

GUJARAT COUNCIL ON SCIENCE & TECHNOLOGY (GUJCOST)
Department of Science & Technology, Government of Gujarat

Detail Advertisement for the position of Administrative Officer in GUJCOST

Advt No. GUJCOST/Admin/AO/2019/07, Dated 9th February 2019

Introduction:

Gujarat Council on Science and Technology (GUJCOST), working under the aegis of the Department of Science & Technology, Government of India and Government of Gujarat, is emerging as an effective and large scale science education and popularization platform in the area of S&T education, awareness, research and scientific practices through its various programmes and outreach activities across the state.

GUJCOST envisages “acting as a focal forum to inculcate scientific temper for attaining new heights in research and development for welfare of masses and to improve the quality of their life as well as to solve important issues of socio-economic development of the state by acting as organic link between science, technology and economy”.

GUJCOST has a wide network of Community Science Centres and Science Clubs for promotion and popularisation of science and technology among the children and the community members in the state. With a variety of programmes and outreach activities, GUJCOST is really investing in science and investing in the future by shaping the young minds and meaningfully connect the communities to the world around, reaching students, teachers and families with the fascination and promise of careers in the sciences.

Job Description:

The Administrative Officer is responsible for the day-to-day office administration and HR in the GUJCOST. The Administrative Officer will manage employee records, organize files, and financials records. Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed, Creating, updating, and maintaining records and databases, Updating office policies and procedures, preparing reports on expenses, office budgets, and other expenditures, Preparing correspondence, documentation, or presentation materials in consultation with Advisor, GUJCOST.

Eligibility Criteria:

Appointment to the post of Administrative Officer shall be made by:

1. Direct selection from amongst persons who possess the following criteria:
 - Educational Qualification:
 - (i) a post graduate degree in any discipline from any of the universities established or incorporated by or under the Central or State or a Provincial Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
 - (ii) The candidate should have 5 years' experience in administrative work and/or accounting work after post-graduation.
 - Age: Not be more than 35 years of age on the last day of application.
 - Provided further that the upper age limit may be relaxed in favour of a candidate belonging to Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward classes

or Women in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) rules, 1967.

- Provided the upper age limit may be relaxed to the extent of five years in favour of a candidate who is already in the Service of State Government or Central Government or Government Undertaking Board / Corporation / Society or the Local Bodies of the State or the Statutory Organization.
- As per the GAD Circular No. CRR/10-2007/120320/G-5, dated 13.08.2008 of the State Government, candidate has to have the basic knowledge of computer, by producing the evidence of certificate / mark-sheet of any training institute. Further, candidate who has computer as a subject in his/her diploma / degree course or passed Std X or Std XII with computer as a subject should attach the copy of certificate in the application form.
- Possess adequate knowledge of Gujarati, Hindi and English

Pay Scale: Rs. 56,100-1,77,500 (level 10 as per 7th pay scale)

Mode of Recruitment:

GUJCOST will advertise for the position in the newspaper both in English and Gujarati as well its website for inviting applications from the interested candidates. The applications will be scrutinized as per the eligible criteria and work experience.

If the number of eligible applications are less than ten, the eligible candidates will go through the direct interview before the Recruitment Committee for selection against advertised position.

In case the number of eligible applications are more than ten, then an elimination test will be conducted for short-listing the candidates for the interview before Recruitment Committee. Recruitment committee will select maximum ten candidates keeping in view of qualifying marks decided by the committee for interview

The elimination test and interview will test the general aptitude, managerial skill and knowledge of administrative and accounting rules.

The candidate appointed by direct selection shall, during his probation period, be required to undergo pre-service training and to pass the post training examination in accordance with the provision of the Gazetted officer's (Pre-service Training and Examination) Rules, 1970.

The candidate appointed by direct selection shall be required to pass an examination in Hindi or Gujarati or both in accordance with the rules prescribed by the Government.

General Instructions:

1. The candidates selected will be on probation for two years.
2. Age will be reckoned as on the closing date of the submission of application form. Age relaxation will be admissible for SC/ST/SEBC/PH/persons in Govt. Service as per State Government rules in force. Experience would be determined as on the last date of receipt of applications. Provided the upper age limit may be relaxed up to five years in favour of a candidate who is already in the Service of State Government or Central Government or Government undertaking Board / Corporation or the Local Bodies of the State or the Statutory Organisation.

3. The application for the above post is to be submitted through RPAD Post addressed to **The Member Secretary, Gujarat Council on Science & Technology, Block B, 7th Floor, M. S. Building, Sector 11, Gandhinagar 382011, Gujarat, India** and to reach the addressee on or before the last date. The applications received after due date will not be considered under any circumstances.
4. Envelope containing the application should be superscripted "**Application for the post of Administrative Officer in GUJCOST**". The last date to receive application is **26th February 2019**.
5. Persons already in service must submit their applications through proper channel within the time limit of last date. While forwarding applications of in service candidates, Head of the Institutions should certify that the applicants are free from Administrative and Vigilance angle and that no vigilance proceedings are pending or contemplated.
6. Late / incomplete applications/application without attested copies of academic qualification, age, and community will summarily be rejected.
7. Canvassing in any form by or on behalf of any candidate or bringing political or other outside influence with regard to selection/recruitment will disqualify the candidate.
8. GUJCOST reserves the right to cancel the recruitment for all/any of the post without giving any reason.
9. A selected candidate will be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by the Council from time to time.
10. The services of the selected candidates will be governed by the Rules of GUJCOST / Government of Gujarat as decided by the EC/GB of GUJCOST.

GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY

Dept of Science & Technology, Govt of Gujarat

Block B, 7th Floor, M. S. Building, Near Pathikashram

Sector 11, Gandhinagar 382011

Phone: 079-23259362-68, Fax: 079-23259363

Email: info-gujcost@gujarat.gov.in,

Website: www.gujcost.gujarat.gov.in

GUJARAT COUNCIL ON SCIENCE & TECHNOLOGY
Dept of Science & Technology, Govt of Gujarat

Application for the Post of Administrative Officer in GUJCOST

Advt No. GUJCOST/Admin/AO/2019/07: Dated 9th February 2019

Please attach a
self attested
passport size
photograph

1. Name of applicant:
(In Capital Letter)
2. Name of Father / Husband:
3. Name and Address of the organization:

Tel: _____ Cell No.: _____
Email: _____

4. Residential Address:

Tel: _____ Cell No.: _____
Email: _____

5. Date of Birth: _____ Age: _____
6. Marital Status:
7. Category: SC/ST/SEBC/PH/GENERAL
8. Religion:
9. Educational Qualification:

Sl. No.	Name of Exam Passed	Board / University	Year of Passing	Subject Taken	Class / Division
1					
2					
3					
4					
5					
6					

10. Professional Qualifications:

Sl. No.	Name of the Course	Institution / Board / University	Year of Passing	Subject Taken	Class / Division
1					
2					
3					
4					
5					

11. Details of Employment in Chronological Order

Name of Employer Department	Date of Joining	Date of leaving	Post Held & Nature of Duties	Scale of Pay/ Basic Pay

Total Experience after Post Graduation.:

12. Are you a Government Servant at Present? Yes / No

If Yes, state whether your appointment is temporary or permanent:

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Applicant

ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE

Certified that the particulars furnished in this application by Dr/Mr/Ms/Mrs.....
..... for the position of Administrative Officer in Gujarat Council on Science &
Technology, who is working as in the office / Department
are correct and no disciplinary / Vigilance case is pending or contemplated against the
officer. This office has no objection for relieving the employee, if selected.

Date.....

Signature.....

Name:

Designation.....

Seal