



# ભક્તકવી નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ

(ગુજરાત પબ્લિક યુનિવર્સિટીઝ અધિનિયમ નં. ૧૫/૨૦૨૩)

**BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH**

**[Gujarat Public Universities Act No. 15/2023]**

## **Advertisement No. BKNMU/08/2025 FOR VARIOUS NON-TEACHING/ADMINISTRATIVE POSITIONS**

Bhakta Kavi Narsinh Mehta University, Junagadh (BKNMU), Invites Online Applications for the various Non-Teaching Positions to be filled up in accordance with the approval by Govt. of Gujarat Education Dept.'s Letter No: ED/1125/08/2025, approval date: 30/08/2025 from eligible Indian nationals for various posts by direct recruitment. Following are the important details:

<b>BHAKTA KAVI NARSINH MEHTA UNIVERSITY JUNAGADH</b>					
<b><u>ADVERTISEMENT No. BKNMU/08/2025</u></b>					
<b>Bhakta Kavi Narsinh Mehta University invited online Applications for the following Non-Teaching/Administrative posts:</b>					
Sr. No.	Name of Posts	Number of Posts	Category	Pay Level in Pay Matrix (7 <sup>th</sup> CPC)	Pay Range (in Rs.)
1	Deputy Registrar	01	General	11	67,700 - 2,08,700
2	Section Officer	01	General	08	44,900 - 1,42,400
3	PS to Vice-Chancellor	01	General	08	44,900 - 1,42,400
4	Electrical Engineer	01	General	07	Fixed Salary of Rs.49,600/- per month for first five years (39,900-1,26,600)
5	Store Keeper	01	General	05	Fixed Salary of Rs.40,800/- per month for first five years (29,200 – 92,300)
6	Lab Assistant	01	General	02	Fixed Salary of Rs.26,000/- per month for first five years (19,900 – 63,200)
7	Junior Clerk	01	General	02	Fixed Salary of Rs.26,000/- per month for first five years Level 02 (19,900 – 63,200)
<b>Date of Commencement of Online Application Form</b>					<b>22/12/2025</b>
<b>Last date of Online Application Form</b>					<b>12/01/2026</b>
<b>Last date of receipt of hardcopy of online application form along with all enclosures</b>					<b>17/01/2026</b>
Minimum qualifications, category, experience, pay, general terms & conditions and other details are given on the University website: <a href="http://www.bknmu.edu.in">www.bknmu.edu.in</a> . Applications received after due date will not be considered.					
<b>Date: 19/12/2025</b>			<b>Registrar</b>		

**Minimum Qualifications and Experience required for the various Non-Teaching/Administrative Posts are given below:**

**1. Deputy Registrar:**

- **Pay Scale: Pay Range: 67700 - 208700 (Level-11)**
- **No. of Posts: 01**
- **Category: General**
- **Age Limit: Maximum 45 Years (with all age relaxation)**

**Minimum Educational Qualifications and Experience:**

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration

OR

Comparable experience in research establishment and/ or other institutions of higher education

OR

5 years of administrative experience as Assistant Registrar or in equivalent post

- c) A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar

**2. SECTION OFFICER**

- **Pay Scale: 44,900 -1,42,400 (Level 8)**
- **No. of Posts: 01**
- **Age Limit: 42 Years**
- **Category: General**

**Minimum Qualifications:**

- A Bachelor's Degree in any discipline from any recognized Institute/ University.

**Minimum Experience:**

- Five Years' administrative Experience
- A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

**3. Private Secretary to the Vice-Chancellor**

- **Pay Scale: 44,900 -1,42,400 (Level 8)**
- **No. of Posts: 01**
- **Age Limit: 42 Years**
- **Category: General**

**Minimum Qualifications:**

- i) A Master's Degree in any discipline from a recognized Institute / University with at least 55% marks or an equivalent grade.
- ii) A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

**Experience:**

- i) Minimum three years of administrative experience in a recognized university/Government Department/Public Sector Undertaking/Statutory Body or reputed higher education institution Preferably in the office of the Vice Chancellor/Registrar or senior administrative officer.

**Skills and Professional Work Experience:**

- Excellent Drafting, noting and communication Skills in English and Gujarati.
- Working Knowledge of University ACT, Statutes, Ordinances and Regulations.
- Familiarity with functioning and procedures of UGC, AICTE, NCTE, BCI, INC and other relevant statutory or regulatory councils and Government Agencies.
- Understanding of State and Central Government and Administrative Rules, Higher Education Policies and official correspondence system.

**4. ELECTRICAL ENGINEER**

- **Pay Scale: 39,900 -1,26,600 (Level 7) (Fixed Salary of Rs.49,600/- per month for first five years)**
- **No. of Posts: 01**
- **Age Limit: 35 Years**
- **Category: General**

**Minimum Educational Qualifications and Experience:**

- a) A Bachelor's Degree in Electrical Engineering from a recognized University/Institute  
OR  
Diploma in Electrical Engineering from a recognized University/Institute and Two years post qualification experience. The experience should be in the supervision of erection/maintenance of Electrical works with the Government/Universities/Autonomous Organizations/Private Sector.
- b) A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

**5. STORE KEEPER**

- **Pay Scale: 29,200 -92,300 (Level 5) (Fixed Salary of Rs.40,800/- per month for first five years)**
- **No. of Posts: 01**
- **Age Limit: 40 Years**
- **Category: General**

**Minimum Educational Qualifications and Experience:**

- Bachelor's Degree or Equivalent qualification from a recognized university/institute.
- Three years' experience of procurement and maintenance of stores.
- A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

**6. LAB ASSISTANT**

- **Pay Scale: 19,900 – 63,200 (Fixed Salary of Rs.26,000/- per month for first five years) (Level-2)**
- **No. of Posts: 01**
- **Category: General**
- **Age Limit: 35 Years**

**Minimum Qualifications:**

- Bachelor's Degree in Botany/Microbiology/Zoology from a recognized University/Institute
- A certificate of basic knowledge of computer applications of any recognized institute as per resolution No. CRR 10-2007 - 120320 - GS dated 13/08/2008 and 18/03/2016 of General Administration Department, Gandhinagar.

**7. JUNIOR CLERK**

- **Pay Scale: 19,900 – 63,200 (Level 2) (Fixed Salary of Rs.26,000/- per month for first five years)**
- **No. of Posts: 01**
- **Category: General**
- **Age Limit: 35 Years**

**Minimum Qualifications:**

- Graduation or its equivalent academic qualification from any UGC recognized university.
- A certificate of Basic Knowledge of Computer Applications as prescribed under Government Resolution No. CRR-10-2007-120320-G.S. dated 13/08/2008 and 18/03/2016 issued by the General Administration Department, Government of Gujarat.

## **Advertisement No.08/2025**

**Date: 19/12/2025**

### **GENERAL INSTRUCTIONS:**

1. Advertisement No. BKNMU/3/2023 dated 11/12/2023 and No. BKNMU/2/2024-25 dated 15/03/2024 are cancelled vide circular No.BKNMU/Mahekam/517/2025 dated 17/11/2025 which is uploaded on the university website. The candidates who have applied in response to advertisement No.BKNMU/3/2023 and No. BKNMU/2/2024-25 are required to apply afresh. They will receive refund for the fee paid earlier.
2. The Candidate must apply online. Only online application with required uploaded enclosures will be accepted.
3. Last date for the online application: **12/01/2026**.
4. The applicant must send **two hard copy** of the application along with all self-attested testimonials, certificates and all supporting documents relating to the post on or before **17/01/2026 up to 06:00 p.m.** to the University through Courier/In Person/ Registered Post/Speed Post to “The Registrar, Bhakta Kavi Narsinh Mehta University, Government Polytechnic Campus, Bhakta Kavi Narsinh Mehta University Road, Khadiya, Junagadh-362263” or else the application will not be considered.
5. The prescribed application fee shall be ₹1,500/- (Rupees One Thousand Five Hundred only) for Unreserved category candidates and ₹750/- (Rupees Seven Hundred Fifty only) for candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Socially and Economically Backward Class (SEBC), and Economically Weaker Section (EWS). The fee shall be payable online. The transaction receipt and the relevant reserved category certificate in the Government-prescribed proforma must be attached with the hard copy of the application without fail. Candidates belonging to the SEBC category shall also be required to attach a valid Non-Creamy Layer Certificate.
6. Persons with Benchmark Disability (PwBD) are exempted from payment of the prescribed fees upon submission of the relevant Disability Certificate issued by the competent authority as per the policy of the Government of Gujarat.
7. Bank charges towards the online payment service (as applicable) will be borne by the candidates.
8. Application fee is not refundable.
9. Candidates must produce original testimonials, certificates and other documents at the time of interview, if called/needed.

10. Application sent through email will not be entertained.
11. Candidates are advised to submit the hard copy of the application to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University will not be responsible for any postal delay at any stage.
12. **Annexure – I** “Check List” is mandatory for all posts. Supporting documents must be sequenced in order of the checklist with page numbers.
13. **Annexure – II** “Endorsement by the employer” is mandatory for already employed applicants.
14. **Bhakta Kavi Narsinh Mehta University, Junagadh reserves all rights whether to fill up or not, any or all the vacancies advertised and also to make any amendments/modifications regarding eligibility criteria and required experiences and other provisions as per Government of Gujarat rules and Gujarat Public Universities Act-2023 and Gujarat Public Universities Uniform Statutes-2024 of the University.**
15. Application should be submitted as per given online proforma only. Incomplete/without attaching necessary testimonials/without online payment of prescribed fees or application received after last date would be rejected.
16. Candidate should possess the required educational qualifications on the prescribed last date of online submission of application. **No updates/additions will be entertained after the last date of submission of the online applications.**
17. Any Corrigendum / Addendum for any further information and or update shall be uploaded only on the website of the BKNMU, Junagadh.
18. The University reserves the right to short-list the candidates on the merit-based/aptitude test/written test criteria or any other method for the purpose of inviting the candidates for interview. The decision of Bhakta Kavi Narsinh Mehta University with regard to the process of selection shall be final and binding to the candidates.
19. The selection process for the above post vide Sr.No.4 to 7 will be exam-based merit. The syllabus, exam pattern etc will be uploaded on the university website.
20. The experience gained as Daily Wager, Trainee, Honorary, Adhoc and Visiting Faculty cannot be considered as experience.
21. A salary certificate for the month of **November, 2025** showing Pay Matrix Range, Pay Matrix Level, D.A. and other allowances being paid by your Institution/Office/Firm should be enclosed with the application form and also be produced at the time of interview for salaried person, if already employed.

22. Age relaxation will be provided as per the existing Government of Gujarat rules.
23. Upper Age limit will be counted as on last date of submission of online application.
24. Candidates in their own interest are advised to visit University website: [www.bknu.edu.in](http://www.bknu.edu.in) regularly for updates.
25. The University shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.
26. Candidates already in employment in University, Educational Institutions, Government Establishments and Organizations should forward their applications (hardcopy) through proper channel. In case the applicant is in service and delay is expected in getting endorsement of the concerned employer on the original application, the applicant may submit advance copy of the application along with all the enclosures directly (without the employer's endorsement on the advance copy). If the original application through proper channel has not been received on or before last date mentioned, the applicant will have to submit a 'NO OBJECTION CERTIFICATE' from his/her employer to the University at the time of interview.
27. The appointment of the selected candidate on Fixed Pay for the posts given on Sr.No.4,5,6 and 7 on regular basis shall be subject to the Terms and conditions laid down by the state Government Resolution dated 16/02/2006 & 28/03/2016 and their amendments from time to time by Government of Gujarat. Recruitment of Non-teaching/Administrative post as mentioned in Sr.No.4,5,6 and 7 shall be as per Resolution No. KhRCh/2002/57/(Part-4)/z.1, dated 18-10-2023 of Finance Department, Government of Gujarat on fixed pay for the first five years and its amendments from time to time.
28. The candidate appointed through direct recruitment shall, after receiving regular appointment, be covered under the New Defined Contributory Pension Scheme introduced by the State Government from 1<sup>st</sup> April 2005, as per the provisions of the Finance Department's Resolution No.: NPN/2003/G.O.I./10 (P.F.A.) dated 18<sup>th</sup> March 2005.
29. 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 and/or after appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
30. Age of superannuation for all the positions shall be as per Govt. of Gujarat norms.

31. Call letters and other correspondence for attending the interview/Written Test, etc., will be sent to the eligible candidates by email only or will be displayed on university website. So, candidate should write his/her email ID very carefully.
32. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Bhakta Kavi Narsinh Mehta University, Junagadh in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and no query or correspondence will be entertained in this connection.
33. No T.A./D.A. will be paid to the candidate to attend written test/ interview.
34. Canvassing of any kind will not be tolerated and it will disqualify the candidature.
35. In case of any dispute, any sue or legal proceeding by or against the University, Courts within whose local Jurisdiction, Headquarter of the University is situated shall have the Jurisdiction.
35. Candidates shall enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Experience, etc. with the applications without fail.
36. The candidate should produce formula/method of calculation of percentage where percentage of marks is not given by the University.
37. Applicants awarded degrees by Foreign Universities, shall be required to submit Equivalence Certificate issued by Association of Indian University/UGC, New Delhi. The University reserves the right to require Equivalence Certificate for various degrees from any of the applicant.
40. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
41. The BKNM University reserves the right: a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever. c) To increase/decrease the number of posts after due procedure as per directions of University/GoG/UGC from time-to-time d) Any edition/deletion and changes in matter of terms and conditions given in this advertisement of recruitment, as directed by concerned authority of University/GoG/UGC from time to time.

42. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidates.
43. Fake/Derecognized Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
56. In case of tie in the final merit list score in written test, interview, appropriate policy decided by the university shall be employed. And in case of any discrepancy in the above-mentioned guidelines, the decision of the BKNM university shall be considered as final.
57. For any query regarding technical support, contact: 079-23238887 or [support@gipl.net](mailto:support@gipl.net) and [recruitment@bknmu.edu.in](mailto:recruitment@bknmu.edu.in) for other queries

**Junagadh**

**Date: 19/12/2025**

**Sd/-**

**Registrar**

**CHECKLIST OF DOCUMENTS ENCLOSED**

*List of Documents to be Attached in self attested copy (Applicants are required to maintain the Serial No. in the below mentioned order): (દિગ્ય પણી એસ્ટેટેડ જોડી પણી નિ. અનુમતિ)*

**Candidate's Name :**

**Post applied for :**

**Applied Post Category:**

Sr. No.	Documents (submit self-attested copies only)	Page No. (From ___ to ___)
1	Duly filled Online Application Form	
2	Fee Receipt	
3	Annexure – I “Check List”	
4	Annexure – II “ENDORSEMENT BY THE EMPLOYER”	
5	School Leaving Certificate	
6	Caste Certificate for SC/ST/SEBC/EWS category – if applicable. Non-creamy layer certificate for SEBC Category	
7	Std.10th (SCC) Marksheets	
8	Std.12th (HSC) Marksheets	
9	Bachelor's Degree Marksheets	
10	Bachelor's Degree Certificate	
11	Master's Degree Marksheets	
12	Master's Degree Certificate	
13	NET / JRF / SLET / SET / Equivalent Certificate(s)	
14	Ph. D. Degree Notification	
15	Ph. D. Degree Certificate	
16	All Experience Certificate (Starting from Latest)	
17	Other relevant documents	

*Signature of Candidate*

**To,**

**Registrar**

**Bhakta Kavi Narsinh Mehta University**  
**Government Polytechnic Campus**  
**Bhakta Kavi Narsinh Mehta University Road**  
**Khadiya, Junagadh-362263 (Gujarat)**

### **Endorsement by the Employer**

**(In case of in-service candidates, the application must be endorsed / forwarded by the Head of the Department / Employer, failing which application is liable to be rejected.)**

The applicant Dr. / Mr. / Mrs /Ms. \_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_ at the Bhakta Kavi Narsinh Mehta University, Junagadh, has been working in this organization namely \_\_\_\_\_ as \_\_\_\_\_(name of the designation), in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ to \_\_\_\_\_ in the Pay Scale of \_\_\_\_\_ and Pay Level of \_\_\_\_\_. He/She is drawing a basic pay of \_\_\_\_\_ and gross salary \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_. Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection to his/her application being considered by the Bhakta Kavi Narsinh Mehta University, Junagadh.

**(Signature of the Forwarding Officer with Seal)**

**Place:**

**Name:**

**Date:**

**Designation:**