



DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY, AHMEDABAD

(Established by the Government of Gujarat)

R. C. Technical Institute Campus, Opp. Gujarat High Court,

S. G. Highway, Sola Ahmedabad- 380 060 - website : www.baou.edu.in

I/c. Registrar Dr. Babasaheb Ambedkar Open University, Ahmedabad invites application in the prescribed form for the following posts to be filled up in accordance with the approval of the Government of Gujarat, Education Department's Letter No. AOU/1212/1006/Kh, Dt. 28-2-2013 in prescribed application form for following posts in both Online and Hard Paper Copy on or before dates as specified For Online 18-01-2014, for Hard Paper Copy 25-01-2014

Sr. No	Name of Post	Number of posts	Fixed Pay for five years Rs.	Maximum Age as on 31-01-2014
01	PA cum Steno to VC	1	Rs. 10,000/-	35
02	Office Superintendent	1	Rs. 10,000/-	35
03	Steno Grade II (Gujarati)	1	Rs. 9,400/-	35
04	Supervisor Civil	1	Rs. 5,300/-	30
05	Senior Clerk	3	Rs. 5,300/-	35

[For application form, Instructions for applicants, see our website : www.baou.edu.in]

Note : The submission of application in both the formats - online as well as Hard Paper Copy on or before the specified date is mandatory.
Online 18-01-2014, Hard Paper Copy 25-01-2014.

1.0 Minimum Qualifications :

(1) PA cum Steno to VC

(1) Bachelor's degree of a recognized University with 120 w.p.m. in English shorthand and 60 w.p.m. in English Typewriting of G.C.C. Examination.

OR

- (1) Bachelor's degree of a recognized University with 100 w.p.m. in Gujarati shorthand and 40 w.p.m. in Gujarati Typewriting of G.C.C. examination.
- (2) At least 8 years' experience in secretarial / administrative work including at least 5 years as Steno Gr-II / P.A. / P.S. in the University / Government Organisation / Public Sector Undertaking.

Preference :

- (1) The candidate who can work in the both languages English as well as Gujarati will be preferred.
- (2) The candidate who have experience of working on computer will be preferred.

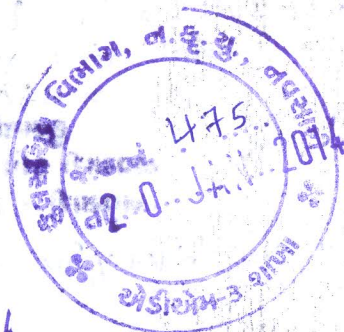
(2) Office Superintendent

A. Essential :-

- (i) Bachelor's degree of a recognized University with at least 5 years' experience of University administration as a Head Clerk / Senior Clerk.
- (ii) Basic skill and knowledge of Computer.
- (iii) Working knowledge of Gujarati Language.

A.2.1

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Preference :

- (1) The candidate who can work in the both languages English as well as Gujarati will be preferred.
- (2) The candidate who have experience of working on computer will be preferred.

(4) Supervisor (Civil)

- (1) Diploma in Civil Engineering with minimum five years experience in Government department / Public Sector Undertaking / Institute / Construction and maintenance works.
- (2) Working knowledge of computer.

(5) Senior Clerk

- (1) Bachelor's degree of a recognized University with at least seven years experience of University administration at least as Junior Clerk.
- (2) Working knowledge of computer.

2.0 Last Date of Application :- 18-01-2014 for Online Application. The hard paper copy of application form duly completed in all respect along with necessary enclosures should reach to The Registrar, Dr.Babasaheb Ambedkar Open University, R.C. Technical Institute Campus, Opp. Gujarat High Court, Sarkhej Gandhinagar Highway, Sola, Ahmedabad. Pin 380 060 before dated 25-01-2014.

3.0 Relaxations:-

- (1) Relaxation in age limit to the candidates belonging to SC, ST, OBC, FEMALE, differently abled, categories and Ex-armyman will be as per State Government norms.
- (2) Relaxation in age limit equal to the experience in the Dr. Babasaheb Ambedkar Open University will be provided to the candidates who is working in the University.

4.0 Application Form Fee:-

Rs. 250/- for SC, ST & Differently abled candidates. Rs.500/- for other candidate. Candidate has to pay the application form fee through I-Collect or through Pay-In-Slip. PDF format can be downloaded from website. Payment by Cash / Demand Draft / Money Order or Postal Order will not be accepted.

5.0 Others :

- (1) The University shall have right of deciding the method of selection and it shall be binding to all eligible applicants.
- (2) Candidate has to provide Online Information as required by the University and also submit the Hard Paper Copy along-with the necessary enclosures to the University.
- (3) The candidate have to be submit his application through proper channel.

Date : 31/12/2013

I/c Registrar

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નવસારી... તારીખ : ૨૨ / ૧૨ / ૨૦૧૪

કુલસચિવ

નવસારી કૃષિ યુનિવર્સિટી

નવસારી - ૩૯૬ ૪૫૦.

નકલ સવિગ્રહ રવાના! -
નવસારી કૃષિ યુનિવર્સિટીના તમામ યુનિવર્સિટીના યુનિવર્સલ યુનિટ સવિગ્રહ/સી.એચ.સી.
તરફ મોકલવા માટે.