

**(Recruitment notification ADM/02/2023)**

**Recruitment of Administrative staff (class-3)**

Gujarat Biotechnology University (GBU) is a State University established under the Gujarat Biotechnology University Act 2018. In a unique collaboration with world-leading University of Edinburgh, GBU has placed excellence and innovation at its core to deliver biotechnology solutions for societal challenges. GBU invites online applications from eligible candidates for following on Regular basis (fix pay) Govt. of Gujarat approved posts.

Sr No	Name of post	Total post(s)	Category wise post					Female Reservation out of total post	Pay Level As per 7 <sup>th</sup> Pay
			UR	SEBC	SC	ST	EWS	UR	
1	Deputy Section Officer	5	4	1	0	0	0	1	Level - 7 (Fix Pay Rs. 49,600/- for 5 years)
2	Head Clerk	3	3	0	0	0	0	1	Level - 6 (Fix Pay Rs. 40,800/- for 5 years)
3	Lab technician	1	0	0	0	0	1	0	Level - 6 (Fix Pay Rs. 40,800/- for 5 years)
4	Office Assistant	5	3	1	1	0	0	2	Level - 2 (Fix Pay Rs. 26,000/- for 5 years)
Total		14	10	2	1	0	1	4	

**Important note for all posts:**

1. Last date for making online application is 29<sup>th</sup> January, 2024, 16.00.
2. No physical copies of applications should be submitted to university.
3. Candidates are expected to possess proficiency in English and have willingness to learn Gujarati languages for communication purposes.
4. If candidate has obtained any degree from other university, he/she should provide equivalency criteria for conversion of their score/ CGPA to percentage.
5. If candidate holds foreign university's degree, they should produce Association of Indian Universities (AIU) equivalency certificate at the time of submission of application.
6. For regular updates, visit GBU website (<https://career.gbu.edu.in/>). No separate advertisement will be published. For any query contact at [career@gbu.edu.in](mailto:career@gbu.edu.in)
7. General Category candidates are required to pay fee of Rs. 400 + processing fees and GST, whereas the candidates belonging to EWS, S&EBC/SC/ST/PwD required to pay fee of Rs.200+ processing fees and GST.



**Eligibility criteria for various administrative positions**

Detail of eligibility criteria for various administrative position is as below:

**1. Deputy Section Officer**

Name of post	Deputy Section Officer
Pay level	Level 7 (39900-126600) Rs. 49,600 Fix pay for five years
Age Limit	36 Years
Educational Qualification	A bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by government.

**2. Head Clerk**

Name of post	Head Clerk
Pay Level	Level 6 (35400-112400) Rs. 40,800 Fix pay for five years
Age Limit	36 Years
Educational Qualification	A bachelor degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by government.

**3. Laboratory technician**

Name of post	Lab Technician
Pay Level	Level 6 (35400-112400) Rs. 40,800 Fix pay for five years
Age Limit	36 Years



Educational Qualification	First Class M.Sc. in Life Sciences/Instrumentation.  <b>OR</b>  First Class B.sc in Life Sciences/ Instrumentation with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.  Desirable: Strong background in Chemistry/ Life Sciences/ Environmental computers. Ability to handle repairing and maintenance work of the instruments
---------------------------	---

#### 4. Office Assistant

Name of post	Office Assistant
Pay Level	Level 2 (19,900-63,200) Rs. 26,000 Fix pay for five years
Age Limit	36 Years
Educational Qualification	A bachelor degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by government.

### Scheme of Competitive Examination

#### 1. DYSO

Sr No	Nature of Exams	Mode of Examination	Total Marks
1	Objective Paper	Written Test (MCQ Based) 90 Mins	100 marks
Total Marks			100 Marks





2. Head Clerk

Sr No	Nature of Exams	Mode of Examination	Total Marks
1	Objective Paper	Written Test (MCQ Based) 90 Mins	100 marks
Total Marks			100 Marks

3. Laboratory technician

Sr No	Nature of Exams	Mode of Examination	Total Marks
Written Test (MCQ Based) 90 Mins			
1	Objective Paper	Part-1	25 marks
2		Part-2 Subject specific question	75 Marks
Total Marks			100 Marks

4. Office Assistant

Sr No	Nature of Exams	Mode of Examination	Total Marks
1	Objective Paper	Written Test (MCQ Based) 90 Mins	100 marks
Total Marks			100 Marks

**Note:**

- All the candidates who have applied will be called for written examination and result will be declared on University's website.
- Minimum qualifying standard shall be 40% of marks in written exam for all General and EWS category and 35% Marks for all other category(i.e. SC,ST, SEBC & Women) and accordingly category wise Merit list will be uploaded on University's website.
- The University shall after conducting examination, scrutinize the application in accordance with minimum eligibility criteria of the post.
- The candidates having qualifying standard and minimum eligibility criteria, shall be called for document verification in order of merit. The number of candidates called for document verification shall ordinarily be three times the number of vacancies advertised.
- The University shall prepare category wise select and wait list in order of merit and same shall be published on University's website. The waiting list shall be 50% of the



- posts advertised, if posts advertised are less than three, then the waiting list shall be limited to two candidates.
6. The waiting list shall be valid for two years from the date of publication on website.
  7. The medium of examination shall be Gujarati except the portion of English questions for which the medium in written exam shall only in Gujarati.
  8. The objective type written test shall consist of Multiple Choice Question (MCQ) and O.M.R. (Optical Mark Reader) system.
  9. Every Question shall be of 1 mark.
  10. The candidate shall have to attempt all questions.
  11. Every attempted question with incorrect answer shall carry a negative mark of 0.25.
  12. In every question there shall be one option of "Not Attempted". If the candidate does not intend to answer, he may select this option. If the candidate selects this option, the negative marks shall not be given.
  13. If the candidate has not selected any of the options given in the question, then it shall carry a negative mark of 0.25.

Registrar

