

Instructions for Various Contractual posts at Knowledge Consortium of Gujarat, Ahmedabad

Online applications are invited from eligible Applicants and from the last year students for filling up vacant Posts and to prepare a waiting list at Knowledge Consortium of Gujarat, Ahmedabad. Eligible Applicants can submit their applications online through the website www.cheguj.com at the link available on this site from dt: 15/7/2016 to dt: 21/7/2016 at 6p.m. And the last date of confirmation of the online application is dt.22/7/2016 at 11:59p.m.

1. Educational Qualifications, Experience, Appointment Period and Age Limit:

Educational Qualifications, Experience, Appointment Period and Age Limit for different posts are as per the Annexure -1. Knowledge of Gujarati Language is mandatory for every candidate.

2. Age Relaxation:

Upper Age Limit shall be relaxed as under (as per the Existing Rules and Regulations of State Government, Gujarat):

2.1 Scheduled Castes / Scheduled Tribes / SEBC (Socially and Economically Backward Class) / EBC Applicants - 5 Years

2.2 Unreserved Women Applicants - 5 years

2.3 Women Applicants from reserved categories – 10 years (This relaxation also includes 05 years' relaxation for General Category women mentioned above)

2.4 Various Disabled Applicants- 10 years

2.5 All the above relaxation will be available on maximum age limit of 45 years.

Calculation of Merit Marks (Scoring Pattern)

A) Calculation of Merit Marks for Graduate/ Post Graduate/Experienced Applicants who have completed their studies and having experience:

Sr.No.	Particulars	Maximum Marks
A	<u>Graduation</u> Calculation Method: (Total Percentage of Graduation * 15 /100)	15 Marks
	<u>Post-Graduation Degree</u> Calculation Method: (Total Percentage of Graduation * 35 /100)	35 Marks

B	Experience Marks (Total Years of Experience * 1.5)	10 Marks
C	Written Test (Project Work) 15 Marks Group Discussion(Language Proficiency) 10 Marks Personal Interview(By the Committee) 15 Marks	40 Marks
Total		100Marks

(B) **Calculation of Merit Marks for Fresher Applicants**, who have appeared in the examination of Last Semester/Year and hopes to pass the examination with confidence on merit:

Sr.No.	Particulars	Maximum Marks
A	Graduation(On the basis of all Declared Result before Final/Last Semester) Method of Calculation:(Percentage in Graduation*25/100)	25 Marks
	Post-Graduation(On the basis of all Declared Result before Final/Last Semester) Method of Calculation:(Percentage in Post- Graduation*35/100)	35 Marks
B	Written Test (Project Work) 15 Marks Group Discussion (Language Proficiency) 10 Marks Personal Interview (By the Committee) 15 Marks	40 Marks
Total		100 Marks

The Applicants who have secured the degree of Graduation/Post Graduation will be given priority respectively for all the posts and if all the posts will be filled by the same Applicants, according to their respective merit list, the Applicants who are pursuing the degree will not be called for the personal interview, or for appointment if all posts in case are filled.

The merit list of the Applicants who are pursuing Graduation/Post Graduation will be prepared on the basis of their last Degree/Education. And after the declaration of final results, the actual marks secured by the Applicant will be included in the merit list of 100 Marks including experience if any. The merit list will be made out of 100 marks; the Applicants will be called on only for vacant seats available according to overall merit list for each post.

4. Interview:

It is instructed to all that the number of Applicants called for Interview and Test shall be about six times of the number of Vacancies after the generation of Final Merit List. Name in the

selection list and in the Interview Programme that doesn't mean that Applicant is liable to get the confirmation of recruitment for any post. The Interview will be conducted minimum for 1 round and maximum to 3 rounds having written examination, Group Discussion & Personal Interview. In this Process of Interview the skills Analytical Skills, Working with group skills, Presentation Skills, Psycho Analytical Skills, Creative Thinking, Language Proficiency, Critical Thinking, Writing Gujarati/English, Proficiency in Spoken English etc. will be evaluated and the selection of the candidate will be made by adding this score into previous prepared merit list. The decision of the Interview Committee will be considered Final. The venue of the Interview will be KCG Office, Ahmedabad. The candidates fulfilling criteria mentioned in table-A (experienced candidate) will be given first priority. If experienced candidate will not be available then the candidates fulfilling criteria mentioned in table-B (Fresher) will be given priority. All the Applicants (six times of the number of Vacancies) will get information regarding Interview through Email or Mobile Number registered in the Online Application Form. As the Venue and time for the Interview will be sent to Applicant through Email or Mobile Phone, so it is instructed to all to check Email daily and don't switch off their Mobile Phones. Applicant has to come on their own expense at place of the interview at the time mentioned in the Email or Mobile Phone. No TA/DA or any allowance will be given to any Applicant. If any Applicant tries to force or have any influence or any political pressure, the Form of that Applicant will be cancelled.

5. Important instructions for filling the online application form and for the overall recruitment process.

- i. Eligible Applicants have to apply online within the prescribed time limit. Please visit the website of www.cheguj.com for online Application
- ii. Applicants are required to read the instructions and advertisement given on the website carefully before filling up the application form. The Application Forms filled by the Applicant is taken as Final and No modification can be done after the confirmation of the Application Form. The Details given by the Applicant is taken as final and after submitting the same no request from the Applicant will be taken into consideration.
- iii. Application form will not be accepted through Postal and Courier, nor are they to be hand delivered, faxed or emailed to the office. If any Applicant does the same, the application form of that applicant will be cancelled automatically. Hence it is instructed to all, not to send the application forms directly to the Office.
- iv. The Applicant is required to register on website www.cheguj.com. Important and necessary instructions will be given to the Applicants from time to time on his/her E-mail ID. Applicants have to give their own E-mail ID and Mobile Number and check

the Email daily. The total responsibility of the same will be of the Applicants.

- v. Online application form may be filled by logging on website after registration. Application form has to be filled up carefully. Correction can be made by the Applicants in his/her form before 6.00 p.m. of dt.21/7/2016. No registration, correction or updation can be made after the last date and time. If the Applicant makes any mistake in the online application form, his/her application form will not be considered for recruitment.
- vi. It is mandatory for the Applicant to give his/her Email Id & Mobile Number in the application form which should not be changed till the completion of recruitment process.
- vii. The Application fees for General category Applicants are Rs. 200/- and for Schedule Castes, Schedule Tribes and Various-disabled Applicants are Exempted for paying the Fees.
The Applicants can apply for maximum 3 Posts, on the same fee i.e. Rs. 200/-. Therefore, the applicant is required to give preference to 3 posts while filling up the Application Form. The applicant who has given preference to more than 3 posts cannot register the Application Form.
- viii. After giving their preference, Applicants have to download the printed copy of Bank Challan and deposit application fee through challan at any branch of Dena Bank before dt. 21/7/2016. After depositing the fees, the bank will return the copy of the Challan (Applicant's copy) to the Applicant with Transaction Identity. Applicant has to keep one copy (Applicant's copy) of the challan provided by Bank and has to produce whenever required.
- ix. Applicants can pay application form fee online through NEFT by using following information. Application of such Applicants will be confirmed after 25 hours of paying online fees on their reference Id.

Name of Bank: DENA BANK

Branch Code : 130308

Account Number: 030810027900

IFSC Code: BKDN0130308

MICR Code: 380018053

Applicants have to log in again using their USER ID and PASSWORD on www.cheguj.com website after one day and submit transaction ID of paid fees by challan, so that system can verify and display the acceptance of online application of the Applicant. If the instruction of the acceptance of the form does not appear on the screen

then it is considered that application form has not been submitted and such application will not be considered further in any circumstance.

Transaction ID data in the system provided by the bank will be updated at 12:00 noon during working days so that system can verify by entering transaction ID after 25 hours of paying fees.

- a) Applicants have to take print of the application form by downloading from the website and have to keep it with them to produce whenever asked.
- b) Necessary instructions related to the contractual based post will be available on website from time to time.
- c) The names of the short listed Applicants will be displayed on website.
- d) Short listed Applicants will have to log in on the website and download call letter for interview and Applicants has to remain present on time and place shown in interview call letter. If Applicant remains absent on the day and time shown in call letter then their candidature will be not considered for further process of recruitment. The Decision of the Interview Committee will be considered as final.

Document verification

- e) Document verification will be done only for the Applicant who will get selected in interview. Disciplinary action including Police Case and other Legal Actions will be taken against the Applicant who tries to produce forged/bogus/invalid documents or where original documents are found to have been tampered with, such application form will be cancelled and the decision of the Selection Committee will be taken as final.
- f) Applicants who submit false / incorrect/ wrong information in the online application will be disqualified. If the information given by the Applicant is found to be false / incorrect / wrong or erroneous then he/she will be disqualified either at the time of recruitment or at any subsequent stage during Government service in future and no claim for service in this regard will be considered.
- g) Applicants may contact **Help Line** number displayed on website for any help or difficulty arising in submitting online application.

C E O

Ahmedabad

Knowledge Consortium of Gujarat,

