

### **GENERAL INFORMATION AND INSTRUCTIONS TO CANDIDATES**

- (1) Applications, complete in all respect (five sets of application in prescribed format and one set of all necessary supporting documents), should reach to "The Registrar, Gujarat Forensic Sciences University, Sector – 9, Gandhinagar 382007" latest by - ..... The 'Name of the Post applying for \_\_\_\_\_' must be clearly mentioned on the envelope containing the application.
- (2) The candidates possessing the following physical disability are eligible to apply and except these disabilities no candidate would be considered as eligible to apply. The candidates shall produce the certificate in this regard from the competent authority  
OA=ONE ARM affected,  
OL=ONE LEG affected  
BL=Both LEG affected,  
OAOL = ONE ARM & ONE LEG affected  
Moderate: Disability 40% or above and upto 100%  
The disabled candidate means disability is 40% or above.
- (3) For the date of birth, only the S.S.C.E Board Certificate wherein date of birth is mentioned will be taken into consideration.
- (4) At subsequent stage, no change in date of birth shown in the application will be permitted.
- (5) The required qualifications/experience shall be considered as on closing date of submitting the application
- (6) If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

- (7) The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.
- (8) Candidates with requisite qualifications acquired, from recognized University/Institutions only are eligible.
- (9) If candidate hold foreign Universities degree, he/she shall produce AIU equivalency certificate at the time of submission of application.
- (10) The candidate along with application shall submit self-certified photocopies of school leaving certificate, Secondary School Certificate and statements of marks (All years/semesters) and Degree Certificate issued by the recognized University/Institution.
- (11) In support of research publications, the candidate should produce the approved list of SCI/UGC/AICTE journals. (as per latest norms)
- (12) The candidate should produce the experience certificate, shown in the application indicating the designation, period and basic pay. Such certificate

- should be signed with date by the competent authority on the letter-head of the institution. Further Experience will be validated based on the designation and appropriate salary grade pay (as per submitted last month's salary slip). If required Form No.16 is to be called for by the University.
- (13) At subsequent stage no change in the detail of experience will be permitted. No new experience certificate will be accepted after submission of application.
  - (14) The experience gained as Part-time, Daily Wager, Apprenticeship, Trainee, Honorary and Visiting Faculty cannot be considered as experience.
  - (15) The candidate having disability of 40% and above shall be considered as Physically Disabled candidate.
  - (16) The short listing will be done on the basis of merit of the written test (if any) and eligibility of the candidates on scrutiny of the application as per latest UGC norms. No correspondence will be entertained with the applicants who were not shortlisted to be called for interview. **Selection will be done by personal interview of the candidates who fulfil the eligibility criteria.** Personal Interview will be of 100 marks. Marks obtained out of 100 will be considered for the final selection. Selection list will be prepared on the basis of marks obtained in the personal interview only.
  - (17) The final list of the candidates selected will be put up on the web site of the University. The university may also prepare the waiting lists for each post category wise. If the selected candidate does not accept the offer and resume within the time limit given in the offer letter, the waiting list will be operated.

#### **IMPORTANT INSTRUCTIONS**

- (1) Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of submitting the application.
- (2) Candidates shall have to appear for interview at their own cost. No TA/DA shall be paid to the candidates for attending the interview.
- (3) Application incomplete in any respect and without substantial proof of statements/information filled in the application form shall not be considered.
- (4) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- (5) Applicants who are in employment will be required to produce the " **No objection Certificate**" of their present employer and should join within \_\_\_\_ days.
- (6) Candidates should carry the original certificates and mark-sheets from matriculation onwards in support of their qualifications at the time of interview.
- (7) Candidates are advised to satisfy themselves that they possess at least the minimum essential qualifications laid down in the advertisement.
- (8) No correspondence will be entertained from candidates regarding conduct and result of interview.
- (9) The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- (10) The University shall verify the antecedents or documents submitted by a candidate at the time appointment or during the tenure of the service. In case, it is

detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.

(11) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

(12) In the cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Gandhinagar.

(13) All correspondence with the candidate will be done through e-mail id as provided by the candidate in application form only.

(14) Canvassing in any form will be a disqualification.

**Contractual Engagement will be governed by the below mentioned terms and conditions:**

1. Engagement will be purely on the contractual terms and conditions, for a period specified above, as a Teaching Assistant for a specified Subject.
2. This engagement will be contractual in nature, ad-hoc & temporary and for a specified period only.
3. He / she will be paid fixed consolidated an honorarium of Rs. \_\_\_\_\_ /- during the contract period. He / She will not be entitled to any benefit, payment, subsidy, compensation or pension from GFSU. No other allowances shall be payable.
4. He / She shall agree to work as per the duties assigned to him / her from time to time by the Director of the Institute and other officers of the University.
5. He / She will not have any lien or right in this contractual engagement and his / her engagement shall stand automatically terminated at the expiry of the period specified in the Office Order. He / She will have to undertake not to make any such claim of permanency or regularization and/or a claim to treat him/her for being a regular employee consequent to this contractual engagement.
6. He / she shall have the status of contractual engagement through duly signed & notarized Undertaking form and he /she shall not be considered in any respect as a regular staff of GFSU.
7. The rights and responsibilities are strictly limited to the terms and conditions mentioned in the Office Order as well as Undertaking form.
8. In case of any claim / dispute arising for interpretation of the Office Order or this Agreement that shall be settled by the University administration.
9. Such persons may terminate this Agreement by giving one month's written notice or salary in lieu thereof. However, acceptance of the

termination notice can be declined by the GFSU in the best interest of the students and academic activities of the University.

10. If he /she does not attend the duties from the date of submission of her / his resignation to the competent authority, without waiting for completion of one month mandatory notice period from the date of such submission of resignation or acceptance of his resignation, whichever is earlier, the he /she shall forfeit his /her claims on the pending dues from the University and the GFSU shall have the liberty, not to issue any NOC or Experience Certificate for such omission on part,of his /her.
11. That in case of improper conduct, misconduct, and insubordination or likewise by the undersigned, University may terminate my engagement and no compensation will be payable in such case.
12. That he/she shall not disclose any confidential matter of the Institute / University to any third party. In case any such breach, his /her engagement shall be terminated with immediate effect.
13. That he / she shall conduct and represent myself in the most truthful manner and shall not indulge in any act of misrepresentation which may be illegal / immoral.
14. Gujarat Forensic Sciences University, Sector - 9, Gandhinagar - 382007 will be the Headquarter.
15. He / She will have to declare that he / she has never been involved in any criminal act and no criminal proceedings are pending against him/her at present / have ever taken place against him/her. Also that he /she never been convicted by any Court of Law for criminal or any other kind of the breach and no criminal complaint is ever registered in his /her name.
16. He / she shall acknowledge and agrees that this is full time engagement and shall devote his / her time for this purpose only.

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17. The Agreement may be amended as and when required by the GFSU.
  18. Any administrative order(s) relating to or redefining, the roles and responsibilities of the person engaged through this Agreement either in addition to or in modification to his /her present responsibilities, not being the part of this Agreement, will hereafter, be construed as a part of the Agreement defining his / her job responsibilities.
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