

DETAILS OF THE POST(S), REQUIREMENT RULE, ETC.

(1) Deputy Registrar (Admission) :

| Sr. No. | Name of Post | No. of Post | Category | Pay Scale As per the 7th Pay |
|---------|------------------------------|-------------|----------|--|
| 1 | Deputy Registrar (Admission) | 01 | UR | Pay Matrix Level- 11 67700 - 208700 |

Minimum Educational Qualifications & Experience :

1. Master's Degree with at least 55% of the marks or an equivalent grade of “B” in the 7 point scale wherever grading system is followed along with-
2. Nine years of experience as Assistant Professor in the pay matrix 10 and Above with experience in educational administration, **OR**
Comparable experience in research establishment and/ or other Institution of higher education, **OR**
5 years of experience as Assistant Registrar or in equivalent post.

Age : As per UGC Norms

(2) Office Superintendent :

| Sr. No. | Name of Post | No. of Post | Category | Pay Scale As per the 7th Pay |
|---------|-----------------------|-------------|------------|-------------------------------------|
| 2 | Office Superintendent | 01 | PwD (B,LV) | Pay Matrix Level 09 53100-167800 |

* PwD: Persons With Disabilities B, LV:- B: Blind , LV:LOW Vision

Minimum Educational Qualifications & Experience

1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2. Five years of experience as Senior Clerk in Pay Level 4 or Three years of experience as a Head Clerk in Pay Level 6.

Preferable:

1. Basic Knowledge of computer.
2. Experience of working in the Open Distance Learning System.
3. Working knowledge of Gujarati

Age : Not more than 55 years

(3) Research Analyst :

| Sr. No. | Name of Post | No. of Post | Category | Pay Scale As per the 7th Pay |
|---------|------------------|-------------|----------|-------------------------------------|
| 3 | Research Analyst | 01 | UR | Pay Matrix Level 09 53100-167800 |

Required Qualifications and Skills:

1. A Master's Degree with at least 55% of the marks or an equivalent grade with Ph.D. in any discipline.
2. A relaxation of 5% shall be allowed for the candidates belonging to Scheduled Caste/Scheduled Tribe/SEBC Other Backward Classes (OBC) (Non-creamy Layer)/Differently-abled categories for the purpose of eligibility.
3. At least three years of experience in academic research, data analysis, and report writing out of which one year experience should be of analysis of data and their interpretation in Central Government or State Government or Universities or recognized training institute or Public sector Undertaking or Statutory or Autonomous Organizations or Recruitment Boards.
4. Excellent analytical, critical thinking, and problem-solving skills.
5. Strong written and verbal communication skills.
6. Ability to work independently as well as part of a team.
7. Attention to detail and a high level of accuracy in work.
8. Knowledge of MS-Office Tools.

Desirable Qualifications:

1. Experience in grant writing and securing research funding.
2. Publications in peer-reviewed journals.
3. Knowledge of qualitative and quantitative research methodologies.
4. Familiarity with digital libraries and academic databases.
5. Knowledge of statistical software such as SPSS, SAS, R, or similar tools.

(4) Research Assistant :

| Sr. No. | Name of Post | No. of Post | Category | Pay Scale As per the 7th Pay |
|---------|---------------------|-------------|----------|---|
| 4 | Research Assistant* | 01 | UR | Fix salary Per Month for First Five Years Rs. 40,800/- Pay Matrix Level 06 35400-112400 |

*As per norms of Govt. of Gujarat, Finance Department Resolution No.: ૫૨૨/૨૦૦૨/૫૭/૫૬- ૪/૩,૧-૮૧.૧૮-

૧૦-૨૦૨૩ Fix salary Per Month for First Five Years Rs.40800/- and then after Pay Matrix Level 06 Pay scale 35400-112400.

Required Qualifications and Skills:

1. A Master's Degree with at least 55% of the marks or an equivalent grade in any discipline.
2. A relaxation of 5% shall be allowed for the candidates belonging to Scheduled Caste/Scheduled Tribe/SEBC Other Backward Classes (OBC) (Non-creamy Layer)/Differently-abled categories for the purpose of eligibility.
3. At least two years of experience in academic research.
4. Strong academic record with demonstrated research skills.
5. Knowledge of research methodologies and statistical analysis.

Desired Skills:

1. Experience in qualitative and quantitative research methods.
2. Familiarity with academic writing and publishing processes.
3. Strong organizational and time-management skills.
4. Attention to detail and ability to maintain high standards of accuracy.
5. Knowledge of MS-Office Tools.

GENERAL INSTRUCTIONS
PLEASE READ CAREFULLY THE INSTRUCTIONS MENTIONED BELOW

- **It is Compulsory to submit Online form.**

| Last Date and Time for Online Application | Last Date and Time for Submission of physical copy of Application |
|--|--|
| Dt.22/01/2025, Time 05:00pm | Dt.27/01/2025, Time 05:00 pm |

1. Online Application Form is available on http://online.baou.edu.in/Admission/Online_Requirement/Careers.aspx and for further information detailed advertisement is also available at university website <https://baou.edu.in/careers>.
2. Guidelines to Fill Online Application Form is available on website.
Incomplete applications in any respect shall not be considered.
3. 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.
4. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e. Marriage Certificate, Gazette for Name Change, Aadhar Card).
5. The Experience and Qualification shall be reckoned as the last date of submission of the Online Application.
6. 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.
7. Applicants must produce original testimonials, certificates / educational qualifications, and other documents at the time of the interview / examination if called.
8. The applicants must ensure that he/she fulfills the eligibility conditions for the post applying for.
9. 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.

10. 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. Details of experience are compulsory to fill up in the table given.
11. The candidate must possess all the essentially required qualifications, experience etc. at the time of last date of application.
12. Direct or indirect lobbying will be liable for disqualification.
13. When candidates apply for more than one post, they have to apply separately for each post and pay the fee separately for each post.
14. No application after last date will be considered. **The last date for online submission is Dt.22/01/2025 5:00 hrs and physical Copy of the Application Form should reach to the University on or before Dt.27/01/2025., 5:00 hrs by Registered Post AD or Speed Post only, otherwise your application will be rejected automatically.**
15. The fee towards processing the application paid by the applicant is non-refundable and no correspondence in this respect will be entertained.
16. 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.
17. 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.
18. Candidates, if invited for interviews, will have to come at their own expense.
19. The University reserves the right to fill or not to fill the post and also to make any amendments.
20. 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.
21. 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.

22. 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 Degree, Experience Certificate, Research Publications Certificate (If applicable), Cast Certificate (If applicable) and other certificates etc. In the absence of self-attested copies of Mark sheets, Certificates etc. application shall be considered incomplete and such applicants may not be invited for an interview.
23. All the certificates of the essential degree qualifications shall have to be from the institutions duly recognized.
24. 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.
25. 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 (B, LV) candidate only through online mode. Online Paid fee challan copy attached compulsory with application.
26. 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 Online application form with all documents and without application form and documents shall be considered incomplete and shall not be processed.
27. 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.
28. Please write Application for the post of _____ on top of envelope.
29. Write down your name, post applied for on back side of online application fee challan Submission.
30. 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.
31. 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.
32. Call letters will be sent only to the eligible short-listed candidates by registered e-mail only.

33. No correspondence will be made with ineligible applicants for personal interview.
34. 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.
35. 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.
36. 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
37. Candidates are advised to regularly check registered email account for updates.
38. Incomplete applications will be rejected without any notice.
39. Eligibility list will be published on the university website only.
40. 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.
41. For any IT and online technical related query please mail on baou.computer@baou.edu.in.
42. The provision of “The Gujarat Public Universities Uniform Statutes” will be binding on the appointed candidates.

Registrar

Dr. Babasaheb Ambedkar Open University, Ahmedabad