

Instruction for various contractual course at Knowledge Consortium of Gujarat, Ahmedabad

Eligibility Criteria and other Conditions for Merit List

Online Applications are invited in a prescribed format from eligible candidates and students of Final semester / Year of Graduation, for filling up various contractual post and to prepare a waiting list. Eligible candidates are required to apply online through the website www.cheguj.com at the link available on this site from dt.08-06-2015 to dt. 20-06-2015 at 6 p.m. and the last date of confirmation of the online application is dt. 22-06-2015 at 6 p.m.

1. Educational Qualification, Experience, Duration of the appointment and Age Limit:

- Information for different posts, Educational Qualification, Experience, Duration of the appointment and Age Limit, are as per Annexure -1. **The knowledge of Gujarati Language is mandatory for all candidates.**

2. Age Relaxation:-

Upper age limit shall be relaxed as per the existing rules and regulations of the Government of Gujarat.

- a. Up to maximum of 5 years in the case of Scheduled Caste/ Scheduled Tribe/ SEBC (Socially and Economically Backward Class)
- b. Up to maximum of 5 years in the case of women applicants of Unreserved (General) Category
- c. Up to maximum of 10 years in the case of women applicants of Reserved Category (This includes relaxation of 5 years of women applicants of Unreserved/ General Category mentioned above)
- d. Up to maximum of 10 years in the case of Physically Handicapped Applicants
- e. The above relaxation will be given in consideration of the maximum years of applicant.

3. Calculation of Merit:-

No	Details	Weightage	Maximum Marks
1	50% Weightage will be given to Educational Qualifications:		
	Graduation Level: Calculation Method :(Percentage of Graduation * 15)/100	30%	15 Marks
	Post Graduation Level: Calculation Method :(Percentage of Post Graduation * 35)/100	70%	35 Marks
2	15% Weightage will be given to Actual Experience of relevant field:		
	Calculation Method Total Years of Experience * 1.5 marks	15%	15 Marks
3	10% Weightage will be given to Actual skills:		
	Four skills having maximum marks will be taken in to consideration as under: (A) Excellent : 2.5 Marks (B) Moderate: 1.5 Marks (C) Basic: 1 Marks (D) None: 0 Marks Category specified by the Candidate shall be tested during interview to finalize respective marks. If Candidate false to prove as stated, negative marking will be given (-1)	25%	10 Marks
4	15% weightage will be given to interview:		
	Interview		
	Written Exam with project work: 7.5 Marks	30%	25 Marks
	Group Discussion (Language Proficiency) 7.5 Marks	30%	
	Oral interview: 10 Marks	40%	
Total			100 Marks

B. Calculation of Merits for candidates pursuing Graduation and Waiting for final Degree

SN	Details	Maximum Marks
1	65% Weightage will be given to Educational Qualifications:	
	Graduation Level: (Result declared in the last Semester will be considered) Calculation Method: (% of last semester at Graduation Level *30)/100	30 Marks
	Post-Graduation Level: (Result declared in the last Semester will be considered) Calculation Method: (% of last semester at Post Graduation Level *35)/100	35 Marks
2	10% will be given to skills:	
	Four skills having maximum marks will be taken in to consideration as under: (A) Excellent : 2.5 Marks (B) Moderate: 1.5 Marks (C) Basic: 1 Marks (D) None: 0 Marks Category specified by the Candidate shall be tested during interview to finalize respective marks. If Candidate false to prove as stated, negative marking will be given (-1)	10 Marks
3	25% weightage will be given to interview,	
	Interview: Written Exam with project work: 7.5 Marks. Group Discussion (Language Proficiency etc.) 7.5 Marks for : Oral interview: 10 Marks.	25 Marks
	Total	100 Marks

Degree holders shall be given priority for all the posts. In case qualified candidates may not be available in respective applicants pursuing degree will be given opportunity, otherwise they will not be called for interview.

The merit list of the candidates who are pursuing Graduation/Post Graduation will be prepared on the basis of their last result of Semester/Education. And after the declaration of the final results, the marks of the same will be included in the Merit List of 100 marks only; the candidates will be called on only for the vacant seats available according to overall Merit list for each post.

4. Interview :

It must be noted that the number of Candidates to be called for Interview test shall be about six times of the number of vacancies. Mere selection in the short list or in the Interview Program will not imply acceptance of candidature of the applicant for the recruitment of any post.

Interview will be conducted minimum for 1 round and maximum for 3 rounds which will include Written Exam, Group Discussion and Oral Interview. The following skills will be evaluated during the interview process: 1) Analytical Skills, 2) Working with Group Skills, 3) Presentation Skills, 4) Psycho-Analytical Skills, 5) Event Management Skills, 6) Extension Skills, 7) Writing Drafting Skills, 8) Logical Analysis, etc.

The Merit list will be prepared on the basis of the marks of the Interview and Previous evaluation of the marks of the application form. If any of the Candidates have any doubt/objection regarding the Merit List, he/she can submit his/her doubt/objection in writing with valid proofs and documents. The Committee appointed by CEO, KCG will check the documents and will take the decision on the basis of the proofs and documents. The decision of the Committee will be taken as final and abiding in this regards.

After the declaration of the final Merit List, the selected Candidates will be called for Document Verifications. The Appointment Letter will be send to the selected candidates through E-Mail after the document verification process. The selected candidate has to report/join to the KCG Office within 7 days of appointment. The Selected Candidate can

be assigned to any work relating to KCG/Education Department at any place of Gujarat State by KCG or by the State Government of Gujarat during the tenure of the contract.

The Venue of the interview will be KCG, Ahmedabad only. The candidate, six times of the number of the vacancies, will be informed about the interview through Email or Mobile Phone given by the Candidate in the Online Application Form. Therefore Candidates are required to check their Email regularly and to switch on their Mobile Phones. The Candidates have to come on time for the Interview. No T.A./ D.A. or any type of allowances will be paid to the Candidates.

Any type of direct/indirect recommendation to the Selection Committee will definitely result in to the cancellation/amulet of the candidature of any Candidate.

5. Instructions to fill up the Application form as well as overall Recruitment Process.

- a. Eligible and Interested Candidates would be required to apply only online through Website www.cheguj.com within the specified time limit.
- b. Candidates are required to read carefully all the instructions available on the Website regarding the Advertisement, Eligibility Criteria, Selection Procedure, Application Fees, Online Registration, and other general Conditions before applying online. Once submitted, No changes can be made in the Application Form. In this case no request from the candidate will be taken in to consideration.
- c. Candidates are NOT required to submit their Application form or any other documents by Post/Courier/by hand. If any Candidate will do the same, the Candidature of that candidate will automatically be cancelled for the Recruitment. Hence it is instructed to all not to send the Application Form directly to KCG.
- d. The Candidates are required to logging on the Website www.cheguj.com and register his/her valid Email Id. All the important and necessary instructions will be send through Email from time to time. So Candidates have to give their personal Email Id and Mobile number and have to check Emails regularly. The responsibility of the same will be that of the Candidate only.

- e. After the registration on the Website, the Candidate can fill up the Application form by logging on the link. The Application form has to be filled carefully. The last date for filling up of the Application form and for correction in the same is dt. 20-06-2015 at 6 p.m. but after the last date and time, No Candidate can register/make correction/update his/her Application Form. If the Candidate makes any mistake in filling up of the Application Form, his/her application will automatically be cancelled and will not be taken in to consideration for further Recruitment. The responsibility for the same will be that of the Candidates only.
- f. Candidates have to give their personal Email Id and Mobile number in the Application Form. The Candidates are required NOT to change their Email-id and Mobile number till the completion of the Recruitment Process. So that important announcements can be delivered to them.
- g. Candidates of the General Category and S.E.B.C. are required to pay a non-refundable Application fee of Rs.500/- (Five Hundred Only) and S.C./ S.T./ P.H. are required to pay a non-refundable Application fee of Rs.250/- (Two Hundred Fifty Only). The fees once paid will not be refunded on any account nor would this fee be held in reserve for future Selection.

The Candidates can apply maximum for 3 posts by paying the same fees ie Rs.500/- for General & S.E.B.C. Category and Rs.250/- for S.T./S.C./P.H. Therefore Candidates have to give preference to 3 posts while filling up the Application Form.

- h. After giving preference the Candidates are required to download and take print out of the Challan. The fees can be paid in any branch of Dena Bank through Challan only. The Bank will retain one copy and return two copies of the Challan mentioning the Date and Transaction Id to the Candidate. The Candidates have to keep both the copies of the Challan with them for Future reference and have to produce whenever required by KCG.

Applicants may also pay the fees online through NEFT by using following information:

Name of the Bank: Dena Bank

Account Number: 030810027900

IFSC Code: BKDN0130308

MICR Code: 380018053

The Candidates are required to log in again after 25 hours of depositing the fees by giving User Id and Password. They will have to enter the Transaction Id given by the Bank. By filling up the same details, the system will verify the same with the Application form filled by the Candidate. If the message of Acceptance will not appear on the screen, it will mean that the Application

Form has not been submitted yet. Such applications will not be considered for further recruitment in any circumstances.

The data of transaction Id provided by the bank will be updated by the system at 12 Noon daily during the working days. So the candidates are required to submit the data only after 25 hours of depositing the Fees.

- i. The candidates applying for the posts advertised have to keep a set of filled application Form with documents duly photocopied with them for record and the same to be produced whenever asked by KCG.
- j. All the instructions and information regarding Recruitment of the contractual Posts will be available on the Website.
- k. Provisional Merit list of the shortlisted candidates will be displayed on the Website so check the Website regularly.
- l. Shortlisted Candidates are required to download and take the print out of the Interview Call letter from the Website. The Candidates have to remain present at the Time and Venue of the Interview mentioned in the Call Letter. If the applicant fails to remain present at the time and venue of the Interview, his/her candidature will not be taken in to consideration for further recruitment process. The Decision of the selection committee will be taken as final and abiding.

m. The Registration of the candidates will be provisional at all stages of recruitment as their Eligibility will be verified only at the time of the Interview. Mere issue of the call letter will not imply acceptance of candidature of the applicant.

6. Document Verification:

- a. Candidature of a registered candidate is liable to be rejected at any stage of Recruitment Process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility in this regards. The decision of the Chairman of the Selection Committee will be taken as final and abiding.
- b. Disciplinary Actions including police case and other Legal Actions will be taken against the Candidate who tries to produce forged/bogus/invalid documents or where original Documents are found to be tempered with. Such Applications will be cancelled automatically. The decision of the selection committee will be taken as Final and abiding.
- c. The Candidates may contact on the Help Line Number displayed on the Website for any help or any query arising at the stage of submission of the Online Application.

CEO
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Ahmedabad