

**Agro-Economic Research Centre
(Ministry of Agriculture & Farmers Welfare, GOI)
Sardar Patel University
Vallabh Vidyanagar 388120, Anand, Gujarat**

Advertisement No. AERC/01/AcAssi-Advt/Jan2026

Applications in the prescribed format are invited for one regular/permanent position of Account Assistant in AERC

Name of Post	No. of Post	Category	As per 7 th pay scales
Account Assistant	01	Open/ General	Level 4- Rs. 25500-81100/- Fixed pay of Rs. 26000/-for five years

Last date of submission: 16/02/2025 (5.00 pm).

Detailed advertisement, application form and instructions to the candidate can be obtained from AERC Office or downloaded from website <https://www.spuvn.edu/academics/academic-centres/agro-economic-research-centre/>.

No. AERC/1.45/AcAssi/ADVT/410/2026
January 2, 2026

Director /Professor
Ph.02692-230106; Email: aa2026aerc@gmail.com,

Advertisement No. AERC/01/AcAssi-Advt/Jan2026

The Centre desires to recruit one **Account Assistant** in AERC on a **regular/permanent basis on pay scale** of Level 4- Rs. 25500-81100/-, Fixed pay of Rs. 26000/-for five years

(I) No. of Position: 01 -Unreserved/Open

(II) Pay Level & Scale: Level 4- Rs. 25500-81100/-, Fixed pay of Rs. 26000/-for five years

(III) Qualifications:

- Any Graduate from recognised University.
- Minimum of 3 years of clerical experience after graduation is required

(IV) Benefits: as per rules and regulations of SPU implemented/adopted by AERC from time to time.

(V) Age limit:

- **Below 40 years.**
- Relaxation for Female applicant and Physically handicapped and Ex-Servicemen as per SPU norms

(VI) Important dates and Payment of Fees

- Those who are interested are requested to submit filled in application form enclosing attested photocopy of documents (in support of your qualification, date of birth, etc.) on or before **16/02/2026** (5.00 pm) with processing fee (no refundable).

Advertisement Number		Advertisement No. AERC/01/AcAssi- Advt/Jan2026
Date of Commencement of Application		15/01/2025
Last date of receipt of hard copy of application along with all enclosures (Including postal processing days)		16/02/2025 (up to 5:00 PM)
Processing Fees	(online payment only)	Rs. 1000/- (Non-refundable)
	Online Transfer of Processing fee (non-refundable)	Account No. 206022010000630 IFCS Code- UBIN0920606 Bank- Union Bank of India Branch- SPU Campus, Vallabh Vidyanagar 388120, Anand, Gujarat

(VII) General Instructions and Conditions:

(VII-A) General Instructions:

- 1) Candidate should apply only after ensuring that he/she is qualified in all respects regarding prescribed educational qualification / experience / age before applying.
- 2) Only candidates having Indian citizenship can apply. Candidate should have good knowledge of Gujarati, Hindi and English language.
- 3) Applications with incomplete details or late receipt of application will not be considered. The applicant has to deposit duly filled in application form by the register post/in person at **Agro-Economic Research Center, Sardar Patel University, Vallabh Vidyanagar 388120, Anand, Gujarat** on or before last date of acceptance of application as prescribed by the University/Agro Economic Research Centre.
- 4) Application form received after the last date of acceptance of applications will not be accepted and no fees will be refund.

- 5) The candidate has to submit the prescribed duly filled-in application form along with the necessary self-attested certificates/ enclosures.
- 6) The University/Centre reserves the right to change the number and nature of posts/vacancies, to fill or to postpone, and the decision to fill or not to fill without assigning any reason
- 7) Duly filled in application should be submitted in a cover as per the following sample along with required enclosures.

<p>To The Director Agro Economic Research Centre (Ministry of Agriculture and Farmers Welfare) Sardar Patel University H.M. Patel Institute of Rural Development, 2nd floor, Infront of Nandalaya Haveli, Vallabh Vidyanagar-388120 , Gujarat (India)</p> <p>From: Name : Address : Mobile no. Email-</p>
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- 8) Employed candidate should send their application through proper channel or to produce '**No Objection Certificate (NOC)**'.
- 9) The candidate should fill the details in the hard copy of application form taking into account all the details of the educational qualification shown in the advertisement for the said post.
- 10) The prescribed educational qualification, age limit and other necessary qualifications mentioned in the advertisement will be considered as on the last date of submission of application.
- 11) The candidate should submit the original and self-attested copies of the mark sheet and necessary certificates from the Government recognized Board/University/Institution as and when notified by the competent authority.
- 12) The selected candidate will have to pass the CCC/CCC+ examination from the Government recognized examination centers during the trial period as per the rules prescribed for the CCC/CCC+ (Course on Computer Concepts) examination from time to time.
- 13) After being appointed on the basis of five (05) years contractual norms, the eligible candidate on fixed salary will have to pass the prescribed examinations for this post as per the recruitment rules, departmental examination rules, computer skill examination rules 2006 and as per the resolution of the Government from time to time within the contractual period.
- 14) Appointment will be made on a fixed salary for the first five years period as per the circular of the Government and subject to the provisions of the resolutions from time to time and subject to all terms and conditions from time to time and appointed candidate will be eligible for regular appointment in the existing scale of pay if his/her services are found satisfactory at the end of five years.
- 15) During five years period, if services and duties performed by candidate selected under five years contractual service period on fixed pay is found satisfactory, regularization will be done on pay scale as per the rules.
- 16) **No application under the RTI Act seeking any information regarding the recruitment process shall be entertained until the entire recruitment process is completed.**
- 17) **Rules issued by the State Government/University/Ministry/AERC from time to time will be applicable to the applicants.**
- 18) The selected candidate will have to perform any additional responsibility assigned by the University/AERC.
- 19) If there is any difference in the candidate's name, surname (marriage registration certificate), the necessary documentary evidence must be submitted along with the application.

- 20) The candidate himself shall not be entitled to claim appointment to the post concerned merely by being included in the merit list. The appointing authority shall satisfy himself/herself that candidate is fit/not fit for public service in accordance with the rules laid down in the Gujarat Civil Service Classification and Recruitment (General) Rules-1967. So at that stage appointment of such a will be canceled. The decision of the University/AERC in the matter of appointment shall be final.
- 21) Candidates will have to attend the written/online test/face-to-face interview organized by the University/AERC at their own expense.
- 22) The post/s will be filled as per the prevailing and time to time instructions and rules of the State Government/University/Ministry.
- 23) Details about Written/online competitive examination and all subsequent instructions will be given to candidate on the mobile number/e-mail indicated in the application form. Hence, it is mandatory for the candidate to indicate the mobile number in the relevant column of application form and retain the number till the completion of the examination process. If the candidate does not receive the notification through SMS due to the change of the mobile number or its closure, it will be the sole responsibility of the candidate.
- 24) **All notifications related to advertisement will be published on the University website (www.spuvn.edu)** from time to time. So, the candidates are advised to check the university website regularly.
- 25) In the event that it is necessary to change or cancel the advertisement or recruitment process for any reason, the University/AERC will have full right/right in this regard.
- 26) If any university has not specified the percentage in the mark sheet, the candidate has to submit the formula/ basis for calculating the percentage with the application (duly signed by authority of concerned university/institute).
- 27) Jurisdiction for judicial proceedings shall be limited to Anand district.
- 28) Applicant who wishes to furnish additional information may be given on a separate page.

(VII-B) Fees:

1. All the candidates have to pay non-refundable processing fee 1000/- only through Online Payment System [Account No. **206022010000630**; IFCS Code- UBIN0920606; Bank- Union Bank of India; Branch- SPU Campus, Vallabh Vidyanagar 388120, Anand, Gujarat].
2. Fees will not be accepted in any other manner.
3. After payment of fee, fee shall not be refundable under any circumstances and application of candidates without payment of fee shall not be admissible.

(VII-C) : Age limit:

- **Below 40 years** as on last date of application (Not below 21 years and not more than 40 years).
- Relaxation for Female applicant and Physically handicapped and Ex Servicemen as per SPU norms

(VII-D) Educational Qualification:

1. The candidate must indicate in the application form the complete details of the required educational qualifications as per the advertisement.
2. The candidate should have the prescribed educational qualification from any university established by an Act of Parliament of India or a State Legislature or from an educational institution established by an Act of Parliament or from an educational institution established under Section-3 of the U.G.C. Act, 1956.
3. The candidate's claim on provisional educational qualification will not be accepted.
4. The selected candidates will be required to sign a written contract as per the Gujarat Public Universities Act, 2023 and the Gujarat Public Universities Uniform Statutes-2024.
5. The selected candidates shall abide by the rules, regulations, acts/statutes/ordinances/regulations of the University and the State Government. The University shall also abide by any rules/regulations specifically prescribed by the University/Centre.

6. If the percentage is not shown in the University's mark sheet, the candidate will have to produce the formula/basis for calculating the marks. These rules should be approved by the competent authority.
7. The candidate should have knowledge of computer usage as per the Gujarat Civil Services Classification and Recruitment (Common) Rules, 1967.
8. The candidate should have knowledge of Gujarati, Hindi and English languages.

(VII-E) Experience:

1. Candidates having experience as requested in the advertisement must provide full details of that in the application.
2. The experience sought will be counted as per the last date of receipt of application.
3. The candidate's claim for consideration of provisional educational qualification will not be accepted.
4. If the pay scale is shown for the date of experience, the details of the pay scale and the necessary documents of that part shall be produced in the certificate of this experience when requested.
5. Part time, regular wage, apprenticeship, teaching, Artisanship, Honorary Salary invited faculty, In-charge (Additional work over his main duty) will not be considered for his/her experience. In addition, during the education time work experience will not be considered as experience. (For ex. during Ph.D. research time experience, for Ph. D. Senior Research Fellow and Junior Research Fellow related work) will not be considered as experience.
6. For the post aspiring candidate having experience of working in Non-Government / Self-Financed Institutions / organizations will have to submit documentary proofs of Pay Scale, Salary in the form of Appointment letter (with salary mentioned in it), University Approval (if applicable), Salary Slips, Salary Bank Account Statements with all entries and IT Returns corresponding to it for the experience claimed.
7. Candidates have to submit/ produce for experience and claimed experience. On the basis of not clear experience certificate, then his/her candidature will be cancelled. In this case, no extra time will be given to provide it.

(VII-F) Selection process

1. Candidates have to appear for competitive examination process (written examination, computer proficiency, etc) for the purpose of getting selected on the post.
2. Syllabus and its structure regarding the competitive examination are enclosed herewith as well as same will be placed separately on the university website (www.spuvvn.edu) and therefore, candidate needs to check the University website from time to time.
3. As per procedure adopted in University, selection will be done only on the basis of marks obtained in the competitive examination. Any change in the process would be communicated to the candidate well in advance.
4. When the merit of the examination is the same during the competitive examination of the said cadre, further action will be taken by taking into account criteria given below:
 - a) If more than one candidate has the same merit/marks, priority will be decided according to their date of birth (preferred to older candidate).
 - b) In case of matching date of birth as per (a) above, the priority will be decided by taking into consideration the marks obtained in the written examination (Part-1).
 - c) As per (b) above, when the marks obtained in the written examination (Part-1) are equal, the priority will be decided by taking into account the total marks obtained in the educational qualification graduation level.

(VII-G) The candidature of any candidate shall be cancelled by the University/AERC if found guilty on any of the following or other matters.

1. If any candidate seeks any kind of support for his/her candidature i.e. try to contact or implicate any official of the University/AERC directly or indirectly.

2. If any candidate submit forged false documents or documents which have been tampered with or commit malpractice.
3. If any candidate submit application with false information or not with required information will be rejected.
4. If any candidate adopts any other irregular or improper means in connection with his/her candidature for the examination.
5. If any candidate use improper means during the examination, i.e. to copy from the answer book of another candidate, to copy with the help of a book, guide, pamphlet or any other printed or handwritten literature or to copy by conversation or to commit any of the malpractices of causing a candidate to copy.
6. If any candidate use obscene language or obscenity in the examination process.
7. If any candidate tries to identify himself in the OMR / Answer sheet with any type of sign, text, alphabet, sign that establishes identity.
8. If any candidate misbehave in the examination hall with staff
9. To directly or indirectly molest or physically injure the staff engaged in the University/AERC for conducting the examination.
10. If any candidate has been convicted or declared guilty of attempting to do all or any of the acts specified in the preceding clauses or of aiding and abetting such occasion, or of contravening any instruction given in his/her admission letter authorizing him/her to appear for examination; (a) University/AERC will disqualify a candidate from the examination, in addition to criminal proceedings. or (b) University/AERC will permanently or for a specified period disqualify candidate from appearing in any examination conducted for direct selection or from any face-to-face interview.
11. If a candidate has ever been disqualified by Gujarat Public Service Commission or any other Public Service Commission or other Government/Semi Government/Government owned Institutions/University and the period of disqualification continues, the application of such candidate shall be liable to automatic cancellation.

(VII-H) Applications as mentioned below will be rejected.

(This list is only illustrative. It is not exhaustive.)

1. Not applied as per advertisement, instructions given and in prescribed application format.
2. Details mentioned in the application are incomplete or inconsistent.
3. Candidate did not sign or not pasted passport size photograph in the application.
4. Application sent by fax, e-mail.
5. The candidate did not pay the full processing fee.
6. Certificate not submitted with application form.

(VII-I) Misconduct

- a) Candidates are hereby warned not to indicate any false information in the application form. Also don't hide essential information.
- b) Also, they shall not, under any circumstances, amend or alter or otherwise tamper with the original documents submitted by them or their certified copies or submit such tampered/forged documents.
- c) If any inaccuracies or discrepancies are found in two or more documents or certified copies, candidate will be asked to furnish clarification thereof.
- d) If any candidate is declared guilty by the University/AERC, legal action would be taken as per the rules of the University/AERC or the rules of the Government of Gujarat.

(VII-J) Syllabus and Examination Process

(a) અભ્યાસક્રમ અને પરીક્ષા પદ્ધતિ :

(I) અભ્યાસક્રમ

લેખિત કસોટી : પ્રક્ષપત્ર (ગુણ-૧૫૦) (સમય : ૬૦ મિનિટ)

નં.	વિષય	ગુણ
૧.	સાભાન્ય જ્ઞાન : ગુજરાતનો ઇતિહાસ અને સાંસ્કૃતિક વારસો, ભારતના બંધારણને લગતું બીજું જ્ઞાન, રમતગમત, સાભાન્ય વિજ્ઞાન, ભારત અને ગુજરાતના વર્તમાન પ્રવાહો, પર્યાવરણ, જાહેર વહીપટ, સરકારી યોજનાઓ, પંચાયતી રાજ અને ડીજીસ્ટર મેજિસ્ટ્રેટ, આર.ડી.આઈ. એક્ટ, ગુજરાત પાર્લિયન્ટ ચુનિવર્સિટી અધિનિયમ-૨૦૨૩	૫૦
૨.	ગુજરાતી ભાષા અને વ્યાકરણ	૨૦
૩.	અંગ્રેજી ભાષા અને વ્યાકરણ	૨૦
૪.	ગાણિતિક અને તાર્કિક કસોટીઓ	૩૦
૫.	કોમ્પ્યુટર ફન્ડામેન્ટલ્સ, એમ.એ.સ. ઓફિસ, ઇન્ટરનેટ, ઓપરેટીંગ સિસ્ટમ, સાયબર સિક્યુરિટી	૩૦
	કુલ ગુણ	૧૫૦

(II) પરીક્ષા પદ્ધતિ :

જ્યાં ઉપર પસંદગી પાયાના હેતુસર ઉમેદવારે રૂપર્ધીતમક લેખિત પરીક્ષા આપયાની રહેશે, જેમાં મેળવેલ ગુણ (માર્ક્સ)ના આધારે પસંદગી કરવામાં આવશે.

સાભાન્ય સૂચનાઓ :

૧.	પરીક્ષા Multiple Choice Question (MCQ) પદ્ધતિની રહેશે.
૨.	દેટેક પ્રક્ષેપ ૦૧ (એક) ગુણનો રહેશે.
૩.	ઉમેદવારે બધા પ્રક્ષેપોના જવાબ આપયાના રહેશે.
૪.	<p>નેગેટીવ માર્ક્ઝિંગ લાગુ પડશે.</p> <ul style="list-style-type: none"> ખોટા જવાબ દીઠ, તેમજ એક કરતાં વધુ વિકલ્પ પસંદ કરેલ હોય તો મેળવેલ ગુણમાંથી ૦.૨૫ ગુણ કરવામાં આવશે. ઉમેદવાર કોઈ પ્રક્ષેપોના જવાબ આપવા ના ઈચ્છા હોય તો "E" "Not Attempted"નો વિકલ્પ પસંદ કરી શકાશે. "Not Attempted"નો વિકલ્પ પસંદ કરવાના કિસ્સામાં નેગેટીવ માર્ક્ઝિંગ લાગુ પડશે નહિ. પ્રક્ષેપના આપેલ બધા વિકલ્પોમાંથી કોઈપણ વિકલ્પ પસંદ નહી કરવાબાબત આવે તો મેળવેલ ગુણમાંથી પ્રક્ષેપ ૦.૨૫ ગુણ કરી (નેગેટીવ માર્ક્ઝિંગ) કરવામાં આવશે.
૫.	ઉક્ત સંવર્ગનું તૈયાર થયેલ મેરીટ એક્સાર્ન્યુ થાય ત્યારે નીચેની વિગતો દ્વારા લઈ યોગ્ય કરવામાં આવશે.
	(૧) જો એક કરતાં વધારે ઉમેદવારોના કુલ મેરીટ એક સરળું આવેલ હોય, તો ઉમેદવારો માટે લેખિત પરીક્ષાના (ભાગ-૧) સાભાન્ય જ્ઞાનમાં મેળવેલ ગુણને દ્વારા લઈ તે મુજબ મેરીટ નક્કી કરવામાં આવશે.
	(૨) ઉક્ત (૧)માં મેળવેલ ગુણ સરખા હોય ત્યારે સ્નાતક કક્ષામાં મેળવેલા ટકા દ્વારા લઈ તે મુજબ મેરીટ નક્કી કરવામાં આવશે. જરૂર પડે ૧૦ દિવસની સમય મર્યાદામાં ઉમેદવારે સંદર બાબત અંગેના જરૂરી આધાર પુરાવા રજૂ કરવાના રહેશે.
	(૩) ઉક્ત (૨) મુજબ ગુણ સરખા થાય ત્યારે તેવા કિસ્સામાં જન્મ તારીખ (ભોઈ ઉમરના ઉમેદવારને પ્રાધાન્ય) દ્વારા રાખી તે મુજબ મેરીટ નક્કી કરવામાં આવશે.
૬.	રૂપર્ધીતમક પરીક્ષાનું માધ્યમ ગુજરાતી રહેશે.

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Agro-Economic Research Centre
(Ministry of Agriculture & Farmers Welfare, Govt. of India)
Sardar Patel University
Vallabh Vidyanagar 388120, Gujarat

Application for the Post of : Account Assistant in AERC

Advertisement No. AERC/01/AcAssi-Advt/Jan2026

Application processing fee Rs. 1000/- non refundable

Online transaction No.:

Online transaction date:

Affix the
3.5 c.mx 3.5 c.m.
latest Photograph
and Self Attested

1. Name in full (in block letters):Mr./Mrs./Ms./Dr. _____
(Surname) (First Name) (Middle Name)

Father/Husband Name: _____
(Surname) (First Name) (Middle Name)

Mother Name: _____
(Surname) (First Name) (Middle Name)

2. Please Tick (✓) appropriate. Please enclose Caste Certificate of appropriate authority, if applicable,

i) Category
S.C. S.T. OBC / SEBC General Phy. Handi Ex-Serviceman

(Attach a certificate from the competent authority with Caste validity certificate for S.C/S.T/Socially Backward Class and Non-Creamy Layer Certificate.)

(ii) Native Place: _____ Tal: _____ Dist: _____ State: _____

(iii) Religion: _____ (iv) Nationality: _____ (v) Mother tongue: _____

(iv) PAN Card No. _____ (v) Adhaar Card No. _____

3. Date of Birth: Age: Year: _____ Month: _____ Days: _____
DD MM YEAR

(A true copy of the SSC/HSSC Leaving Certificate/SSC Board Certificate in which the Birth Date is registered should be enclosed; Age on the last date of submission)

4. Please Tick (✓): Male Female ; Married Unmarried Divorced Widow

5. Full Address for correspondence (In Block Letters)

Address: _____

_____ PIN _____

Tal. _____ Dist. _____ State _____

Phone/Mobile _____ E-Mail _____

(6) Educational Qualifications: Examinations passed (Attested copies of all educational Mark sheets and certificates should be attached):

Sr. No.	Examination Passed	Subject	University/ Examination Body	Total Marks (Out of)	Division and Percentage	Year of Passing	No. of Attempts
1	S.S.C (10 th)						
2	H.S.C. (12 th)						
3	Bachelor/ Graduation						
4	Post Graduation						
5	M. Phil.						
6	Ph.D.			Date of Award :			
7	Title of Ph.D. Thesis:						
8	GATE/GPAT/NET/ SLET						
9	Computer (CCC, CCC+)						
10	English Typing	Speed wpm					
11	Gujarati Typing	Speed wpm					
12	Any Other						

(7) Details of Experience in ascending order (i.e. starting with first employment)

Name of the Institution or office where Employed	Post	Date of joining	Date of Leaving	Full time/ Part time/ Adhoc	Basic Pay & Pay Scale/ consolidated pay	Nature of Work	Reason for leaving

(8) Publications: Research Papers/ Articles

Sr. No.	Title of the Research Paper /Article	State/ National/ International Level	Name of the Journal in which Published with Vol. No., Page No.	ISSN/ ISBN No.	No. of Coauthors
1					
2					
3					

(9) Awards (Scholarship/Merit/ Best Research Paper/ Essay/ Article):

Sr. No.	Name of Award	University/State/ National/ International Level	Awarding body	Year
1				
2				
3				

(10) Give the details of Research Project under taken: (Please attach separate sheet in following format if necessary)

Sr. No.	Type of Project	Title of the Research Project	Funding Agency	Sanctioned Amount	Date of Commencement	Date of Completion
1						
2						
3						

(11) Languages known (Tick the appropriate):

Sr. No.	Language	Can Read	Can Write	Can Speak
1	Gujarati			
2	Hindi			
3	English			
4				

(12) Name, address and phone no. of not more than Two persons to whom reference can be made:

Sr. No.	Name	Occupation	Address	Email & Mobile Number
1				
2				

(13) Notes:

(i) Have you ever been arrested/prosecuted/kept in detention/convicted by a court of Law or whether any case is pending against you in a Court of Law? Yes/No _____

If the answer to the above question is "Yes" give details_____.

(ii) Have you ever been debarred from any examination/rusticated by any University or any other educational institution or whether any case is pending against you in any University or any other educational institution? Yes/ No _____

If the answer to the above question is "Yes" give details _____

(iii) Has any disciplinary action been taken against you by any University/ Institute where you have served? Yes/No _____

" If Yes" give details _____.

(14) Any other relevant information not included above:

(15) Declaration:

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Place: _____

Date: ____/____/2026

Signature of the Applicant

FOR USE OF APPLICANTS IN EMPLOYMENT

To
The Director,
Agro-Economic Research Centre,
Sardar Patel University, Vallabh Vidyanagar-388120

We have no objection if his candidature being considered for the post applied for. He/ She will be relieved.

Place : _____

Signature of Authority _____

Date : ____/____/2026

Designation _____
Office Stamp _____

Note: All Copies of Mark sheet / Certificates should be self-attested. List of enclosures attached by the applicant should be arranged strictly in the following order:

14. Declaration:

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed/hidden any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

Place: _____

Date: ___/___/2026

Signature of the Applicant

List of documents attached:

Place: _____

Date: ___/___/2026

Signature of the Applicant