



SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR
NOTIFICATION NO.EST-6 (2018)

Registrar, Sardar Patel University, Vallabh Vidyanagar-388120, invites applications in the prescribed form for the following **Administrative Positions** to be filled up in accordance with the approval of the Govt. of Gujarat Education Deptt.'s letter No.SPU/1312/1672/kh-2 dated 21/04/2017

Administrative

For Administrative Post			
Sr. No.	Name of the Post	No. of Post	
1.	Deputy Accountant (Vertical Pay Range 44,900-142,400) PML-8	01	

"A" posts carry the Pay Scale with other benefits like D.A., G.P.F./ C.P.F./ NDCPS as per norms of the State Government and University rules.

An Application Form should be sent alongwith **Demand Draft for Application fee of Rs.250/- (Non-refundable) in favour of "REGISTRAR, SARDAR PATEL UNIVERSITY, VALLABH VIDYANAGAR"**. Details of qualifications and job requirement are available on the Sardar Patel University website www.spuvvn.edu/careers.

The last date of receipt of application by the University is **01/10/2018**.

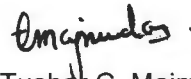
Note :

Any additional qualifications, experience, number of papers published, honours and other achievements gained by the candidate during the period between the last date of application and the date of conducting the interview shall not be taken into consideration.

: QUALIFICATIONS :

A Master's Degree in Commerce with Accounts as a Special subject with atleast 55% marks / C.A./ I.C.W.A. and experience of about seven years in a responsible capacity in accounts in educational, Government, Industrial organisation or university. (Qualification may be relaxed in case of deserving candidate).

No.B/S/2/3528
VALLABH VIDYANAGAR
Date : 07/09/2018


Shri Tushar C. Majmudar
Incharge Registrar

Copy forwarded with compliments :-

- (1) All Heads, P.G. Department, S.P. University, V.V.Nagar.
- (2) Principal, M.B Patel College of Education, S.P. University, Vallabh Vidyanagar.
- (3) Director, G. H. Patel Computer Center, S.P. University, Vallabh Vidyanagar. **(For Website)**
- (4) The Employment Officer, Office of the District Employment Exchange, Anand.
- (5) The Deputy Chief, University Employment Information and Guidance Bureau, V. V. Nagar.
- (6) Principals of all affiliated Colleges.
- (7) All Sections Head, University Office.

Instructions to fill up the Application form.

Instructions

1. Candidates should send their applications **neatly typed in prescribed form using Microsoft Word Arial Unicode fonts of size 11 in TWO COPIES**, each with self-attested copies of certificate in support of their qualifications, experience, age, publication and all other claims made by them in a proper sequence of enclosures with numbering.
2. The word format for the application may be obtained from the Sardar Patel University Website www.spuvvn.edu/careers
3. Not a single column should be left unfilled. Instead NIL/ Not Applicable should be mentioned.
4. If the space provided in application form is insufficient, increase the rows/column of the respective item. In all cases, the information sought be provided in the table provided.
5. Applicant shall submit the application in person or by post in the prescribed form together with all enclosures in envelope superscribed **"Application for the post of "Deputy Accountant" so as to reach the Registrar, Sardar Patel University, Vallabh Vidyanagar- 388120 on or before 01/10/2018**, Application received after the due date will be liable to be disregarded. The University will not be responsible for postal delay, if any.
6. Applicants who are in service should apply through their present employers. Direct application will not be considered. However such a candidate can send in advance, one copy of dully filled in application form without any enclosure. so as to reach before the deadline. Such an application will be deemed in time, provided the application through proper channel is received within one week after last date. Persons employed after making application in response to this advertisement should bring **"NO OBJECTION"** certificate at the time of interview from their employers.
7. S.E.B.C. candidate should furnish the **Current financial year's** "Non-Creamy-layer certificate" of their parents in the prescribed Performa along with his/her application form, failing which the candidate will not be entitled to get the benefit of reserved category. The reservation of posts shown above is for the candidate of Gujarat State origin only, therefore other candidates need not apply against these posts.
8. A candidate who provides incorrect or false information or suppresses information will be disqualified and, if appointed, will be liable to be dismissed.
9. Candidates who wish to apply for more than one post should submit a separate application for each of the posts with enclosures.
10. The application fee will not be refunded in any case.
11. Any change in address mentioned in the application form should be communicated to the Registrar, Sardar Patel University, Vallabh Vidyanagar immediately.
12. Incomplete application or on plain paper will not be considered.
13. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
14. Candidates called for interview shall have to appear for interview at their own cost.
15. Direct or indirect canvassing will be a disqualification.
16. The University reserves the right to fill in or to postpone the decision to fill in or not to fill in these posts.
17. The appointment of the candidate shall be subject to the conditions of service rules for the University employees as may be amended from time to time.
18. **Any additional qualifications, experience, number of papers published, honours and other achievements gained by the candidate during the period between the last date of application and the date of conducting the interview shall not be taken into consideration.**

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