



BIRSA MUNDA TRIBAL UNIVERSITY, RAJPIPLA

Vocational Training Centre(VTC), Near RTO Office,
Vavdi Road, Vavdi, Rajpipla, Dist.Narmada,Gujarat-393145
Office No.02640-299682, Website : <https://bmtu.ac.in/>

General Information, Instruction and Application Form for the Post of Office Superintendent / Head Clerk

- Please read the instruction given below carefully before applying.
 1. Visit the website <https://bmtu.ac.in/>
 2. Separate application should be made for each post.
 3. Documentary proof in support of previous experience and academic qualifications indicated in the application should invariably be sent along with the application, failing which believe that you do not possess the experience and qualification mentioned therein and the application shall be treated as incomplete and thus get rejected.
 4. Clearly write the complete name of post for which applying. Please note that where the name of post is not written, it may not be possible for the university to entertain such application form.
 5. A recent signed pass-port size photograph should be pasted on the application in the space provided thereof.
 6. Application fees of Rs.250/- for General Category candidates and Fee Waiver For Reserved Category Candidates- SC/ST/SEBC/PH/NT/DNT/EWS(provide caste certificate/Non Creamy Layer certificate / EWS Certificate as per G.O.G. Norms) by way of Demand Draft of any nationalized bank in favour of **Registrar, Birsa Munda Tribal University, Rajpipla** payable at Rajpipla should be submitted along with the filled in application form. The fee is non-refundable/non-transferable in any case.
 - It is mandatory for candidates to write details of full name, post which a candidate is applying for, address with PIN code, etc. behind demand draft.
 7. Before submitting the application form you are advised to go through the qualifications prescribed for the post and make sure that you possess the same.
 8. Please make sure that all entries in this form are to be entered neatly.
 9. The candidate is required to submit the following documents (self-attested) with the application form as checklist.
 - a. SSC Certificate (which mentions date of birth)
 - b. Certificate of Educational Qualifications.
 - c. Experience certificates including appointment and relieving letter and proof of Grade Pay to be provided. (as per instruction no.49)
 - d. NOC of present employer (If applicable)
 - e. Demand draft of fees.
 - f. Any other documents, if necessary in support of any claim.
 - g. CCC/CCC+ level certificate.
 10. Incomplete Applications shall not be considered.

11. The application should reach the Registrar, Birsa Munda Tribal University, Rajpipla on or before the last date prescribed
i.e. 07/02/2025 Applications received after the last date shall stand rejected automatically.
12. The candidate shall have to undergo such selection process/ written-oral examinations and shall have to get Cut off marks as Prescribed in syllabus Decided by concerned authority.
13. If the candidate is employed in another government/private organization and if he/she has to send the application form through his/her employer organization, then all the liabilities will be of candidate. It is desirable that the application form should be reached on or before the last date of application.
14. Minimum criteria for eligibility of age, qualification and experience for all categories, will be considered as the last date of the advertisement.
15. The candidate selected for the post shall be required to serve at any place notified as the campus of Birsa Munda Tribal University.
16. The candidate who has been awarded degrees from foreign universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
17. Age of superannuation for all the positions shall be as per university/GOG norms.
18. A relaxation of 5% of Marks at the Master's Level for SC/ST Category is applicable.
19. The candidate should have passed the Course on Computer Concept (CCC level) exam as per Government of Gujarat rules.
20. Person serving and willing to be considered for appointment on deputation basis can also apply.
21. It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. and submit his/her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement, suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidates shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidates were not eligible as per the prescribed qualification, experience etc. Which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to terminate forthwith as per this case.
22. The selected candidates will be required to perform duties as per the rules of University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
23. The selected candidate will be governed by the National Pension System: (earlier known as 'New Pension Scheme') of the Government of Gujarat as applicable w.e.f. 01/04/2005 (Wherever applicable).
24. The selected candidates including in-service candidates shall be governed by the Act / Statues / Ordinances/ Regulations / Rules of the university as amended from time to time and any other

Rules / Resolution prescribed specifically for maintaining the conduct of the employees by the university.

25. Candidate should bring all original certificates relating to his/her age, qualification, experience and cast etc. at the time of interview. In case the candidate fails to submit the original documents for verification of certified / Xerox copies of the enclosure to his/her application, he/she will not be allowed to appear at the interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
26. (i) The University reserves the right to fill or not to fill up or partly fill up the posts advertised for whatsoever reasons.
(ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without providing any reason to this.
(iii) The University reserves the right to reject any application without providing any reason thereof.
27. Interim enquiries shall not be entertained.
28. Canvassing in any form shall disqualify the candidature of candidate.
29. Applicants are required to apply on separate form for each post/cadre. Each application without the required application fee by way of demand payee draft shall be rejected. The application form with insufficient payment of fees will be rejected. (Cheque(s)/Cash/IPO shall not be accepted under any circumstance).
30. No TA/DA shall be paid to the candidates.
31. Application shall summarily be rejected without necessary supporting documents, duly self-attested clear Xeroxed copies of degree certificate/marksheet/experience certificate/category certificate (if applicable) issued by the respective Competent Authorities and Incomplete applications shall be rejected.
32. In case the last date of receiving applications is declared a holiday, next working day shall be deemed to be the last date for receiving the application.
33. If the space provided in application form is insufficient then separate sheet should be attached as per duly signed by the candidate.
34. Candidates are advised to attach a duly signed sheet having list of enclosures with page numbers with the application form.
35. The eligibility of the candidates will be determined as on the last date of application.
36. The University will not be responsible for any postal delay.
37. Any change of postal address given in the application form should at once be communicated to the University.
38. In case of any dispute, any suite or legal proceeding by or against the university. Courts within whose local jurisdiction, Headquarter of the University is situated shall have the jurisdiction.
39. The required qualification and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.

40. The University reserves the right to call the candidates for interview to a limited number on the basis of skill/ written/screening exam or by conducting personal interview immediately after last date of receiving the application. No correspondence will be entertained with the applicants who were not short-listed to be called for interview.
41. The envelope should be super scribed as “Application for the post of
42. The University shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his/her services shall be liable to be terminated.
43. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the university reserves the right to modify/withdraw/cancel any communication made to the candidate including termination of appointment.
44. Candidates must write their e-mail address neatly and correctly for mailing interview/appointment letter as attachment. The date on which e-mail is sent to the candidate, will be considered as the official date of dispatch and receipt of communication.
45. If any documents/evidences represented by the candidate will be found wrong/fake/misleading at any phase, then the candidature of the candidate will be cancelled and legal actions will be taken by authorities.
46. The prescribed application form is of page no.11 to 16. It is requested to fill up all the information of all the pages very carefully. It is compulsory to attach prescribed documents/evidences and to send application form in stipulated time.
47. Educational qualification/experience/age will be counted as per the last date of application.
48. It is compulsory to give page numbers to each attached enclosure. If any application will be found without given page numbers and if it gets cancelled then no arguments will be heard.
49. The candidates are required to fill details in experience certificate attached with application.
 - A candidate must have to attach documents of Salary/Duration of experience (years-months-days)/Type of experience- academic or administrative, etc. If a candidate fails to provide mentioned details of experience, it shall not be considered as academic or administrative experience.
50. Birth date will be considered as per SSC certificate. Candidates must have to attach S.S.C. certificate in which birth date is mentioned.
51. If any discrepancy will be found during procedure of recruitment, the Vice Chancellor has final authority to change it.
52. If recruitment process got cancel fees will not be refunded.
53. There is an instruction to all candidates to visit website: <https://bmtu.ac.in/> to check updates for more details regularly.

ANNEXURE – XV

Cadre –

O Office Superintendent/ Head Clerk , Pay Scale 9300-34800,GP-4200 (Pay fix 40,800)

O-1 Educational Qualification and Other Details;

No	Name of the Post	Pay Scale	No. of Post	Qualification
1	Office Superintendent/ Head Clerk	9300-34800 GP-4200 (Pay fix 40,800)	Total Post - 3 1-General, 2- General, 3- General	(1) A bachelor's degree of any of the Universities established or incorporated by or under the Central or State Act in India. (2) Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967. (3) Possess adequate knowledge of Gujarati, Hindi & English AGE: Not be more than 35 years

O-1.1 For the recruitment of Office Superintendent/ Head Clerk, the Selection is to be done considering the following ideal syllabus for written exam and Computer Proficiency Test.

O-1.2 The syllabus for the written exam for Office Superintendent/ Head Clerk will be;

APPENDIX-F

Part I : Syllabus for Written Test

2 Hours

1	History and Culture of Gujarat, Gujarati Grammer, English Grammer, Current Affairs of India Gujarat, General Science, Accounting and Financial Rules (Rules of the State Government) Aptitude Quantitative, Computer Theory with reference to the basic knowledge of Computer application as prescribed in Appendix-G, Birsa Munda Tribal University Act-15/2017, Public Administration and Constitution of India	200 Marks
Total		200 Marks

Note :

1. The Objective type written test shall consists of multiple Choice Question (MCQ) and O.M.R system.
2. Every Question shall be of 1 mark.
3. The candidate shall have Compulsory to attempt all questions.
4. Every attempted question with incorrect answer shall carry a negative mark of 0.25.
5. If the candidate has not selected any of the option given in the question, then it shall carry a negative mark of 0.25

O-1.3 The syllabus for computer proficiency test for Office Superintendent/ Head Clerk will be;

Part II : Syllabus for Computer Proficiency Test 1 Hour and 30 Minutes

1	Gujarati Typing Test	20 marks
2	English Typing Test	20 marks
3	Computer practical test with reference to the basic knowledge of Computer application as prescribed in Appendix-H	60 marks
Total		100 marks

Note : The speed of typing shall not be less than 5000 key depressions with accuracy per hour.

APPENDIX-G
(See Appendix-F)

(1) Operation System and Office Productivity Tools

- (i) Microsoft Windows
- (ii) MS Word- including Advanced Features
- (iii) File and Folder Management
- (iv) Internet Familiarity, Usages and E-mail
- (v) Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN
- (vi) Information on Internet explorer usages and various options/ settings available
- (vii) Overview and usages of PDF
- (viii) Microsoft Office

(2) Microsoft Office Indic (Gujarati)

- (i) Introduction about MS Office-Indic
- (ii) Introduction about Desktop, Mouse, Keyboard, etc.
- (iii) How to start Word? Methods of starting Word
- (iv) How to change Language English to Gujarati
- (v) Introduction about the Gujarati Keyboards.
- (vi) Introduction about the Gujarati IME , Diffences between Remington and Transliteration K/B
- (vii) How to operate the K/B,What is Transliteration K/B
- (viii) How to type different Characters and Words from transliteration K/B.
- (ix) How to use IME help? How to use spelling grammer check in gujarati ?
- (x) What is smart Tag? What is thesaurus ?
- (xi) How to change the menu from English to Gujarati
- (xii) Convert the ASCII font to Unicode from TBIL converter.

(3) Troubleshooting, Installation and Best Practices

- (i) Understanding Storage devices
- (ii) How to use a DVD/CD-ROM and floppy
- (iii) Burning DVD/CD
- (iv) Taking Data on and from a flash drive,pen drive
- (v) Using data and resources from a Local Area Network
- (vi) Using FTP for uploading and downloading of Data from the Internet
- (vii) Information on Scanner and Scanner Software usage/ configuration

(4) Installations :

- (i) Installing basic software's like MS Office etc.
- (ii) CD Burning Software (Nero, etc.)
- (iii) Installing or adding printers
- (iv) Installing or adding Fonts
- (v) Installing sound drives
- (vi) Installing drivers for any new hardware
- (vii) Installing new software and removing them using the control panel

(5) Best Practices

- (i) General Security concept (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
- (ii) Disk Cleanup
- (iii) Regular updating of anti virus software
- (iv) Scandisk
- (v) Backups in detail including the following :
 - (a) Backup through Application
 - (b) Backup through Utilities and Tools
 - (c) Record Retention
- (6) Troubleshooting :
 - (i) Troubleshooting Tools
 - (ii) Troubleshooting Viruses

- (iii) Troubleshooting Fundamentals
- (iv) Problems that keep a computer from starting
- (v) Troubleshooting OS, Network
- (vi) Problems after a Computer Boots

APPENDIX – H
(See Appendix-F)

Practical Test

(i)	Preparing a tender notice in word file	30 Marks
(ii)	Preparing a slide for presentation based on data provided	10 Marks
(iii)	Preparing an excel spreadsheet and answering an arithmetic problem	10 Marks
(iv)	Error check spelling correction in given word document and other functions. - Comment remove - Spelling check - Bold – Remove (Rewrite of paragraph), ect.	10 Marks

O-2 The selection of the candidate will be done as per the following information considering the marks obtained.

Sr No	Information of Marks Weightage	Remarks
1	Marks obtained from the written exam as per Annexure – F – Part-I/2	- Total marks of exam – 200 Marks -Weightage for the selection – 100 Marks
2	Marks obtained from the computer test as per Annexure-F-Part-II/4	-Total Marks of exam – 100 Marks -Weightage for the selection – 0 Marks

O-3 In the Recruitment Process Of Office Superintendent/ Head Clerk, Selection Cannot be done Through Oral examination

O-4 In Written Exam, ¼(0.25) Mark will be deducted from the obtained marks for each wrong answer.

O-5 In the recruitment procedure of Office Superintendent/ Head Clerk cadre, if any administrative or any other discrepancy comes to the notice, exam committee or honorable vice-chancellor, Birsa Munda Tribal University, Rajpipla can take all decisions and that will be final and abiding for one and all.

O-6 In the final selection, If more than one candidate obtains the same/equal marks, the date of birth of the candidate will be taken into the account and whosoever is older/elder in terms of age will be given priority. If such candidates have equal merit and same date of birth, his/her academic merit will be taken into account and given priority accordingly. The decision of honorable vice-chancellor, Birsa Munda Tribal University will be considered final in this regard.

O-7 Candidate's educational qualification, computer knowledge, age, gender, caste (Category-EWS, SC, ST, SEBC, NT, DNT) Ex-army, sports, physical disability, and filled information in the form etc., will be considered final based on the original certificates provided by the candidates along with the forms. In support of information provided by the candidate, candidates are bound to provide/produce the original certificates along with the photocopies as and when demanded by Birsa Munda Tribal University. If candidates fail to produce/present original documents/certificates or any discrepancy found between the certificates and information provided, his/her application will be treated as 'Cancelled' from the respective stage and his/her candidature/ selection/appointment will be 'cancelled'.

O-8 The request to change/modify any information in the application form will not be entertained under any circumstances in case of any discrepancy or mismatch of the information.

O-9 The eligible candidates, with fixed pay and probation based/trial based for 5 years, of this cadre will have to pass the exam from during the stipulated time from the date of appointment of contractual basis by officials like the recruitment rules of this recruitment, rules of departmental exam, rules of computer skills-2006, previous service training within the period of contract as per the prevailing rules of Birsa Munda Tribal University.

- O -10** The candidates cannot claim the appointment on the respective post by just being short listed in the merit list, selection list/ recommendation list. If the recruitment official finds that the candidate is not fulfilling the recruitment criteria of Birsa Munda Tribal University of respective cadre, the selection/appointment of such candidates can be 'Cancelled' and get delisted. The decision of honorable vice-chancellor of Birsa Munda Tribal University, Rajpipla Dist-Narmada will be considered/treated as final for appointment.
- O -11** The vice-chancellor of Birsa Munda Tribal University, Rajpipla holds/reserves full right to cancel or make changes in this advertisement in case of need to be aroused and Birsa Munda Tribal University is not bound to be answerable to anyone in this regard. Moreover, in case if the advertisement needs to be put on hold or get cancelled, filled applications will be considered as Cancelled and fees will not be refunded.
- O -12** The finally selected candidates are tend to get appointments under the conditions as decided by Birsa Munda Tribal University.
- O -13** The application of the following mentioned nature will be considered as cancelled. (This list is given just for an example; it is not complete).
1. Not applied as per the advertisement.
 2. Information provided in the application is incomplete or irrelevant, one or more than one provision of the advertisement is not obeyed.
 3. The candidate has not provided photograph or signature in the application.
 4. Applications are sent through e-mail, fax, or courier.
 5. Candidates have not paid the mentioned or decided fees fully.
 6. If candidates belonging to SC/ST/SEBC/EWS/PH or Ex-army category and does not hold the required certificate of their cast/category, (if the benefit of fees waiver is needed or belongs to reserved category).
 7. If the candidates belonging to socially and educationally backward category do not hold the Non-creamy layer certificate of valid period as indicated in the advertisement Annexure – (4) (in Gujarati) of State Government for not belonging to reserved category.
- O -14** The candidates are advised to check their E-mails regularly.
- O -15** If any of the following details come to Birsa Munda Tribal University's notice, Birsa Munda Tribal University will take legal action against that candidate including cancellation of candidature.
- 1 To seek any support for his candidature i.e. to attempt to involve directly or indirectly any member or officer of Birsa Munda Tribal University.
 - 2 For disguising the name of someone else.
 - 3 For making other disguise his/her name.
 - 4 For presenting the false or manipulated documents or any sort of misconduct in documents.
 - 5 For making false declaration or hiding important information.
 - 6 For taking help of inappropriate equipment in exam for his/her candidature.
 - 7 For using inappropriate equipment like doing misconduct during exam like copying from answer sheet of other, book, digest, piece, or any hand written material or copying by oral talk or copying other candidate or Candidates to make copies through communications or otherwise.
- O -16** The vice-chancellor of Birsa Munda Tribal University, Rajpipla holds/reserves full right to cancel or make changes in this advertisement or rules in case of need to be aroused and Birsa Munda Tribal University is not bound to be answerable to anyone in this regard.
- O -17** Candidates must have obtained the educational qualification from recognized university/institutions. Candidates have to present original certificates, mark sheets of every year/semester and degree certificates of recognized university/institutions for verification as and when demanded by the university.

O -18 In case of any discrepancy aroused in regards to the validation of certificates of eligibility, approval of university/institutions and validation of respective course as mentioned in the form in future, the decision of Birsa Munda Tribal University, Rajpipla Dist-Narmada will be considered/treated as final.

O -19 Cut-off Date for Educational Qualification/Additional Qualification: -

for the candidates of all categories as mentioned in the advertisement, the last date to apply date: 07/02/2025 as mentioned in the advertisement will be taken into the consideration as the cut-off date for required qualification/other required additional qualification/experience..

O -20 Cut-off Date for Age Limit:-

The last date to receive the application as mentioned in the advertisement will be considered as the Age limit. It means in the case of all the candidates, the last date to receive the application as mentioned in the advertisement date: 07/02/2025 will be considered.

O -21 Relaxation in upper Age Limit:- Candidates whose native is Gujarat state, belong to reserved category, all female candidates, physically disabled candidates, and Ex-army candidates will be given relaxation in upper age limit as per the below mentioned rules;

Category	Relaxation	Maximum Age Limit
Female candidates of General and EWS category	5 years	Maximum Age Limit: 45 years
Male candidates of SC, ST, and SEBC reserved category	5 Years	Maximum Age Limit: 45 years
Female candidates of SC, ST, and SEBC reserved category (5+5=10)	10 years	Maximum Age Limit: 45 years
Male candidates of general category and EWS category and Physically disabled candidates	10 years	Maximum Age Limit: 45 years
Female candidates of general category and EWS category and physically disabled candidates	15 years	Maximum Age Limit: 45 years
Male candidate of SC, ST, and SEBC category and physically disabled candidates (5+10=15)	15 years	Maximum Age Limit: 45 years
Female candidate of SC, ST, and SEBC category and physically disabled candidates (5+10+5=20)	20 years	Maximum Age Limit: 45 years
Ex-army candidates	3 years in addition to service spent in army	Maximum Age Limit: 45 years

O -22 As per the above-mentioned provision, all the candidates including Ex-army candidates like female candidates of unreserved and reserved category, physically disabled candidates as per the rules and candidates of reserved category, the maximum relaxation of age at decided date must not be more than 45 years

O -23 The disability benchmark is decided vide circular no. ૫૫૫/૨૦૨૦૨૪/૫૨/૧., dated 23/05/2024 of Tribal Development Department, Gujarat State, Gandhinagar- for direct recruitment of the following mentioned cadre as per the rights of handicapped person act, 2016.

Name of the post	Handicapped Section	Percentage of reserved Post	Type of Disability
Office Superintendent/ Head Clerk	A	1%	B, LV
	B	1%	D, HH
	C	1%	OA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI
	(d & e)	1%	d) SLD, MI e) MD involving (a) to (d) above

In the case of direct recruitment of the said cadre where seats are not reserved for handicapped candidates, The Handicapped candidates possessing benchmark disability can apply their candidature based on their merit and can get appointment.

(CATEGORY ABBREVIATIONS USWD:B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA= Both Arms. BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acide Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder(M=Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities, SD=Spinal Deformity,SI= Spinal Injury)

O -24 Reserved category of respective type, female candidates, physically disabled candidate, and ex-army candidate will get the relaxation in upper age as provisioned in this advertisement.

O -25 As per Government resolution as provisioned by State government's general administrative department numbered CRR-10-2007-120320-G-5 dated 13/08/2008 candidates must possess basic knowledge of computer or candidates must present certificates of completion of degree/diploma or certificate course from the valid university or institution about computer knowledge or present certificates which mention computer as one of the subjects at degree/diploma level or must possess certificate as per resolution of general administrative department numbered CRR/102007/120320/G-5 dated 18/03/2016 having passed standard-10 or standard -12 with computer as one of the subjects.

O -26 **Method of Applying and paying fees of application:-**

All the eligible candidates will have to get prescribed application form and all instructions from <http://bmtu.ac.in/> and pay decided fees Rs.250/- and present it along with the application form and must submit it through RPAD/Speed Post AD. The application should be submitted with required checklist/demanded documentary evidence to the Registrar, Birsa Munda Tribal University, Rajpipla in due time. Applications not submitted beyond the prescribed limit, in the prescribed medium and in the prescribed format will be automatically rejected.

O -27 Birsa Munda Tribal University, Rajpipla Dist.-Narmada reserves rights/authority to change the method/form of written, oral examination or any other matter considering the number of applications/candidates in the category, the decision of Vice Chancellor Birsa Munda Tribal University, Rajpipla Dist.- Narmada will be treated as final.

MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Birsa Munda Tribal University, Rajpipla, Vocational Training Centre(VTC), Near. RTO Office, Vavdi Road, Vavdi, Rajpipla, Dist. Narmada – Gujarat - pin code - 393145**
2. It is mandatory for all candidates to send application by **RPAD** or **Registered Speed Post AD**, application sent by another means will be cancelled automatically.
3. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
4. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
5. The duly filled-in and completed application in all respect should reach the University on or before the due date mentioned in this Advertisement.

Date: 10/01/2025

Registrar

Place : Rajpipla

Copy forwarded for information to:

1. Joint secretary, Tribal Development Department, Gujarat State, Gandhinagar by E-mail
2. Commissioner, Tribal Development, Gandhinagar by E-mail
3. The Registrars of all Central/State Universities in Gujarat state for wide publicity by E-mail
4. The Director, Information, Govt. of Gujarat, Gandhinagar for wide publicity and to publish in Gujarat Rojgar Samachar by E-mail and RPAD



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APPLICATION FORM FOR TECHNICAL ASSISTANT (LIBRARY)-ASSISTANT LIBRARIAN/ SYSTEM MANAGER/ ADDITIONAL ASSISTANT ENGINEER (CIVIL)/ OFFICE SUPERINTENDENT – HEAD CLERK/ INSTRUCTOR / ACCOUNTANT - SENIOR CLERK / WORKSHOP ASSISTANT / JUNIOR CLERK POSTS

Advertisement No: Tri.Uni./Narmada /F.No.474 / Notification/180 to 199/2025 Dt.:10/01/2025 Last Date of Receipt Application Form :07/02/2025	Registration No: (For Office use Only)
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Affix Recent
Passport size
Colored
Photograph
With
Signature

Details of Bank Payment

DD Number & Date	Amount	Name of the Bank issuing DD (with Branch's Name)	Candidate Category General/SEBC/SC/ST/ NT/DNT/EWS

Application for the Post of:

- Note:**
- The applicant should fill this form either in type or in neat hand Writing and all information must be mentioned both clearly and correctly.
 - Applications received without self-attested copies of certificates, marksheets and not through proper channel are liable to be rejected.
 - Wherever the space provided in the application form is insufficient, please attach separate sheet.

1 Full Name of Applicant : _____

2 Address for Correspondence
(With Pin Code) : _____

3 Contact Numbers : (i) _____
(ii) _____

4 Email ID : _____

5 Permanent Address
(With Pin Code) : _____

6 Date of Birth :

Date	Month	Year

7 Age as on Last date of Application :

Number of Years	Number of Months	Number of Days

8 Place of Birth :
Village / Town / City: _____ Taluka: _____ District: _____

9 Nationality : _____

10 Category :
General/SEBC/SC/ST/NT/DNT/EWS _____
(Attach Cast Certificate / Non Creamy Layer Certificate/
EWS Certificate as per GoG Norms)

11 If physically challenged, indicate relevant particulars

Type of disability :	
Percentage of disability :	

12 Gender : M / F : _____

13 Marital Status : Married / Unmarried : _____ Widow/Divorcee: _____

(14) Details of Educational Qualifications:

Exam/ Degree	Examining body/ university	Year & Month of Passing	Class obtained with percentage	Subject Offered (Main & Subsidiary)	Remarks
SSC					
HSC					
Bachelor's Degree (Name of Degree)					
Master's Degree (Name of Degree)					
Ph.D.					
Basic knowledge of computer CCC+ /CCC level					
*					
*					
*					
*					

* Details if possessing additional qualification

(15) Special academic achievements, if any:

(1)

(2)

(16) Details of Administrative Experience :

Name of the College/ University/ Organization	Designation	Nature of employment Full Time /Part Time/ Contractual	Date of Joining	Date of Leaving	Nature of work	Last Basic Pay & Pay Scale	Reason for leaving

i) Total Number of years of Administrative xperience _____

ii) Experience as on last Date of application: Year(s)____ Month(s)_____ Day(s)_____

(17) If appointed, how much time you would require for joining?: _____

(18) References :

	1	2
Name		
Designation		
Address		
E-Mail		
Mobile No.		

Declaration

I, undersigned, Shri /Kum./Smt. _____ declare that the information furnished above is true and I agree to furnish any further information pertaining to this application, as and when asked for.

I also hereby agree that if any information furnished by me, as above is found incorrect or false or bogus, my application shall be liable to be cancelled at any time.

Place :

Date :

Signature of Candidate

F.W.B.C.

To Registrar,
Birsa Munda Tribal University,
Rajpipla(Gujarat).

I declare that to the best of my knowledge and belief, the information given by the candidates is correct.

Place:

Date :

Signature and designation
(With stamp)

----- Checklist of Enclosed Documents -----

Candidate Name:			
Post :			
Sr. No	Documents	Certificate Attached (Yes / NO) If Yes then Write Certificate No./Date/Serial No etc.	Page No
1.	DD for the application fees (in original)		
2.	School Leaving Certificate (L.C.)		
3.	Matric / Secondary / High School (10 th Class) Marksheet		
4.	SSC Certificate (which mentions birth date)*		
5.	Sr. Secondary / Intermediate (12 th Class) Marksheet		
6.	Bachelor's Degree Marksheet (If Required)		
7.	Bachelor's Degree Certificate (If Required)		
8.	Master's Degree Marksheet (If Required)		
9.	Master's Degree Certificate (If Required)		
10.	Caste Certificate (If Applicable)		
11.	Non - Creamy Layer Certificate (For SEBC)		
12.	Physically Handicapped Certificate (If Applicable)		
13.	Experience Certificate(s) from previous employer (If Required)		
14.	Endorsement from the present employer (If Required)		
15.	Any other (Please specify)		
16.	CCC		

* Mandatory enclosures.

Signature of Candidate