Cost of Cultivation Scheme for Gujarat
Agro-Economic Research Centre, Sardar Patel University,
Vallabh Vidyanagar 388120, Anand, Gujarat

November 26, 2015

Recruitment Advertisement No. CCS/03/Clerk -Typist/2015 (I)

Clerk/Typist (Adhoc)

The Comprehensive Scheme to Study Cost of Cultivation of Principal Crops in Gujarat (CCS) which is fully sponsored by the Ministry of Agriculture, Government of India, New Delhi, invites applications for ONE position of Clerk/Typist on purely temporary and adhoc basis. Since 1970, the Agro-Economic Research Centre, Sardar Patel University, Vallabh Vidyanagar has been organizing the work of CCS entrusted to the Sardar Patel University, VVN, by the Ministry of Agriculture, Govt. of India. The details of qualifications and emoluments are as under:

Name of the Post: Clerk/Typist (Adhoc)

Total Posts: 01 (ONE); Category: General/ Open Category

Pay scale: Consolidated pay of Rs. 15410/- per month

Nature of work: To undertake all accounts work, correspondence with Ministry and field staff, maintenance of office record, work of data feeding and other related work as well as work assigned by the competent authorities (Office Superintendent, Field Officer, Hon. Director/Director) of the Centre.

Essential Qualifications and Experience:

- Graduate of any faculty with English subject with minimum 50% marks
- Knowledge of Tele-Accounting System and Computer

Preference would be given to the candidate having experience of accountancy (commerce background with Talley software), office correspondence and management.

Age Limit: As on the date of advertisement, age should not exceed 30 years. As per GOG notification dated October 6, 2015, 5 years extension is permitted. Thus, age limit would be 35 years. The age limit is relaxed without any limit in case of employees of the Centre and our University (Sardar Patel University).

Nature of Appointment: The appointment would be on purely adhoc/ temporary basis for the period of eleven months. Candidate will not be entitled to claim on any permanent position or any seniority in the Centre.

Last date: December 30, 2015.
Selection Procedure: Selection will be made on the basis of interview of short-listed candidates. Mere satisfying the eligibility norms does not entitle a candidate to be called for the interview. Depending upon the number of applications received in relation to number of vacancies, the Centre reserves the right to call only a limited number of candidates after preliminary screening (i) with reference to their qualifications, suitability, experience, etc., and or (ii) score obtained by the candidate in written examination (in case of large number of application). The decision of the Selection Committee shall be full and final and the Selection Committee has all authority on the selection of the candidate. The number of vacancies notified is subject to alteration.

The prescribed application form with instructions to the candidate can be obtained from the Office on payment or can be downloaded from the website. Completed application with a demand draft (if application is downloaded from our website, attach demand draft of Rs. 250/- as processing fee -non refundable, drawn in favour of ‘Agro-Economic Research Centre’, payable at Vallabh Vidyanagar /Anand and copies of testimonials should be sent in a cover superscribing “Application for the post of in Clerk/Typist (Adhoc) in CCS” and should reach the undersigned on or before December 30, 2015.

Applications received after the last date will not be entertained and the Centre takes no responsibility for any delay in receipt or loss in postal transit.

Canvassing in any form by the candidates will result in disqualification of the candidates. The Centre reserves the right not to recruit any candidate if no suitable candidate is found / if circumstances so warrant.

Hon. Director
Ph.:02692-230799; Email: ccsgujarat@gmail.com
INSTRUCTIONS TO CANDIDATE

**Post: Clerk/Typist (Adhoc)**

1) The appointment would be on purely adhoc/ temporary basis for the period of eleven months. Candidate will not be entitled to claim on any permanent position or any seniority in the Centre.

2) The appointment would not establish any claim for continuance of service. Appointment would be terminated at any time if work or conduct is not found to be satisfactory.

3) Candidates should send one original copy of application form with attested certified true copies of the certificates and documents.

4) Candidate should send with their application, attested certified true copies or other Certificates in support of their educational qualifications and experience and of the S.S.C. or equivalent Certificate in support of their date of birth.

5) Candidate should submit photo copy (both sides) of each semester marksheet/transcript certificate of graduate degree (in order to check papers/courses completed).

6) Original certificates should not accompany the application but should be brought at the time of the interview.

7) Original application form must be accompanied with a crossed Demand Draft of Rs. 250/- as processing fee (non refundable), drawn in favour of ‘Agro-Economic Research Centre’, payable at Vallabh Vidyanagar /Anand.

8) Application with demand draft and copies of testimonials should be sent in a cover superscribing “Application for the post of Clerk/Typist in CCS” and should reach the undersigned on or before last date prescribed.

9) As on the date of advertisement, age should not exceed 36 years (30 years plus 5 years extension as per GOG notification dated 06.10.2015). The age limit is relaxed without any limit in case of employees of the Centre and our University (SPU, VVN).

10) Candidates should also send with their applications copies of the following documents where applicable:

   a) Disability certificate from the competent authority if the candidate belongs to disabled category in support of their claim of disability.

   b) In case of in service candidate, certificate from the employer stating/indicating the scale of pay, basic pay and allowances drawn at present.
11) If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be sent with the application (mention about same in application form).

12) The Centre reserves the right to adopt appropriate method for shortlisting the candidates, at any stage.

13) Candidates already in service should submit their applications through proper channel. They should also ensure that the application reaches the AERC, Vallabhbh Vidyanagar on or before the last date prescribed. If any delay in sending the application through proper channel is anticipated, an advance copy of the application should be sent within the last date prescribed.

14) The Centre reserves all rights not to fill the post advertised and to change the number of posts advertised and or / reservation. The decision of the Chairman of AERC will be final and binding on applicants and no correspondence in this regard will be entertained.

15) Applications incomplete in any respect, applications without required supporting documents or those received after the last date of receipt of application will not be considered.

16) Mere eligibility doesn't impart any right to a candidate for being called for interview.

17) Candidates already employed in Universities / Government / Quasi Government / Public Sector will be required to produce a 'No Objection Certificate' of the Competent Authority at the time of interview.

18) **Relevant experience and educational qualifications of candidates will be counted as on the last date of submission of application.** Accordingly, the candidates should confirm their eligibility for the post applied for before submission of application. No separate correspondence whatsoever in this regard shall be entertained by the Centre.

19) Attested copies of self-explanatory document of evidence for age, educational qualification, experience, non-creamy layer, etc. as indicated in the application should invariably be produced with application bearing page numbers and proper indexing.

20) Nomenclature of a post can be changed as and when required.

21) CCS, AERC reserves the right to re-advertise the post if suitable candidate is not found in the recruitment process.

22) The Centre takes no responsibility for any delay in receipt or loss in postal or courier transit of any application or correspondence.

23) Candidates should send their application by Speed post with Acknowledgement Card.

24) Candidates called for interview will have to remain present at their own expenses.

25) Furnishing any false, misleading, overestimated information in the application form shall hold the candidate liable to action deemed fit.

26) Any attempt on the part of a candidate or his/her relative or friend to enlist support by direct or indirect method for his/her application for appointment to any of the posts in the Centre shall disqualify the candidate for being appointed to the post.

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