

## Minimum Qualification for Teaching Post

### 1. Director

#### A. Essential

- (1) An eminent scholar with published work of high quality. Actively engaged in research with 10 years of experience in post-graduate teaching and/or research at University/National Level Institutions, including experience of guiding research at doctoral level and management of educational institution / student service.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge

#### B. Desirable

- (1) A degree / diploma in distance education
- (2) Experience of working in open university/distance education system in programme production / programme delivery.
- (3) Working knowledge of computer

### 2.1 Associate Professor (Social Work)

#### A. Essential

- (1) Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.  
(N.B. Good academic record means 55% marks or an equivalent grade at master's degree level as well as at bachelor's degree level. However 55% OR equivalent grade at bachelor's degree level shall not be the mandatory requirement for the candidate who is already within and fulfilling selection criteria of concerned University / UGC at similar position.)
- (2) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (3) A minimum of eight years of fulltime experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (4) Contribution to educational innovation, designing of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (5) The requirement of API score must be as per the UGC norms in Category I, II and III vide University Grants Commission (Minimum Qualifications for Appointment of

- Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016
- (6) The API Score sheet with capping should be countersigned by the Head of the Institution / Principal / Dean of Faculty / Registrar of the University.

**B. Preferable:**

- (1) Working knowledge of Gujarati Language.
- (2) Experience of working in the Open Distance Learning System.
- (3) Basic skill and knowledge of Computer.

**2.2 Associate Professor (Computer Science)**

**A. Essential**

- (1) Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.  
(N.B. Good academic record means 55% marks or an equivalent grade at master's degree level as well as at bachelor's degree level. However 55% OR equivalent grade at bachelor's degree level shall not be the mandatory requirement for the candidate who is already within and fulfilling selection criteria of concerned University / UGC at similar position.)
- (2) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (3) A minimum of eight years of fulltime experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (4) Contribution to educational innovation, designing of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (5) The requirement of API score must be as per the UGC norms in Category I, II and III vide University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016
- (6) The API Score sheet with capping should be countersigned by the Head of the Institution / Principal / Dean of Faculty / Registrar of the University.

**B. Preferable:**

- (1) Working knowledge of Gujarati Language.
- (2) Experience of working in the Open Distance Learning System.

**2.3 Associate Professor (Education)**

**A. Essential**

- (1) A Master's Degree in Arts/Humanities/Sciences/Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

**OR**

- M.A. (Education) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- (2) Ph.D. in Education;
  - (3) At least eight years of teaching experience in University department of Education or College of Education, with a minimum of three years at the M.Ed. level and evidence of published work and a minimum of 5(five) publications as books and/or research/policy papers in the relevant area of specialization.
  - (4) Contribution to educational innovation, designing of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
  - (5) The requirement of API score must be as per the UGC norms in Category I, II and III vide University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016
  - (6) The API Score sheet with capping should be countersigned by the Head of the Institution / Principal / Dean of Faculty / Registrar of the University.

**B. Preferable:**

- (1) Working knowledge of Gujarati Language.
- (2) Experience of working in the Open Distance Learning System.
- (3) Basic skill and knowledge of Computer.

**2.4 Associate Professor (Management)**

**A. Essential:**

- (1) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Tourism and Hospitality Management / Hotel Management or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;

(N.B. Good academic record means 55% marks or an equivalent grade at master's degree level as well as at bachelor's degree level. However 55% OR equivalent grade at bachelor's degree level shall not be the mandatory requirement for the candidate who is already within and fulfilling selection criteria of concerned University / UGC at similar position.)

OR

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- (2) Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- (3) A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.
- (4) The requirement of API score must be as per the UGC norms in Category I, II and III vide University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016
- (5) The API Score sheet with capping should be countersigned by the Head of the Institution / Principal / Dean of Faculty / Registrar of the University.

OR

In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

**A. Essential:**

- (1) Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Tourism and Hospitality Management / Hotel Management or first class in two years full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;  
(N.B. Good academic record means 55% marks or an equivalent grade at master's degree level as well as at bachelor's degree level. However 55% OR equivalent grade at bachelor's degree level shall not be the mandatory requirement for the candidate who is already within and fulfilling selection criteria of concerned University / UGC at similar position.)
- (2) A minimum of ten years' experience of teaching / industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry / profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.

**B. Preferable:**

- (1) Experience in Hotel Management.
- (2) Working knowledge of Gujarati Language.
- (3) Experience of working in the Open Distance Learning System.
- (4) Basic skill and knowledge of Computer.

**C. Desirable:**

Without prejudice to the above, the following conditions may be considered desirable:-

- (1) Teaching, research industrial and / or professional experience in a reputed organization;
- (2) Published work, such as research papers, patents filed / obtained, books and / or technical reports; and
- (3) Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry.

**Note-1: The candidates have to calculate the API score and the score sheet should be countersigned by the candidate himself, Head of the Department and Registrar / Principal.**

**Note-2: The experience of the candidates/applicants who are working with the self-financed institution can only be considered if their profile has been approved by the concerned university/recognizing institution and are fulfilling the minimum qualification criteria prescribed by the UGC for the post they wish to be considered for.**

**3. Assistant Professor (Commerce)**

**A. Essential:**

- (1) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (3) Notwithstanding anything contained in sub-clauses (1) and (2) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum

eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

**B. Preferable:**

- (1) Working knowledge of Gujarati Language.
- (2) Experience of working in the Open Distance Learning System.
- (3) Basic skill and knowledge of Computer.

**C. Desirable:**

- (1) Teaching, research, industrial and / or professional experience in a reputed organization;
- (2) Papers presented at Conferences and / or published in refereed journals.

**Relaxation in qualifications (Assistant Professor):**

1. The candidates who are or have been awarded a Ph.D. Degree in accordance with the UGC (Minimum Standard and Procedure for Award of Ph.D. Degree) Regulation, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for which, in notification of Ph.D. it should have clearly mentioned that the candidate has been awarded Ph.D. with UGC (Minimum Standard and Procedure for Award of Ph.D. Degree) Regulation, 2009. In case the notification for Ph.D. does not mention the stipulation as above, the candidate shall have to submit a certificate duly signed by the Registrar of the University with regard to the Ph.D. being in accordance with the UGC (Minimum Standard and Procedure for Award of Ph.D. Degree) Regulation, 2009.
2. NET/SLET/SET shall not be required for such Master Programmes in disciplines for which NET/SLET/SET is not conducted.
3. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.
4. A relaxation of 5% at the graduate and master's level for the candidates belonging to SC/ST/differently-abled categories. The eligibility of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks excluding grace marks if any.

#### 4. Librarian (PB-3)

##### A. Essential:

- (1) A Master's Degree in Library Science/information
- (2) Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- (3) At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- (4) Evidence of innovation in library service and organization of published work.

##### B. Desirable:

- (1) M.Phil. / Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

##### C. Preferable

- (1) Working knowledge of Gujarati Language.
- (2) Experience of working in the Open Distance Learning System.
- (3) Basic skill and knowledge of Computer

## Minimum Qualification for Non-teaching Post

### (1) PA Cum Steno to VC

#### A. Essential:

- (1) Bachelor's degree of a recognized university with 120 w.p.m. in English shorthand and 60 w.p.m. in English Typewriting of G.C.C examination

**OR**

- (1) Bachelor's degree of a recognized university with 100 w.p.m. in Gujarati shorthand and 40 w.p.m. in Gujarati Typewriting of G.C.C examination
- (2) At least 8 years' experience in secretarial / administrative work including at least 5 years as Steno Gr-II / P.A / P.S in the university / Government Organization / Public Sector Undertaking / Research Institute / Any other Higher education Institute.

#### B. Preference:

- (1) The candidate who can work in the both languages English as well as Gujarati will be preferred
- (2) The candidate who has experience of working on computer will be preferred

### (2) Office Superintendent

#### A. Essential:

- (1) Bachelor's degree of a recognized university with at least 5 years' experience of any Higher Education Institute /College / Research Institute / University administration as a Senior Clerk / Head Clerk
- (2) Basic skill and knowledge of computer
- (3) Working knowledge of Gujarati language

### (3) Senior Clerk

#### A. Essential:

- (1) Bachelor's degree from a recognized university with at least 7 years' experience of any Higher Education Institutes /College / Research Institute / University administration as a Junior Clerk.
- (2) Working knowledge of computer

**Relaxations:**

- (1) Relaxation in age limit to the candidates belonging to SC, ST, OBC, and FEMALE, differently abled, categories and Ex-army man will be as per State Government norms.
- (2) Relaxation in age limit equal to the experience in the Dr. Babasaheb Ambedkar Open University will be provided to the candidates who is working in the University.

**Others:**

- (1) The University shall have right of deciding the method of selection and it shall be binding to all eligible applicants.
- (2) Candidate has to provide submit the Hard Paper Copy along-with the necessary enclosures to the University.
- (3) The candidate have to be submit his application through proper channel.