basis with the fix pay of Rs. 40,176/- per month for five years.

After completion of five years, if candidate's service is found to be satisfactory, workload exists and the proposal of respective college is found to be satisfactory, the candidates will be appointed after due verification in regular pay-scale as per contemporary rules and regulation of Government of Gujarat.

Merit Calculation

Merit of the candidate will be calculated as per Education Department's notification No:NSG-112010-3269-kh dated 14-09-2011.

Sr No	Particulars	Max. Marks
01	U.G Level	
	For 55-70 percentage (0.5 marks for each percent)	08.00
	For 71 or more than that. (Maximum 1.0 marks)	01.00
02	First rank in the University at U.G level	10.00
03	P.G Level	
	For 55-70 percentage (1.0 marks for each percentage)	15.00
	For 71 or more than that. (Maximum 1.0 marks)	01.00
04	First rank in the University at P.G level	10.00
05	M.Phil. Degree	05.00
06	Ph.D. Degree	10.00
07	NET/GSET/UGC-CSIR	10.00
08	Published book with ISBN	05.00
09	Research Paper published in referred journal (UGC Approved)	05.00
10	SCOPE 'B1' level exam, CCC or Computer literacy degree/diploma	05.00
11	Experience of full time teaching in University affiliated under graduates colleges or Government Colleges (01 mark for 2 Years experience) For part-time lecturers, as per Education Department's notification dated 14-11-2011	10.00
12	Personal Interview by Committee	05.00
	Total	100.00

As per Education Department's notification of dated 14-11-2011, Eligible part-time lecturers with minimum 2 years of experience will get maximum 15 merit marks for experience as below:

1. For lectures 6 or less than 6 : 0.5 mark for each year
2. For lectures more than 6 : 1.0 mark for each year

Calculation of candidate's experience will be based on university recognition as teacher.

Interview Process:

1. Candidates will have to remain present at the place of verification on given date and time. The expenses incurred by the candidate for attending the interview shall be borne by the candidate.
2. Information provided in online form will be treated as final and during verification information found incorrect or candidate fails to prove his/her claim such applications will be rejected.
3. Candidate will have to produce copy of fees paid Challan at the time of verification.

4. Candidates will have to produce original documents of educational qualifications, experience, category and all others needed against their claim for merit marks and submit a copy in 1 (one) set at the time of document verification and another 1 (one) set at the time of interview.
5. Candidate will have to appear before all the committees for their applied subject of selected colleges, else he/she will not be included in the final merit list of colleges he/she hasn't appeared before.
6. Candidate will have to follow general disciplinary principals. Committee has rights to cancel the candidature at any level.
7. Original certificates and documents related to qualifications as claimed in application are to be presented at the time of document verification.
8. Disciplinary action will be taken against the candidate who tries to produce forged/bogus/invalid documents or where original documents are found to have been tempered with original documents.
9. Candidates have to bring and produce a valid photo identity proof at the time of document verification.
10. An interview arrangement depends on the vacant posts, subject, no. of colleges etc. therefore, candidates will have to follow such arrangements.
11. If candidate was deemed found to be ineligible for any recruitment for any kind of reason by Government. Organization, Board, Corporation and Public Service Commission, he has to give details at the time of document verification. If time of application falls within candidate's ineligibility period, his application will be rejected. If candidate was terminated, suspended or found to be forced resign by any Government body or Government recognized institute, he has to give all the details at the time of document verification

Recruitment B.ED. 2018 Category and subject wise vacancy (Education Colleges)														
SR	METHOD	SC		ST		OBC		PH		OPEN		TOTAL		
		G	F	G	F	G	F	G	F	G	F	G	F	TOTAL
1	ACCOUNT/COMMERCE	0	0	1	0	2	0	0	0	2	4	5	4	9
2	ECONOMICS	0	0	0	0	1	0	0	0	0	2	1	2	3
3	ENGLISH	1	0	0	2	2	2	0	0	10	1	13	5	18
4	GUJARATI	0	0	0	2	1	0	0	0	4	0	5	2	7
5	HINDI	0	0	0	0	2	0	0	0	0	2	2	2	4
6	MATHS/SCIENCE	0	0	0	0	8	0	0	0	7	4	15	4	19
7	SANSKRIT	0	0	0	0	3	0	0	0	2	2	5	2	7
8	SOCIAL SCIENCE	0	0	1	2	3	0	0	0	4	0	8	2	10
	TOTAL	1	0	2	6	22	2	0	0	29	15	54	23	77

College wise-Category wise NOC (Law colleges)														
Category		SC		ST		SEBC		OPEN		PH		TOTAL		
SR	Subject	G	F	G	F	G	F	G	F	G	F	G	F	Total
1	Law	0	0	3	1	13	1	23	5	0	0	39	7	46

Important instructions for filling the online application form and for the overall recruitment process

- 1) Eligible candidates must apply online on website **www.cheguj.com** within the prescribed time limit mentioned in the advertisement.
- 2) Candidates are requested to study the instructions about the advertisement given on website carefully before filling the application form. Online filled up application forms by the candidate will be considered as final and no modification can be made after last date of application and, no such request from the candidate will be considered.
- 3) Application form will not be accepted through Postal and Courier, nor are they to be hand delivered, faxed or Emailed to the office.
- 4) First the candidate will have to register on the website **www.cheguj.com**.
- 5) On-line application form will open by logging in on website after registration. Application form should be filled up carefully. The last date for filling up application form is **01/06/2018 till 17:59** hours. No correction or updating can be made after this date and time. Candidates are advised to keep in mind the banking hours while paying the fees. If the candidate makes any mistake in the online application form, his/her application form will not be reconsidered. It is mandatory for every candidate to give his/her mobile number in the application form which should not be changed till the completion of recruitment process.
- 6) An amount of Rs 500 (Rupees five hundred only) and will have to be paid as application fee by the General and Socially and Educationally Backward Class (SEBC) category candidates. Schedule Castes, Schedule Tribes and differently-abled candidates are to pay Rs 250 (Rupees two hundred and fifty only) only. Paid fee will not be refunded.
- 7) **Candidates have to give their preference of the colleges for all vacant posts in respective subject at the time of filling their application forms. The preferences given by the candidate will be final and binding for the purpose of entire selection and appointment process.**

- 8) After giving their preference, candidates have to download the printed copy of Bank Challan and deposit application fee through the Challan at any branch of Dena Bank. Candidate has to retain one copy (Candidate's copy) of the Challan with Transaction Identity provided by Bank.
- 9) Candidates can pay application form fee online through NEFT by using following information. Application of such candidates will be confirmed after 25 hours of paying online fees by receiving their **transaction Id** through **Helpline NO.** given on website
 - a. **Name of Bank : DENA BANK**
 - b. **Account Number : 030810027900**
 - c. **In Favor of: Knowledge Consortium of Gujarat**
 - d. **IFSC Code: BKDN0130308 , MICR Code: 380018053**
- 10) Candidate will have to upload own passport size photograph (less than 100KB), signature (less than 100KB) and documents (each less than 500KB) of claimed qualifications in the application. Photograph and signature should be in JPG, JPEG or PNG format, and documents should be in PDF format. Candidate must bring originals of all documents in support of details claimed in Application for Document Verification and Interview process. Application can not be confirmed without uploading these documents and such incomplete/unconfirmed applications will be liable to be cancelled.
- 11) After one working day of paying fees, Candidates will have to log in again using their **USER ID** and **PASSWORD** on **www.cheguj.com** website and submit transaction ID of fees payment by Challan, so that system can verify and display the acceptance of online application of the candidate. If the instruction of the acceptance of the form does not appear on the screen then it is considered that application form has not been submitted and such application will not be considered further.
Transaction ID data in the system provided by the bank will be updated at 12:00 noon during working days so that system can verify by entering transaction ID after 25 hours of paying fees.
- 12) Candidates have to take a print of their application form by downloading from the website after applying online and have to keep it with them to produce whenever asked.
- 13) If the information given by the candidate is found to be false / incorrect / wrong or erroneous then he/she will be disqualified either at the time of recruitment or at any subsequent stage during service in future and no claim for service in this regard will be considered.
- 14) Candidates must not contact any person who is associated with recruitment process. Application of the candidates who are found to be pressurizing in any form or indulging in disturbing the recruitment process will be rejected.
- 15) Applications will be treated cancelled if fees are not paid in time and as per instruction.
- 16) Necessary instructions regarding centralized recruitment for Adhyapak Sahayak will be given to the candidates from time to time on website www.cheguj.com so candidates are advised to check the website regularly.

Interview & Appointment:

1. Candidates will be called through online call letter for document verification and interview. For this, first only those candidates will be called who have more than cut-off merit marks. For the rest of the candidates appropriate decision will be taken on the availability of vacant post.
2. After interviews are completed, candidates will be allocated College based on College-wise, Subject-wise, Category-wise final merit and their option of college choice.
3. After getting permission from Higher Education Commissioner, Candidates selected through this recruitment process will be eligible to receive appointment letter subject to conditions established by appointing authority.

Common Instructions:

1. Commissioner (Higher Education) will cancelled the appointment or freeze it at any stage if candidate is found ineligible as per recruitment rules.
2. This recruitment is based on rules, regulations and Government's general rules applicable for the position.
3. Commissioner of Higher Education will have the right to modify recruitment schedule or conditions at any stage.

In case of dispute between candidate and institution, decision of Commissioner of Higher Education will be final and bound to all.

“Adhyapak Sahayak” recruitment list (recruitment posts) is enclosed herewith and the vacant posts as described in the detailed list will depend on the college roster. The detail about the college-wise vacant posts are put on the website <http://www.cheguj.com> as Annexure 1 and 2.

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