

Advertisement No: 08/2025

Online applications are invited from eligible and interested candidates in prescribed application form for following mentioned posts

Sr. No.	Name of Post	No. of Post	Category	Pay Scale
1.	Assistant Registrar	01	UR	9300-34800 GP 5400 (6 th Pay)
2.	Controller of Examination*	01	UR	53100-167800 Pay Matrix Level 9
3.	Librarian*	01	UR	44900-142400 Pay Matrix Level 8

Candidates are requested to do visit university website: www.baou.edu.in for all details like application form, application fee, general instructions, necessary educational qualifications, experience, age, service terms and conditions and other relevant details for said posts.

NOTE:

- 1) Online submission on or before Dt. 16/ 01/2026 till 23:59 Hrs and Submission of printout of online application on or before Dt. 20/01/2026 till 17:00 Hrs. through Speed Post/ Courier only.
- 2) Appointment of the Controller of Examination shall be for a term of five years or till he attains the age of superannuation.

* Those who have applied earlier in response to our previous advertisements must apply afresh.

Date: 24/12/2025

Registrar

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1. Assistant Registrar

Essential :-

Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

Desirable :-

- (1) Five years of experience in Administration / Establishment/Finance/Examination of the University/Institutions/Autonomous Bodies.
- (2) Knowledge of Computer Application

Age Limit : Not more than 40 years

2. Controller of Examination

- (1) A Master's degree with at least 55% of the marks or its equivalent grade.
- (2) Nine years University recognized experience as an Assistant Professor or above in Higher Educational Institution. **OR**
- (2) Five years experience (Certified by Competent Authority) as an Assistant Registrar at University level.

Age Limit : Not more than 50 years

3. Librarian

- (1) A Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point - scale wherever the grading system is followed.
- (2) A Ph.D. Degree in library science/ Information science/ Documentation / Archives and manuscript - keeping.
- (3) At least eight years university recognized experience as an Assistant Librarian and above at any level in University or College Library. **OR**
- (3) Eight years University recognized experience as Assistant/ Associate Professor in Library Science.

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GENERAL INSTRUCTIONS

PLEASE READ CAREFULLY THE INSTRUCTIONS MENTIONED BELOW

It is Compulsory to submit Online form.

Online Application Schedule

Last Date to submit Online Application	Date: 16/01/2026 (23:59 Hrs)
Last Date for submitting the printout of the online application along with all requisite documents	Date: 20/01/2026 (17:00 Hrs)
Information Brochure	https://baou.edu.in/careers
Application Fees (By online mode only)	Rs.1500 (for General) and Rs.750 (for SC/ST/SEBC/PwD/EWS)

1. Candidates who wish to apply for more than one post shall be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES.
2. Applicants are advised to submit the official documents related to their Change of Name (if applicable) (i.e. Marriage Certificate OR Gazette Notification for Name Change)
3. The Experience and Qualification shall be reckoned as the last date of submission of the Online Application.
4. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid any delay due to other unforeseen events or circumstances. The University shall not be responsible for any delay at any stage.
5. Applicants must produce original testimonials, certificates / educational qualifications, and other required documents at the time of the interview / examination if called.
6. The applicants must ensure that he/she fulfills the eligibility conditions for the post applying for.
7. A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to be dismissed from service, without any notice.

8. The candidate must possess all the essentially required qualifications, experience etc. at the time of the last date of application.
9. Direct or indirect lobbying will be liable for disqualification.
10. No application after last date will be considered. The last date for online submission is Dt. 16/01/2026, 23:59 hrs and last date to submit the printout of online application along with all requisite documents is Dt. 20/01/2026, 17:00 hrs.
11. The applicant should ensure that the application is submitted to the University through Speed Post/ Courier only so as to reach to the Registrar, Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, Sarkhej Gandhinagar Highway, Chharodi, Ahmedabad - 382 481. Otherwise your application will be rejected automatically.
12. The fee towards processing the application paid by the applicant is non-refundable and no correspondence in this respect will be entertained.
13. The University reserves the right to short-list the candidates on the merit-based/aptitude test/written test criteria or any other method for the purpose of inviting the candidates for interview. The decision of University with regard to the process of selection shall be final and binding to the candidate.
14. Candidates, if invited for interviews, will have to come at their own expense.
15. The University reserves the right to fill or not to fill the post and also to make any amendments.
16. Candidates belonging to reserved category will be eligible for relaxation in age limit as per the Government rules.
17. Candidates already in Working in University/ Educational Institutions/ Government Establishments/ Any Other Organizations shall have to send their applications through their present employer on or before the prescribed date. However, due to any unavoidable circumstances if the application through proper channel is likely to be delayed then an advance copy must reach the university Office on or before the due date. Persons employed after making application in response to this advertisement must bring a 'No Objection Certificate' at the time of interview from their employers.
18. A salary certificate from the employer showing pay, D.A. and other allowances being paid by their University / Institution/Office should be enclosed with the application form and be produced at the time of interview.
19. Candidates must enclose the self-attested copies of all mark-sheets and passing Certificates of all educational qualification starting from SSC examination's, along with Experience Certificates, Research Publications (If applicable), Cast Certificate (If applicable) and other necessary certificates etc. In the absence of such self-attested copies of Mark sheets and Certificates etc. application shall be considered incomplete and such applicants may not be invited for an interview.
20. All the certificates of the essential degree qualifications shall have to be from the institutions duly recognized.

21. While filling educational qualification details in application form, the candidate must state percentage of marks division/grade and the subject taken at various examinations where specialization of the subject must be mentioned.
22. The candidates have to pay prescribed processing fees only by the online challan submission in favor of Dr. Babasaheb Ambedkar Open University, Ahmedabad. No other mode of payment and Demand Draft will be accepted in any circumstances. The processing fee (application form fee) is Rs.1500/- for General and Rs.750/- for SC/ST/SEBC/PwD/EWS candidate only through online mode. Online Paid fee challan copy attached compulsory with application.
23. If any dispute arises, the decision of the University shall be final. If there is any ambiguity and/or the matter requires any interpretation, the interpretation of the University shall be final.
24. Please write Application for the post of on top of envelope.
25. Write down your name, post applied for on back side of online application fee receipt.
26. Call letters will be sent only to the eligible short-listed candidates by registered e-mail only.
27. No correspondence will be made with ineligible applicants for personal interview.
28. Dr. Babasaheb Ambedkar Open University, Ahmedabad reserved the right to withdraw the advertisement either partially or fully at any time without assigning any reason to this effect.
29. Dr. Babasaheb Ambedkar Open University, Ahmedabad reserved the right that University will not be responsible for any loss of e-mail, loss of any communication due to wrong address as provided by the candidates.
30. Candidates in their own interest are advised to check regularly the website of the Dr. Babasaheb Ambedkar Open University, Ahmedabad www.baou.edu.in
31. For any IT and online technical related query please mail: baou.recruitment@baou.edu.in
32. The provision of "The Gujarat Public Universities Uniform ACT -2023 and Gujarat Public Universities Statutes-2024" will be binding on the appointed candidates.
33. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the further process. The university will have to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
34. Appointment of the Controller of Examination shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he/she shall not be eligible for re-appointment in the university.

Registrar

Dr. Babasaheb Ambedkar Open University, Ahmedabad