



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

No: GTU/ISEA Project Phase III/2024/7770

Date: 04/10/2024

### Advertisement for the Post of Office Assistant (On Contract/Temporary)

Applications are invited for the post of Office Assistant (On Contract/Temporary) in for **Information Security Education and Awareness (ISEA) Project Phase-III**, (For 5 Years) sponsored by The Ministry of Electronics and Information Technology (MeitY), Government of India.

**Aim of the Project:** The aim of the project is to design and develop efficient frameworks and approaches that are applicable with respect to information security and awareness.

The position is purely temporary and will be governed by the funding agency's rules & service conditions of Gujarat Technological University, Ahmedabad.

| Name of the Position | Office Assistant<br>(No. of position: 01)   |
|----------------------|---|
| Eligibility          | <b>Essential:</b> Master's Degree with minimum 60% or bachelor's with minimum 06 months of working experience in relevant field.<br><b>Desired:</b> Good communication, familiarity with Record keeping, GRF, Accounting/ Finance/ Purchase and other routine office work.                                    |
| Nature of Work       | Administrative Assistant, Documentation, maintaining accounts, purchase, routine operational work and other task as per the requirement of the project.   |
| Age Limit            | Below 35 years  |
| Fellowship Duration  | Appointment will be made for ONE year initially, which may be extended for another year subject to the satisfactory performance of the candidate and also availability of the budget. Tenure may be extended year by year basis up to tenure of the project i.e. January 2029 and availability of the budget. |
| Remuneration         | Rs. 20,000/- Per month (consolidated)   |

Winner of : "4 Star rating in GSIRF (Gujarat State Institutional rating Framework) Published by KCG, Dept. of Education Govt. of Gujarat" ❖ "GTU Ranked 71 in Pharmacy Category in NIRF-2023" ❖ "Green University Accreditation in Platinum Ranking for 2021-2023" ❖ "1<sup>st</sup> rank Among All Universities in Gujarat 2020 by Uni Rank"

Head Office : GTU Campus, Nr. Visat Three Road, Visat-Gandhinagar Road, Chandkheda, Ahmedabad-382424. Gujarat, India.

Ph : +91 079-23267521/570

e-mail : info@gtu.ac.in

Website : www.gtu.ac.in



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|                                     |   |
|-------------------------------------|---|
| <b>How to apply</b>                 | The duly signed completed application form (soft copy in scanned) on prescribed format along with self-attested scanned copies of supporting documents must reach to email id: <a href="mailto:ISEA@gtu.edu.in">ISEA@gtu.edu.in</a> with the subject of the email as "Application for Office Assistant (On Contract/Temporary) in ISEA Project Phase-III" on or before 20-10-2024, 5.00 PM(IST) |
| <b>Last Date of the application</b> | 20.10.2024  |

### Note:

1. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
2. The University reserves the right to reject an application at any time.
3. Mere, possessing the prescribed qualification does not ensure that the candidate would be called for Interview. The Candidates will be shortlisted on the basis of merit and need of the project.
4. Shortlisted Candidates will be informed via e-mail about the interview. So, the candidate must provide a valid E-mail ID in their applications.
5. Shortlisted candidates have to present themselves for the interview on the interview date with an updated CV, publications if any and original and attested photocopies of mark sheets/certificates in support of their academic qualifications and Experience Certificate
6. Applicants in employment (private, government or any other organization) are required to submit a "No Objection Certificate" from the employer at the time of interview.
7. No TA/DA will be paid for appearing in the interview.

Registrar

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