



# CENTRAL UNIVERSITY OF GUJARAT

(Established under Central Universities Act, 2009)  
Sector-30, Gandhinagar - 382 030

F.No.9-4/2009-Admn

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Last date for receiving application : 17-07-2011

## ADVERTISEMENT NO. 25/2011-12

The Central University of Gujarat invites applications for the following non-teaching posts from the eligible citizen of India on direct recruitment/deputation basis:

Sl.No.	Post	Pay Band (₹)	Grade Pay (₹)	No. of Posts	Category
1	Hindi Officer	15600-39100	5400	1	UR
2	Hindi Translator	9300-34800	4200	1	UR
3	Hindi Typist	5200-20200	1900	1	UR

### HINDI OFFICER

**Minimum Educational Qualifications and Experience :** (1) A Post Graduate with minimum of 55% marks from a recognized University in Hindi with English as one of the subjects at Graduation Level. (2) Minimum 5 years of experience in translation from English to Hindi and vice-versa which includes Technical/Scientific literature work/Hindi research work/Journalist in Central/State Govt./PSU/Reputed Institutions. (3) Good knowledge of computer applications.

**Desirable :** Knowledge of Sanskrit or other Indian language.

**Age :** Not more than 40 years.

### HINDI TRANSLATOR

**Minimum Educational Qualifications and Experience :** (1) A Post Graduate degree with English/Hindi as main subject from a recognized University (2) English/Hindi as a optional subject at graduation level or English/Hindi is a medium of examination at degree level. (3) Recognized Diploma or Certificate Course in translation from Hindi to English or vice-versa. (4) Two years experience as a translator Hindi to English or English to Hindi in Central/State Government or Autonomous Bodies. (5) Good knowledge of computer applications.

**Desirable :** Knowledge of Sanskrit or other Indian language.

**Age :** Not more than 30 years.

### HINDI TYPIST

**Minimum Educational Qualifications :** (1) Pass in 12th Standard or equivalent (2) 25 words per minute in Hindi Typing, (3) Good knowledge of computer applications **Desirable :** Knowledge of English Typing.

**Age :** Not more than 25 years.

### Notes :

- Age as prescribed shall be as on the closing date for receiving the applications. In respect of those who apply for appointment on deputation basis, the age limit shall be 56 years on the closing date for receiving the applications.
- Age relaxation wherever required will be admissible to SC/ST/OBC/Physically Challenged/Ex-Servicemen candidates as per Govt. of India rules.
- Candidates already employed should submit their applications through proper channel. Those who send advance copies of applications will be considered only if they produce a "No Objection Certificate" from their employer. Those who apply for appointment on deputation terms should submit the applications along with vigilance/integrity certificates and attested copies of their confidential reports for the preceding five years.
- Since the applications may be short-listed, mere possessing of the prescribed qualifications and requisite experience would not entitle a person to be called for test/interview.
- The University reserves the right to conduct written tests/skill tests for such posts wherever it feels necessary.
- Canvassing in any form will be a disqualification.
- No correspondence will be entertained in this regard and the candidates are requested to check the University website [www.cug.ac.in](http://www.cug.ac.in) for any related information.
- Applications are required to be submitted on the prescribed format only which can be downloaded from the University website [www.cug.ac.in](http://www.cug.ac.in) The application processing fee (non-refundable) would be ₹ 350 for general candidates and ₹ 250 for OBC candidates. SC/ST candidates are exempted from payment of application processing fee. The application processing fee is required to be submitted by Demand Draft drawn in favour of "The Central University of Gujarat" by any nationalized bank and payable at the Gandhinagar/Ahmedabad Branch only. Applications received without the prescribed fee and after the prescribed last date will be summarily rejected.
- The University will not be responsible for any postal delay.
- Any change of address given in the application form should at once be communicated to the University.
- The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
- In case of any dispute, any suit or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Gandhinagar, Gujarat.
- Separate applications for each post along with all the requisite documents as mentioned in the prescribed application form, addressed to the Registrar, Central University of Gujarat, Sector-30, Gandhinagar-382 030 with the post applied for clearly superscribed on the envelope, may be sent by Registered Post/Speed Post or submitted By Hand before last date of submission.

The last date for receiving the applications is **30 days** from the date of publication of the advertisement in the **Employment News/Rozgar Samachar.**

Dr. Gitesh Inchi Registrar

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