

**Government of Gujarat,
Commissionerate of Higher Education, Gandhinagar**

**Advertisement for Recruitment of “Principal” in Grant-in-aid
Colleges of Gujarat**

Online applications are invited from the eligible candidates for approximately 44 vacant posts of Principal in Arts, Science, Commerce, Law and Education in Grant-in-aid colleges of Gujarat state.

The recruitment process will be carried out as per UGC Regulations, 2010 and the notifications of Education Department, Government of Gujarat as mentioned below:

1. Notification no: NGC/112011/2370/KH-dated 29/09/2011.
2. Notification no: NGC/112011/2370/KH-dated 04/02/2012.
3. Notification no: NGC/112011/2370/KH-dated 18/06/2012.

Eligible candidates can submit their applications online on www.cheguj.com from **18-12-2013 to 31-12-2013** by following the instructions on website. Last date for submitting online application is **31-12-2013 till 19:59 hours** while it can be confirmed till **1-1-2014 till 19:59 hours**.

1. Educational Qualifications :

According to the guidelines of the UGC, the candidate must possess minimum 55% marks at post graduate level and a Ph.D. degree from recognized University.

The candidates who have passed post graduation before 19th September, 1991 and having Ph.D. degree are entitled for relaxation of 5% marks at post graduation level.

Associate Professor/Professor with a total experience of 15 years of teaching/ research/ administration in universities, colleges and other institutions of Higher Education.

2. Nationality :

The candidates should be an Indian citizen.

3. Selection Procedure :

- 3.1 The marking scheme for the selection of Principal will be as per the Annexure-A of Education Department notification no: NGC/112011/2370/KH dated 29/09/2011. Moreover, as per the Education Department notification no : NCG/112011/2370/KH dated 04/02/2012, if any regular Principal wish to apply for other college, then maximum 10 marks will be considered for such candidates. (2 marks per year for experience).

The merit will be prepared from 105 marks and 5 marks for personal interview of a candidate. So, the final merit list for the selection of a Principal will be prepared from 110 marks.

- 3.2 Only that college management who has given their consent for centralized recruitment system for the vacant post of Principal in their college shall be considered in this process.
- 3.3 The selection committee for the personal interview will be constituted as mentioned in the notification of education department.

During the personal interview, if, any member of the selection committee does not give any mark and may keep the marking box blank in the marking scheme sheet of a candidate then, the average mark of that blank box shall be taken into consideration for that particular candidate as far as that selection committee member is concerned.

- 3.4 The candidates will have to give their preferences by considering the following points:
- i. The candidates can apply only in those colleges where their master's degree subject is taught.
 - ii. The candidate's preferences shall not be taken into consideration if he/she has given preferences for those colleges where their master degree subject is not taught.
 - iii. Keeping in view 3.5(1), the candidates can give preferences for maximum five colleges from the preferences list.
 - iv. Even if the candidate possess higher merit marks, other than the colleges in which he/she has given preference shall not be taken into consideration.

- 3.5 The candidates must give their preferences keeping in view the above Points, in any circumstances, the candidate shall not be able to change their preference after due date of online application.
- 3.6 The merit list will be prepared for the candidates for only five colleges Which, they have preferred. So, the candidate will have to appear for an interview only for five colleges as per preferences given by them.

4. Application Fee:

An amount of Rs. 500/- will have to be paid as an application fee by Schedule caste, Schedule Tribe, Socially and Economically Backward class and differently disabled candidates of Gujarat origin . While Rs. 1000/- will have to be paid by the candidate belonging to open category as an application fee.

5. Important instructions for filling the online form and for the overall recruitment process:

- 5.1 Eligible candidates have to apply online on website www.cheguj.com within the prescribed time limit.
- 5.2 Candidates are requested to study the instructions and advertisement given on website carefully before filling the application form. Online filled application forms by the candidate will be considered as final and no modification can be made after **19:59 hours of date 31-12-2013** and, no request from the candidate will be considered.
- 5.3 Application form will not be accepted through Postal and Courier, nor are they to be hand delivered, faxed or Email to the office.
- 5.4 The candidate will have to register first on website www.cheguj.com. If needed, necessary instructions will be given to the candidates from time to time on his/her E-mail ID. Candidates have to give their own E-mail ID.
- 5.5 On-line application form will open by logging in on website after registration. Application form should be filled up carefully. Confirmation will be made by the candidates in his/her form before **19:59 hours of date 1-1-2014**. No correction or updating can be made after this date and time. If the candidate makes any mistake in the online application form,

his/her application form will not be considered. 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.

- 5.6 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 on or before 16.00 hours (4.00 p.m.) of **Dt: 31-12-2013** Candidate has to retain one copy (Candidate's copy) of the Challan with Transaction Identity provided by Bank.

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 on their reference Id.

- Name of Bank : DENA BANK
- Account Number : 030810027900
- IFSC Code: BKDN0130308
- MICR Code: 380018053

Candidates have to log in again using their USER ID and PASSWORD on www.cheguj.com website after one day and submit transaction ID of paying fees 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.

- 5.7 (A) In the application form the candidate should filled their API score from category III (Research and Academic contributions) only.

(B)

A minimum consolidated score of 400 points as stipulated in the API based Performance Based Appraisal System (PBAS) as set out in UGC regulation in appendix III for direct recruitment of principal in colleges.

(C)

For Calculating API score, a PBAS proforma is to be filled as given in appendix-III, Table-I, and category-III of the UGC regulation 2010 (Annexure-II).

- 5.8 If master's degree date is not mentioned in the mark sheet, then candidate should write First day of respective month in the field Master's degree date in application form.
- 5.9 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.
- 5.10 Necessary instructions related to the recruitment procedure for "Principal" will be available on website from time to time.
- 5.11 The names of the short listed candidates for relevant Colleges and faculty for document verification will be displayed on website www.cheguj.com time to time.
- 5.12 Short listed candidates will have to log on to the website and download call letter for their certificates/documents verification. Candidates have to remain present for document verification on the date and time as mentioned in the call letter on their own expense. If a candidate fails to remain present on given time and date, his/her right for verifying the document will be cancelled.
The schedule for verification will be displayed on website.
- 5.13 Candidates have to produce all original certificates and documents related to eligibility and qualification at the time of document verification. Candidate who verified their certificates and documents and having merit marks greater than the cut off marks of shortlisted candidates in the respective subject and faculty will be allotted by the system on the basis of their merit marks for their preferred college.

- 5.14 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.
- 5.15 Candidates who submit false/incorrect/wrong information in the online application will be disqualified.
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.
- 5.16 Candidates have to bring and produce a valid photo identity proof at the time of document verification.
- 5.17 Candidates must not contact any person who is associated with recruitment process. Application of the candidate who try to bring pressure in any form or indulge in disturbing the recruitment process will not be taken in to consideration.
- 5.18 The final merit list will be prepared by taking in to consideration the marks obtained by the candidate from the marking scheme mentioned in the Annexure in addition to the marks obtained by the candidate from the personal interview.
- 5.19 Based on the final merit list and according to the preferences given by the candidates the allotment of colleges will be done by the computer system.
- 5.20 Office of the Commissioner of Higher Education gives equal opportunity to all and encourages women candidates to apply.
- 5.21 Candidates may contact Help Line number displayed on website for any help or difficulty arising in submitting online application.

Joint Director
Commissionerate of Higher Education
Gandhinagar, Gujarat State