

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

Brief Advertisement for the position of Executive Assistant in GUJCOST

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 Executive Assistant will assist to Advisor, GUJCOST and will perform a variety of administrative tasks and support to council’s day-to-day function. The responsibilities include managing calendars, making travel arrangements and preparing minutes of meetings. He / She should have proficiency in taking dictation in shorthand of correspondence, reports, and other matter, and operates computer to transcribe dictated material.

Eligibility Criteria:

- Educational Qualifications: Possess a Degree in STEM with Second Class from any of the University incorporated by an Act of the Parliament or a State Legislature in India or other Educational Institution established by an act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- Possess the speed of not less than 100 words per minute in English short hand and 40 words per minute in English typewriting.
- Age: Not be more than 40 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 Economically Weaker Sections 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.

- The age relaxation of 5 years in favour of Economically Weaker Sections has been added and no fee has been proposed submission of the application form. However, any further direction on Economically Weaker Sections by the Government shall be included in the final advertisement.
- 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. 35,400-1,12,400 (level 6 as per 7th CPC) after satisfactory completion of contractual period.

Mode of Recruitment:

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

If the number of eligible candidates are more than ten times of the advertised position, then the eligible candidates will go through the written test of 100 marks of MCQ type, comprising of general aptitude, managerial skill and domain knowledge in STEM.

In the written test, as per the qualifying mark set by the Recruitment Committee, only ten qualified candidates be invited for the steno and type-writing test of 100 marks each.

On the basis of above written test, steno and type-writing test of 100 marks each, a comprehensive merit list has to be prepared. The candidate who will be on the top of the list will be recommended as select candidate for the post and the second candidate will be on wait-list.

The Recruitment Committee shall decide the agency which can conduct the required written examination, interview as well as shorthand / typewriting test.

A candidate selected by direct recruitment shall be appointed on contractual basis for first five years as a fix pay of Rs.31,340/- from the date of his/her appointment on such terms and conditions as prescribed by GUJCOST/Government.

The candidate appointed by direct selection shall, during his/her contractual period, be required to undergo pre-service training and to pass the post training examination in accordance with the provision of Deputy Section Officer (condition of service relating to pre-service training, and passing of post training examination) Rules, 2013.

A candidate shall be given the prescribed pay scale for the post of Executive Assistant on his performance being found satisfactory during the contractual period and after passing of language examination, if required.

A candidate appointed by direct selection 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 GUJCOST/ Government.

General Instructions:

1. The candidates selected will be on contractual for first five 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.
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 Executive Assistant in GUJCOST". The last date to receive application is **3rd July, 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

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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 EXECUTIVE ASSISTANT IN GUJCOST

Advt No. GUJCOST/Admin/Executive Assistant/2019/14, Dated 4th June, 2019

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

4. Residential Address:

5. Contact Number and E-mail ID:

6. Gender: Male / Female
7. Date of Birth: Age:
8. Marital Status:
9. Category: SC/ST/OBC/SEBC/EWS/GENERAL:
10. Religion:
11. Educational Qualification:

Please attach
a self attested
passport size
photograph

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

12. Professional Qualifications:

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

13. 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 in years:

14. (i) Typing speed in English:

(i) Typing speed in Gujarati:

15. Are you currently working as a Gujarat State Government Employee? Yes/ No

16. Basic Knowledge of Computer (As per Govt. rule): Yes No
If yes, please attach appropriate certificate

17. Do you possess the knowledge of:

Gujarati Yes / No

Hindi Yes / No

If yes, please attach appropriate certificate

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 Mr/Ms/Mrs.....
.....for the position of Executive Assistant, GUJCOST, who is working
as in the office / Department are correct and no
disciplinary / Vigilance case is pending or contemplated against the officer.

Date:

Signature

Name:

Designation:

Seal