



Re-Accredited 'B++' 2.86 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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## **: QUALIFICATION OF ADMINISTRATIVE POSTS:**

### **1. Technical Assistant (D.C.A.): 1 position**

- **Essential Qualifications:** A Bachelor's degree from a UGC-recognized university in Computer field (e.g., BCA, B.Sc. Computer Science, B.Sc. IT, B.E. Computer Engineering, B.Tech Computer Engineering, B.E. Information Technology) or equivalent degree from a UGC-recognized university.

The selected candidate, if not already passed, will be required to pass the CCC (Course on Computer Concepts) and Hindi/Gujarati higher-level examinations during their Five year Contractual period, as per government norms.

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### **2. Computer Operator (D.C.A.): 1 position**

- **Essential Qualifications:** A Bachelor's degree from a UGC-recognized university in Computer field (e.g., BCA, B.Sc. Computer Science, B.Sc. IT, B.E. Computer Engineering, B.Tech Computer Engineering, B.E. Information Technology etc.) or equivalent degree from a UGC-recognized university.

The selected candidate, if not already passed, will be required to pass the CCC (Course on Computer Concepts) and Hindi/Gujarati higher-level examinations during their Five year Contractual period, as per government norms.

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### **3. Junior Clerk/Typist: 02 Position**

- **Essential Qualifications:**
  1. A Bachelor's degree from a UGC-recognized university.
  2. A certificate of basic computer application knowledge from a recognized institute, as per General Administration Department, Gandhinagar resolutions number CRR-10-2007-120320-G.5 dated 13-08-2008 and 18-03-2016.
- **Desirable Qualifications:**
  1. Proficient computer skills related to data operation, Gujarati typing, and English typing.
  2. Prior experience in university or government departments.

The selected candidate, if not already passed, will be required to pass the CCC (Course on Computer Concepts) and Hindi/Gujarati higher-level examinations during their Five year Contractual period, as per government norms.

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