

“Jyotirmay” Parisar, Sarkhej - Gandhinagar Highway,
Chharodi Ahmedabad – 382481

Website: www.baou.edu.in

Contractual Advertisement No. : 02/2025 Date : 09/05/2025

GENERAL INSTRUCTIONS

PLEASE READ CAREFULLY THE INSTRUCTIONS MENTIONED BELOW

Candidates who have applied in advertisement No. 01/2025 Dt.19/01/2025 need not apply again. If they wish to send any additional documents, they should send them along with the application ID number.

The eligibility criteria/ Qualification for these posts will be as per this advertisement. Candidates who have applied in the previous advertisement No. 01/2025, dated 19/01/2025, should take note of this.

- **Last Date and Time for Online Application Dt. 24/05/2025.**
 - **Last Date and Time for Submission of physical copy of Application Dt.30/05/2025, 05:00 hrs.**
 - **It is Compulsory to submit Online as well as physical / hard copy application to university. Otherwise application is rejected**
1. The applicant is required to submit the application in physical copy to the University.
 2. The physical copy application should be filled in the candidate's own handwriting.
 3. The recruitment process will be carried out as per the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018 AND THE GUJARAT PUBLIC UNIVERSITIES ACT, 2023 and Statues under the act.
 4. 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.
 5. If the space against any item in the Application Form is insufficient, full particulars should be given on a separate sheet of paper which should be attached to the application,

entering at the appropriate place a reference to the sheet attached. Column no. 14 is compulsory to fill up in the table given.

6. The candidate must possess all the essentially required qualifications at the time of last date of application.
7. Direct or indirect lobbying will be liable for disqualification.
8. No application after last date will be considered. **The last date for online submission is Dt.24/05/2025 and physical Copy of the Application Form should reach to the University on or before Dt.30/05/2025, 05:00 hrs by Registered Post AD or Speed Post or currier only, otherwise your application will be rejected automatically.**
9. The fee towards processing the application paid by the applicant is non-refundable and no correspondence in this respect will be entertained.
10. 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.
11. University shall reserve the right to adopt and practice appropriate method of evaluating the candidate during the course of the interview and it shall be binding upon the candidate.
12. Candidates, if invited for interviews, will have to come at their own expense.
13. The University reserves the right to fill or not to fill the post and also to make any amendments.
14. Candidates already in employment in University, Educational Institutions, Government Establishments, and 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.
15. A salary certificate from the employer showing pay, D.A. and other allowances being paid by their Institution/Office/Firm should be enclosed with the application form and also be produced at the time of interview.
16. Candidates must enclose the self-attested copies of all mark sheet and passing Certificates of examinations i.e. Higher Secondary, Bachelor’s Degree, Master’s Degree, Doctorate

etc. In the absence of the self-attested copies of Mark sheets, Certificates etc. application shall be considered as incomplete and such applicants may not be invited for interview.

17. All the certificates of the essential degree qualifications shall have to be from the institutions duly recognized.
18. 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.
19. 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. 500/- for General and Rs.250/- for ESW/SC/ST/SEBC candidate only through online mode. Online Paid fee challan copy attached compulsory with application.
20. The candidate has to fill-up required information through online application form which is available on Website www.baou.edu.in. It is compulsory to submit the hard copy of online application form along with all documents. Otherwise application shall not be considered.
21. 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.
22. Please write Application for the post of _____ on top of envelope.
23. Write down your name, post applied for on back side of online application fee challan Submission.
24. The applicant should ensure that the application is submitted to the University through Registered Post A.D/Speed Post so as to reach to the Registrar, Dr. Babasaheb Ambedkar Open University, 'Jyotirmay' Parisar, Sarkhej Gandhinagar Highway, Chharodi, Ahmedabad - 382 481.
25. Applicants are advised to submit the hardcopy of the application to the University well in advance without waiting for the last date to avoid any kind of delays due to unforeseen events or circumstances. The university shall not be responsible for any delay at any stage.
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. Before the candidates recruited directly are finally approved for appointment to University, he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
31. Candidates in their own interest are advised to check regularly the website of the the Dr.Babasaheb Ambedkar Open University,Ahmedabad www.baou.edu.in
32. Candidates are advised to regularly check registered email account for updates.
33. Incomplete applications will be rejected without any notice.
34. Eligibility list will be published on the university website only.
35. The candidates must possess the required qualifications in the last date of online application mentioned in the Advertisement. No updates/additions will be entertained after the last date of the submission of the online application.
36. All the above mentioned posts are purely on temporary 11 months contractual basis.
37. Selected Candidate will be paid Fix Salary per Month. No other benefits or allowances will be paid.
38. The University's regional centers are located all over the Gujarat. The Selected Candidate will have to perform duty wherever it is placed for service by the University.
39. For any IT and online technical related query please mail on baou.computer@baou.edu.in.
40. The provision of “The Gujarat Public Universities Uniform Statutes” will be binding on the appointed candidates.
41. Candidates will be called for interview on 1:15 (15 candidates against 1 post) basis.

Note : All the posts of this advertisement will have a practical test, written test if Required.

Registrar
Dr. Babasaheb Ambedkar Open University,Ahmedabad