

Rai University Village-Saroda, Taluka-Dholka
Dist.- Ahmedabad-382260, Gujarat
Website: www.raiversity.edu Year: 2021-2022

Employment Notice

ADVERTISEMENT NO: RU/RO/2022/01

Fresh Online application(s) from the eligible candidates are invited in prescribed Performa for the below Academics and administrative post as per **Table**. We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards academic /administrative excellence and quality.

Number of Posts, Essential Qualification / experience/ pay/ general conditions, application format and other details are mentioned below. **Those are applying for Post of Professor or Associate Professor kindly fill the Annexure-I**

Last date of applying online is **03/03/2022 (up to 13:00 p.m.)** and submit application along with all the requisite documents The online application will start on **15/02/2022 by 13:00 pm** onwards. Candidate are advised to see the details of advertisement before applying online.

Registrar

Place: Ahmedabad

Date: 15/02/2022

Teaching Position

Rai School of Engineering

Sr.no	Name of the Post	Branch and Specialization	Education Qualification and Experience
1	Professor	Computer/IT	<ul style="list-style-type: none"> a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. b. Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor. c. At least 6 research publications at the level of Associate processor in SCI journals/UGC approved list of journals and at least 2 successful Ph.D guided as Supervisor / Co-Supervisor.
2	Associate Professor	Computer/IT	<ul style="list-style-type: none"> a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. b. At least 6 research publications at the level of Associate processor in SCI journals/UGC approved list of journals. c. Minimum of 8 years of experience in teaching/research/industry out of which at least 2 year shall be post Ph.D experience.
3	Assistant Professor	Computer/IT	Bachelor's & Master's in relevant branch with first class or equivalent in any one of the degrees. Desirable: Ph.D Qualification
		Cyber Security	
		Data Science	
		AI and ML	
4	Lecturer	Civil	Bachelor's & Master's in relevant branch with first class or equivalent in any one of the degrees.
		Mechanical	
		Computer/IT	

Rai School of Sciences

Sr.no	Name of the Post	Branch and Specialization	Education Qualification and Experience
1	Professor	Physics, Chemistry, Mathematics, Biotechnology, Microbiology, DMLT	<p>a. An eminent scholar having a Ph.D degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum score of 120 as per the UGC Regulation-2018 Appendix-III, Table 2.</p> <p>b. A minimum of 10 year of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level institutions with evidence of having successfully guided doctoral candidate.</p>
2	Associate Professor	Physics, Chemistry, Mathematics, Biotechnology, Microbiology, DMLT	<p>a. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>b. A Master's Degree with at least 55% marks (or an equivalent grade in a point- scale, wherever the grading system is followed).</p> <p>c. A minimum of eight year of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, college or Accredited Research Institution/Industry with a minimum seven publication in the peer – reviewed or UGC Listed journals and total research score of 75 as per UGC</p>

			Regulation-2018 Appendix-III, Table 2.
3	Assistant Professor	Physics, Chemistry, Mathematics, Biotechnology, Microbiology, DMLT	<p>a. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>b. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SIET/SET or who are or have been awarded a Ph.D Degree in accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.</p> <p>c. The Fulfilment of these condition is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p>

Rai School of Management Studies

Sr.no	Name of the Post	Branch and Specialization	Education Qualification and Experience
1	Professor	Finance, HRM, Marketing, Hospital and Health Management	<p>a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.</p> <p>b. Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.</p> <p>c. At least 6 research publications at the level of Associate processor in SCI journals/UGC approved list of journals</p>

			and at least 2 successful Ph.D guided as Supervisor / Co-Supervisor.
2	Associate Professor	Finance, HRM, Marketing, Hospital and Health Management	<ul style="list-style-type: none"> a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. b. At least 6 research publications at the level of Associate processor in SCI journals/UGC approved list of journals. c. Minimum of 8 years of experience in teaching/research/industry out of which at least 2 year shall be post Ph.D experience.
3	Assistant Professor	Finance, HRM, Marketing, Hospital and Health Management	Bachelor's degree in any discipline and Master's degree in Business Administration/PGDM/C.A/ICWA/M.Com with first class or equivalent and two year of professional experience after acquiring the degree of Master's degree.

School of Pharmacy

Sr.no	Name of the Post	Branch and Specialization	Education Qualification and Experience
1	Professor	Pharmaceutical Chemistry, Pharmacognosy, Quality Assurance, Pharmaceutics	<ul style="list-style-type: none"> a. Ph.D degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. b. Minimum of 10 years' experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor or equivalent.
2	Assistant Professor	Pharmaceutical Chemistry, Pharmacognosy, Quality Assurance, Pharmaceutics	<ul style="list-style-type: none"> a. Bachelor's & Master's in relevant branch with first class or equivalent in any one of the degrees. b. Minimum 3 years' experience in Teaching/Industry/Research at the level of Lecturer or equivalent. <p>Desirable: Ph.D Qualification</p>

3	Lecturer	Pharmaceutical Chemistry, Pharmacognosy, Quality Assurance, Pharmaceutics	Basic degree in pharmacy (B.Pharm), Registration as a pharmacist under the Pharmacy Act, First Class Master's degree in appropriate branch of specialization in Pharmacy. No minimum experience requirement Fresher also apply
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Non - Teaching Position

Sr.no	Name of the Post	Branch and Specialization	Education Qualification and Experience
1	Deputy Registrar	University Administrative	<p>a. Master's degree with at least 55% or its equivalent grade B in the UGC seven point scale of the universities established or incorporated by or under the Central or state Act in India; or any other educational institution recognized as such or declared to be deemed as a University under section 3 of university grants Commission Act, 1956, and after obtaining educational qualification should have.</p> <p>b. At least 5 years administration experience on the post of Assistant Registrar of any university OR on the post of equivalent to afore said post in the Government or in board or corporation established by and act or rules. OR</p> <p>c. 9 years' experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. OR</p> <p>d. Comparable experience in research establishment and/or other institutions of higher education Age: Not more than 45 Years.</p>
2	Assistant Registrar	University Administrative	<p>a. Master's degree with at least 55% or its equivalent grade B in the UGC seven point scale of the universities established or</p>

			<p>incorporated by or under the Central or state Act in India; or any other educational institution recognized as such or declared to be deemed as a University under section 3 of university grants Commission Act, 1956, and after obtaining educational qualification should have. Basic Knowledge of Computer. Adequate knowledge of English and Hindi and working knowledge of Gujarati.</p> <p>b. Minimum 5 years combined or separate experience in the field of administration or academic or finance or examination in a Government Department / Autonomous body / PSU / Statutory Body or in any recognized institution not below the rank of office superintendent Class III.</p> <p>c. Age: Not More than 42 Year</p>
3	Establishment Officer	University Administrative	<p>a. Bachelor's degree/Master degree in Human Resources, Business Administration, or related field required.</p> <p>b. A minimum of three years of human resource management experience preferred.</p>
	Section Officer	University Administrative	<p>a. Minimum 50% marks in Bachelor's/Master's degree in relevant/appropriate or equivalent branch from a recognized university.</p> <p>b. Good updated knowledge of computer application (on emails, word processing, spreadsheet, presentation software etc and OS like MS- Windows) and other additional required software skills used in office.</p> <p>c. At least three (03) years post qualification experience in</p>

			handling Educational Administration / Purchase / Accounts and Finance in a University / Research Institution / Government department / Bodies/ PSU or reputed commercial establishment.
4	Lab Assistant	Mechanical	<p>a. Minimum 50% marks in Diploma/Bachelor's/Master's degree in relevant/appropriate or equivalent branch from a recognized university.</p> <p>b. One year working experience in relevant discipline /Branch after acquiring Minimum Qualification.</p> <p>c. Good updated knowledge of computer application (on emails, word processing, spreadsheet, presentation software etc and OS like MS- Windows) and other additional required software skills used in office.</p>
		Civil	
		CS/IT	
		Pharmacy	
	Executive officer Examination	University Examination Section	<p>a. Minimum 50% marks in Bachelor's/Master's degree in relevant/appropriate or equivalent branch from a recognized university.</p> <p>b. Advanced Skill in MS-Excel</p>
	Account Officer	University Account Section	<p>a. Post Graduate in Commerce with specialization in Accountancy / Finance and at least 3 years' experience of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer in a recognized University.</p> <p>b. Preference will be given to those having experience in Knowledge of Tally Accounting software.</p>
	Admission Counselor	Admission Section	Any Graduate /Post Graduate with Minimum 55% marks.
	Sport Instructor	University	Any Graduate /Post Graduate with Minimum 55% marks.

IMPORTANT INSTRUCTIONS

- ❖ The applicant must ensure that he/she fulfill the eligibility criteria for the post.
- ❖ The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same does not entitle him/her for being called for Interview / selection.
- ❖ Candidates called for written test/interview/ Computer Test shall have to appear at their own cost.
- ❖ Applicant must produce original testimonials, certificates and other documents at the time of interview/ document verification time, if called.
- ❖ 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 if 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.
- ❖ 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 candidate.
- ❖ The University reserves the right to fill or not to fill any or all posts.
- ❖ Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
- ❖ If any additional information is to be given, the information in separate sheet should be provided.
- ❖ For regular updates do visit career section on Rai University website.
- ❖ **All correspondence with the candidate will be done through**

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATES

Please read the instructions given below carefully before applying

A. FILLING UP THE APPLICATION FORM:

- 1) Visit the University website <https://www.raiversity.edu/careers-ru/>
- 2) Open online application form of the post you are eligible for, fill the necessary details like personal details, academic details and other details. Put scan copy of your photograph and signature. Submit the form.
- 3) Once the online application form is completely than download Application form and send it along with photographs, self-attested copies of necessary certificates including in support of the evidence of Age, Educational Qualifications, Caste, Experience, all supporting documents related to Academic Performance Indicators (if applicable), endorsement from the current employer (if applicable) etc. with the applications, and **only through Speed post/Registered Post** (No any other mode will be entertained) to **The Registrar, Rai University, Village-Saroda, Taluka-Dholka Dist.- Ahmedabad-382260, Gujarat**. It should reach on or before last date (**i.e 05/03/2022**) **up to 18:00 hours** as prescribed for receiving the application. Applications received after the last date will stand rejected automatically.
- 4) Applicants are advised to submit **their application by clearly mentioning the name of applied post on the top of sealed envelope** and 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.

- 5) Documentary proofs of experiences and academic qualifications in the application should invariably be sent along with the application, failing to which it will be considered that you do not possess the same and the application shall be treated as incomplete and will be rejected.
- 6) Before filling / submitting the application form you are advised to go through the qualifications/Experience mandatory for the post and make sure that you possess the same.
- 7) **INCOMPLETE APPLICATIONS AND APPLICATIONS IN HARD COPY RECEIVED AFTER LAST DATE SHALL NOT BE CONSIDERED.**
- 8) 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.
- 9) Separate application is required to be sent for each post, otherwise application will be rejected.

B. MAILING THE APPLICATION FORM:

- 1) The application form should be sent to **The Registrar, Establishment Section, Rai University, Village-Saroda, Taluka-Dholka Dist.- Ahmedabad-382260, Gujarat..** Applicants are advised to submit **the applications with clear mentioning of applied post mention on sealed envelope** and 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.
- 2) The required qualifications/experience/age shall be considered as on closing date of online application.
- 3) The applicant must ensure that he/she fulfils the eligibility criteria for the post.

- 4) Candidates with requisite qualifications acquired from recognized University / Institutions can only apply.
- 5) Candidates should enclose SELF attested copies of certificates in support of the evidence of Age, Educational Qualifications, Caste, Experience, etc. with the applications.
- 6) The University reserves the right to fill or not to fill any or all posts.
- 7) 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 if 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 services shall be liable to be terminated.
- 8) 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 candidate.
- 9) The prescribed qualifications and experience are minimum and the mere fact that a Candidate possesses the same does not entitle him/her for being called for Interview/ selection.
- 10) Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.