



BIRSA MUNDA TRIBAL UNIVERSITY, RAJPIPLA

BMTU Main Campus, Administrative Building, At.Jitnagar,
Rajpipla, Ta. Nandod, Dist. Narmada, Gujarat - 393145

RECRUITMENT NOTIFICATION

Advertisement No:Tri.Uni./Narmada/F.No.478/Notification/6532 to 6551/2026 Dt.:07/03/2026

Applications are invited for following Administrative Posts of Birsa Munda Tribal University, Rajpipla, Dist. Narmada, Gujarat. Candidates are requested to submit their application in the prescribed Performa before Dt. 07/04/2026.

SR NO.	NAME OF POST	NUMBER OF POST	CATEGORY	PAY SCALE
1	Registrar (For the tenure of 5 years)	1	1-General	37,400-67,000 GP-10,000

Note: The Detail Advertisement and Application form will be available on <http://bmtu.ac.in/> after 12:00 noon Date.09/03/2026.

Date: 07/03/2026

Place: Rajpipla

i/c Registrar
Birsa Munda Tribal University
Rajpipla



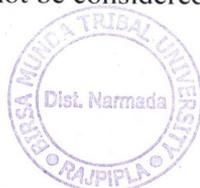
BIRSA MUNDA TRIBAL UNIVERSITY, RAJPIPLA

BMTU Main Campus, Administrative Building, At.Jitnagar, Rajpipla,
Ta. Nandod, Dist. Narmada, Gujarat - 393145

Office No.02640-299682, Website : <https://bmtu.ac.in/>

General Information, Instruction and Application Form for the Post of Registrar

- Please read the instruction given below carefully before applying.
 1. Visit the website <https://bmtu.ac.in/>
 2. 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.
 3. 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.
 4. A recent signed pass-port size photograph should be pasted on the application in the space provided thereof.
 5. Application fees of Rs.500/- 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 alongwith 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.
 6. 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.
 7. Please make sure that all entries in this form are to be entered neatly.
 8. 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.
 - 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+ level certificate.
 9. Incomplete Applications shall not be considered.



10. The application should reach to the Registrar, Birsa Munda Tribal University, Rajpipla on or before the last date prescribed
i.e. 07/04/2026 Applications received after the last date shall stand rejected automatically.
11. 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.
12. Minimum criteria for eligibility of age, qualification and experience for all categories, will be considered as the last date of the advertisement.
13. The candidate who has been awarded degrees from foreign universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi.
14. Age of superannuation shall be as per university/GOG norms.
15. The candidate should have passed the Course on Computer Concept (CCC+ level) exam as per Government of Gujarat rules.
16. Person serving and willing to be considered for appointment on deputation basis can also apply.
17. 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.
18. 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.
19. 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).
20. 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.
21. 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.
22. (i) The University reserves the right to fill or not to fill up the posts advertised for whatsoever reasons.
 - (ii) The University reserves the right to withdraw the advertisement at any time without providing any reason to this.
 - (iii) The University reserves the right to reject any application without providing any reason thereof.
23. Interim enquiries shall not be entertained.
 24. Canvassing in any form shall disqualify the candidature of candidate.
 25. No TA/DA shall be paid to the candidates.
 26. 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.
 27. 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.
 28. If the space provided in application form is insufficient then separate sheet should be attached as per duly signed by the candidate.
 29. Candidates are advised to attach a duly signed sheet having list of enclosures with page numbers with the application form.
 30. The eligibility of the candidates will be determined as on the last date of application.
 31. The University will not be responsible for any postal delay.
 32. Any change of postal address given in the application form should at once be communicated to the University.
 33. 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.
 34. The required qualification and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
 35. The envelope should be super scribed as “Application for the post of
 36. 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.
 37. 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.
38. 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.
 39. 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.
 40. It is requested to fill up all the information of all the pages of prescribe Application Form very carefully. It is compulsory to attach prescribed documents/evidences and to send application form in stipulated time.
 41. 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.
 42. 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.
 43. Birth date will be considered as per SSC certificate. Candidates must have to attach S.S.C. certificate in which birth date is mentioned.
 44. If any discrepancy will be found during procedure of recruitment, the Vice Chancellor has final authority to change it.
 45. If recruitment process got cancel fees will not be refunded.
 46. There is an instruction to all candidates to visit website: <https://bmtu.ac.in/> to check updates for more details regularly.

ANNEXURE – IV

D Cadre – Registrar – Class-1- Pay Scale Rs. 37,400 – 67,000 (Grade Pay – 10,000)

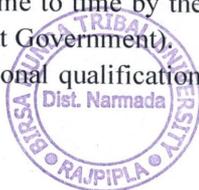
D-1 Educational Qualification and Other Details;

No	Name of the Post	Pay Scale	No. of Post	Qualification
1	Registrar (For the tenure of 5 years)	37400-67000 GP-10000*	1-General	<p>Minimum Qualifications: *</p> <p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or</p> <p>c) Comparable experience in research establishment and/ or other Institutions of higher education, or</p> <p>d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post</p> <p>e) Possess a degree or diploma or certificate in computer course equivalent to CCC+ level as determined by the Government from Government recognized university or polytechnic or training institution.</p> <p>AGE: Age limit: Preferably below 57 years</p> <p>Note:</p> <p>1) Tenure & other conditions of this post is as per Govt. of Gujarat Education Department's resolution No. PGR/1208/3662/Part File/KH-2 Dt.22-11-2018.</p> <p>2) Direct Recruitment for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier.</p>

* A relaxation of 5% from 55% to 50% of marks at the master level for the SC/ST category.

*The pay scale revised from time to time by the Government of Gujarat - Pay Level-14 (7th Pay) (Subject to approval of Gujarat Government).

*Regarding the current educational qualifications, the final provisions prescribed by UGC will be taken into consideration.



D -1.1 The selection of the Registrar cadre will be done based on Interview/Face to Face meeting.

Sr. No.	Markings/Selection Procedure	Marks to be considered during selection procedure	Total Marks
1	Interview/Face to Face Meeting	100	100

- D -2** Candidates who possess the eligibility for Registrar will have to apply in prescribed application with evidence and proofs.
- D -3** Candidates are expected to write their E-mail id and mobile number in an intelligible (neat and clean) manner. If e-mail id and mobile number are not intelligible properly, the university is not liable for any aftermath.
- D -4** All The Eligible Candidates Having Qualification as per (As Mention in Annexure – IV) will be called for Oral (Personal) Interview.
- D -5** In the recruitment procedure of Registrar cadre, if any administrative or any other discrepancy comes to the notice honorable vice-chancellor, Birsa Munda Tribal University, Rajpipla can take all decisions and that will be final and abiding for one and all.
- D -6** 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'.
- D -7** 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.
- D-8** 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.
- D-9** 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.
- D-10** The finally selected candidates are tend to get appointments under the conditions as decided by Birsa Munda Tribal University.
- D -11** 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.

- D -12** The candidates are advised to check their E-mails regularly.
- D -13** 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.
- D -14** 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.
- D -15** 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.
- D -16** 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 57 years
- D -17** The disability benchmark is decided vide circular no. ૫૫૫/૨૦૨૦૨૪/૫૨/૦૧., 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
Registrar	A	1%	B, LV
	B	1%	D, HH
	C	1%	OA, BA, OL, BL, OAL, 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

D -18 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.500/- and present it along with the application form and must submit it through RPAD/Speed Post. 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.

MAILING THE APPLICATION FORM:

1. The application form should be sent to the **Registrar, Birsa Munda Tribal University, Rajpipla, BMTU Main Campus, Administrative Building, At.Jitnagar, Rajpipla, Ta. Nandod, Dist. Narmada, Gujarat - 393145**
2. It is mandatory for all candidates to send application by **RPAD** or **Speed Post**, 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: 07/03/2026

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 THE POST OF REGISTRAR

Advertisement No: Tri.Uni./Narmada/F.No.478/ Notification/6532 to 6551/2026 Dt.:07/03/2026 Last Date of Receipt Application Form :07/04/2026	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

- 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: _____



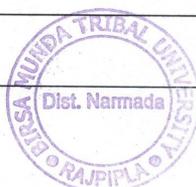
(14) Details of Educational Qualifications:

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+ level					
*					
*					
*					
*					

* Details if possessing additional qualification

(15) Special achievements, if any:

(1)



(2)

(3)

(16) Details of Teaching / Administrative/Research 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 Academic Admin Research	Last Basic Pay & Pay Scale	Reason for leaving



i) Total Number of years of Teaching , Administrative, Research Experience:_____

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

iii) Research and other publications

(Write on a separate sheet): _____

(In case of Research articles, please state the names of the authors, title of the Journals, year and page numbers. For books please give names of the authors, title, publisher and year)

iv) Total Number of years of research experience : _____

v) Title of the Ph.D Thesis : _____

(17) If appointed how much time you would require to join?: _____

(18) References :

	1	2
Name		
Designation		
Address		
E-Mail		
Mobile No.		

(19) Any special information (for example seminars, symposia, workshops, summer institutes conducted) which the applicant wishes to give. _____



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 (12th Class) Mark sheet		
6.	Bachelor's Degree Mark sheet (If Required)		
7.	Bachelor's Degree Certificate (If Required)		
8.	Master's Degree Mark sheet (If Required)		
9.	Master's Degree Certificate (If Required)		
10.	Ph.D. Notification (If Applicable)		
11.	Ph.D. Degree Certificate (If Applicable)		
12.	Caste certificate (If Applicable)		
13.	Non- Creamy layer Certificate(For SEBC)		
14.	Physically Handicapped Certificate (If Applicable)		
15.	Experience Certificate(s) from previous employer (If Required)		
16.	Endorsement from the present employer (If Required)		
17.	CCC+		
18.	Any other (Please specify)		
19.	Any other (Please specify)		
20.	Any other (Please specify)		

* Mandatory enclosures .



Signature of Candidate