



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Joint Registrar under University Central Office

The direct recruitment to the post of Joint Registrar at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Minimum Qualification and Eligibility Criteria:

1. Master's Degree with at least 55% of the marks or an equivalent grade
2. Comparable experience in research establishment and/ or other Institutions of higher education
3. At least 15 years of administrative experience, out of which 8 years shall be as Deputy Registrar or an equivalent post.

Skills set:

1. Excellent administrative skills, Academic knowledge and hands on experience of managing administration.
2. High integrity, Strong Communication Skills, Good Digital Skills, Strong Inter-personal Skills.
3. Highly engaged, empathetic, and understanding managerial style.
4. High ability to work towards the defined goals of the institution/university.
5. Well coordination & execution skill.
6. Accuracy in working style.
7. Good communicator and Good in drafting letter & e-communication.
8. Well versed & knowledge of all kind of guidelines/policies of University
9. Able to do multitask at a time.
10. Workaholic & supportive by nature and Ready to work in extended hours
11. Able to complete work in deadlines with Strong follow-up on assigned work till completion.
12. Have knowledge of Statutory and committees and compliance of the university.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Management Trainee

Academics / HR / Administration / IT / Exam / Accreditation / Student Support /
International Student Support
under

University Central Office

The direct recruitment to the post of Management Trainee for various sections of the Ganpat University and its constituent institutes shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Section	Qualification
Academics/ Administration	MBA with Marketing
Human Resource	MBA (HR) / MHRD / MHRM
International Student Support / Student Support Services	MBA in Marketing/HR/IB
Exam / Accreditation	MBA, MCA, B. Tech
IT (Information Technology)	MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech

Skills set:

1. Fresher or having experience up to 2 years can apply.
2. Candidates should have zeal and attitude to learn new things.
3. Ready to work in extended hours.
4. Acquaint with all new technology and its application.
5. Candidates must have good command over Communication and English language.
6. Candidates must have quality of self-learner, sense of ownership and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Officer

Academics / HR / Administration / IT / Exam / Accreditation / Student Support /
International Student Support

under

University Central Office

The direct recruitment to the post of officer for various sections of the Ganpat University and its constituent institutes shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Section	Qualification
Academics/ Administration	MBA with Marketing
Human Resource	MBA (HR) / MHRD / MHRM
International Student Support / Student Support Services	MBA in Marketing/HR/IB
Exam / Accreditation	MBA, MCA, B. Tech
IT (Information Technology)	MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech

- Preference will be given to the candidates having minimum 5 years relevant experience of working in the University / Institute.

Skills set:

1. Candidates should have zeal and attitude to learn new things.
2. Ready to work in extended hours.
3. Acquaint with all new technology and its application.
4. Candidates must have good command over Communication and English language.
5. Candidates must have quality of self-learner, sense of ownership and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY
Qualification & Eligibility Criteria

Assistant Registrar

Academics / HR / Administration / IT / Exam / Accreditation / Student Support /
International Student Support
under

University Central Office

The direct recruitment to the post of Assistant Registrar – Academics / HR / Administration / IT / Exam / Accreditation / Student Support / International Student Support at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Section	Qualification
Academics / Administration	MBA with Marketing
Human Resource	MBA (HR) / MHRD / MHRM
International Student Support / Student Support Services	MBA in Marketing/HR/IB
Exam/Accreditation	MBA, MCA, B. Tech.
IT (Information Technology)	MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech

- Preference will be given to the candidates having minimum 10 years relevant experience of working in the University / Institute.

Skills set:

1. Well coordination & execution skill.
2. Accuracy in working style.
3. Good communicator.
4. Good in drafting letter & e-communication.
5. Well versed & knowledge of all kind of guidelines/policies of University
6. Able to do multitask at a time.
7. Workaholic & supportive by nature.
8. Able to complete work in deadlines.
9. Strong follow-up on assigned work till completion.
10. Ready to work in extended hours

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Deputy Registrar

Academics / HR / Administration / IT / Exam / Accreditation / Student Support /
International Student Support
under

University Central Office

The direct recruitment to the post of Deputy Registrar – Academics / HR / Administration / IT / Exam / Accreditation / Student Support / International Student Support at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Section	Qualification
Academics / Administration	MBA with Marketing
Human Resource	MBA (HR) / MHRD / MHRM
International Student Support / Student Support Services	MBA in Marketing/HR/IB
Exam/Accreditation	MBA, MCA, B. Tech.
IT (Information Technology)	MBA (IT)/ MBA (ERP)/ MCA/ M. Sc (IT)/ M. Tech/ B. Tech

- Preference will be given to the candidates having minimum 10 to 15 years relevant experience in University / Institute.

Skills set:

1. Well coordination & execution skill.
2. Accuracy in working style.
3. Good communicator.
4. Good in drafting letter & e-communication.
5. Well versed & knowledge of all kind of guidelines/policies of University
6. Able to do multitask at a time.
7. Workaholic & supportive by nature.
8. Able to complete work in deadlines.
9. Strong follow-up on assigned work till completion.
10. Ready to work in extended hours

For Competent candidate qualification, criteria may be relaxed



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Chief Technology Officer/ Sr. Technology Officer under **University Central Office**

The direct recruitment to the post of Chief Technology Officer/Sr. Technology Officer at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Designation	Qualification
Chief Technology Officer	Master Degree with Computer Science and Engineering preferably M.Tech (CE/IT/CSE) with Minimum fifteen years work experience in software engineering and IT, out of which at least five years as Systems Analyst.
Sr. Technology Officer	Master Degree with Computer Science and Engineering preferably M.Tech (CE/IT/CSE) with Minimum Ten years work experience in software engineering and IT, out of which at least five years as Systems Analyst

- Preference will be given to the candidates having relevant industry experience in University/Institute or Software Services organizations on the capacity of leading IT related services of entire organization.

Skills set:

1. Managing the University's overall technology roadmap, overseeing the process of implementing new technologies, maintaining networks, and securing data.
2. Knowledge of emerging technology & e – solutions to enable the University to be the workload technology driven university.
3. Agile and enthusiastic to accomplish goals.
4. Good Team builder / Mentor to create extraordinary team.
5. Visionary & Proactive in sensing opportunities & Challenges.
6. Extraordinary beginner to break through deals of mutual benefits with partners & service providers.
7. Implementing new technologies and decide which of them best align with the University's Goal.
8. Effective Oral and Written communicator.
9. Meet deadlines & extends beyond work hours.

For Competent candidate qualification, criteria may be relaxed



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Account Officer
under
University Central Office

The direct recruitment to the post of Account Officer at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Minimum Qualification:

1. Chartered Accountant OR Master's degree in Commerce with Accountancy subject with at least 55% of the marks.
2. Basic Knowledge of computer.
3. Adequate knowledge of English and Hindi and working knowledge of Gujarati.

Experience:

At least 7 to 10 years relevant experience preferably in University / Institute.

Skills set:

1. Well coordination & execution skill.
2. Accuracy in working style.
3. Good communicator.
4. Good in drafting letter & e-communication.
5. Well versed & knowledge of all kind of guidelines/policies of University
6. Able to do multitask at a time.
7. Workaholic & supportive by nature.
8. Able to complete work in deadlines.
9. Strong follow-up on assigned work till completion.
10. Ready to work in extended hours

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Director – International Alliance
under
University Central Office

The direct recruitment to the post of Director – International Alliance at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Minimum Qualification and Eligibility Criteria:

1. Master's Degree in any discipline from a recognized University/Institute with relevant experience.
2. Candidates are expected to have excellent communication and interpersonal skills and must have an intimate knowledge of the higher education landscape in India and internationally.
3. Preference would be given for candidates from top universities / institutes with global exposure handling a large volume of students
4. At least 15 to 20 years of experience wherein minimum 5 to 10 years of experience of handling international alliance & affairs with a reputed University / Higher Educational Institution.

Skills set:

1. Experience in International Relations
2. Leadership qualities along with the Administrative Skills
3. candidates should possess cross-cultural competence and the ability to work effectively with individuals from diverse backgrounds
4. Candidates should have excellent international network and the ability to build relationships with international partners.
5. Proficiency in English is essential, Additional proficiency in other languages can be advantageous.
6. Have sharp understanding on international collaboration on various models.
7. Excellent negotiation and networking skill.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Director – Student Affairs

under

University Central Office

The direct recruitment to the post of Director – **Student Affair** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Minimum Qualification and Eligibility Criteria:

1. Master's Degree in any discipline from a recognized University/Institute with relevant experience.
2. Candidates are expected to have excellent communication and interpersonal skills and must have an intimate knowledge of the higher education landscape in India and internationally.
3. Preference would be given for candidates from top universities / institutes with global exposure handling a large volume of students.
4. At least 15 to 20 years of experience wherein minimum 5 to 10 years of experience of handling student affairs & services with a reputed University / Higher Educational Institution.

Skills set:

1. Experience in Student Affairs & Support services.
2. Leadership qualities along with Administrative Skills.
3. candidates should possess cross-cultural competence and the ability to work effectively with individuals from diverse backgrounds.
4. Proficiency in English is essential, Additional proficiency in other languages can be advantageous.
5. Excellent negotiation and networking skills.

For Competent candidate qualification, criteria may be relaxed.

Job Description :

1. S/he shall be responsible for providing all students' support & services needed by the students studying at Ganpat University with aim to make their teaching learning experience as memorable.
2. S/he shall extend support for On Campus Job Placements/ Job Announcement and other related to placemat related activities.

3. S/he shall extend all support to alumni, existing & prospective students.
4. S/he shall assist University authorities in forming student support system policies.
5. S/he shall coordinate with all departments of University and Institutes to serve the student/Alumni requirements.
6. S/he shall continuously coordinate with all the Principals/Heads of the constituent colleges/institutes of the University through the office of Associate Dean, Students Support to resolve any issues/concern raised by the students with regard to student affairs as well as to sense further needs of the students.
7. S/he shall responsible to prepare Standard Operating Procedure (SOP) Manuals with regard to flawless operations of all students' affairs.
8. S/he shall work with keeping high spirit of Student First Policy.
9. S/he shall responsible to improve the experience of stay at hostel by regular inspection on Quality of Food, Water, Hygiene & Cleanliness, Furniture in good working condition, Maintain Disciplines & Manners, Creating Nuisance Free Environment, etc..
10. S/he shall, based on Students' data, propose facility to the concern authority through the office of Associate Dean, Students Supports to improve and enhance student's supports & services.
11. S/he shall proposed routes of all transportation vehicles based on student's data. He/she shall be in continuous contact to transportation service providers to resolve and transportations related issues in proactive manner.
12. S/he shall take care that students keep themselves away from Chewing tobacco, Smoking Cigarettes, other Prohibited Drinks and substances by regularly checking nearby shops, hostel, canteen and shopping center through discipline committee members.
13. S/he shall be responsible to give confidential report of all manpower working for student supports & services to the University through the office of Associate Dean, Student Supports & Services.
14. Developing systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making.
15. Work on annual Budget for the department and manage spending in a manner that develops policies regarding student life program development.
16. S/he will supervise various campus programmes and serving as a liaison between college administrators and student organizations, such as a student government, clubs and societies on campus.

This list is an indicative not exhaustive, other duties may be assigned by the competent authority from time to time.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Director – Campus Security & Surveillance
under
University Central Office

The direct recruitment to the post of Director – **Campus Security & Surveillance** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Minimum Qualification and Eligibility Criteria:

1. Master's Degree in any discipline from a recognized University/Institute with relevant experience.
2. Candidates are expected to have excellent communication and interpersonal skills and must have an intimate knowledge of the higher education landscape in India.
3. Preference would be given to candidates from top universities / institutes with global exposure handling campus security & surveillance.
4. At least 15 to 20 years of experience wherein minimum 5 to 10 years of experience of handling Safety, Security & surveillance matters with a reputed University / Higher Educational Institution.

Skills set:

1. Experience in handling campus security & surveillance
2. Ex – Defence (Retired Commissioned Officers)
3. Leadership qualities along with the Administrative Skills
4. candidates should possess cross-cultural competence and the ability to work effectively with individuals from diverse backgrounds.

For Competent candidate qualification, criteria may be relaxed.

Job Description :

1. Shall be responsible for safety and security of the entire Campus.
2. Well versed with all the SOPs for security of the entire Campus with an aim to have peaceful, secure and safe living within the Campus.
3. Responsible to restrict unauthorized entry inside the campus.
4. Keep watch all vehicle not to allow unauthorized movement of University's property outside of the campus.
5. Maintain attendance record of all third party security staff deployed at campus.
6. Take rounds at regular intervals of all security points for proper security & surveillance even during night time also.

7. Responsible to remain proactive to prevent nuisances of consumption of substances like tobacco, alcohol and other intoxicate prohibited substance inside the campus.
8. Responsible to have digital vigilance system properly functional i.e. CCTV Camera, Face Recognition machine, digital authorized gate access etc.
9. Responsible to readily extend your services during any contingency or emergency situation like Covid-19 to protect and safeguard the entire campus.
10. Responsible to strengthen and upgrade night vigilance and security with the help of technology and manned surveillance.
11. Responsible to look after the training and upbringing of security DoGs with utmost care and sensitivity.
12. Responsible to look after all infrastructure, equipment, tools, gadgets etc. provided under the control of security & surveillance team.
13. To train all security staff members to perform their duties up to the mark.
14. To put entire campus into surveillance with the help of latest technology and deploying security personnel.
15. Responsible to train security staff to handle any contingent situation with utmost precision.
16. To identify point to deploy security personnel in manner so minimum staff cover entire campus without compromising security of the campus.
17. To monitor entire security system and help university to develop & implement safety and security standards.
18. To strengthen existing visitor management system and vehicle management system.
19. To visit every hostel/s at regular interval to prevent unauthorized access, theft and other acts.
20. Responsible for liaison with local police, IB, Narcotics department and other relevant departments as and when needed.
21. Responsible to take extra care for the deployment of security personnel at the time of events, functions in the University to maintain and manage crowd to avoid untowards incident.
22. Responsible for the correspondence and other works with security agency.

This list is an indicative not exhaustive, other duties may be assigned by the competent authority from time to time.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Director – Cultural & Performing Arts
under
University Central Office

The direct recruitment to the post of Director – **Cultural & Performing Arts** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Ganpat University is seeking a dynamic and experienced individual for the position of Director - Cultural and Performing Arts. The successful candidate will be responsible for developing and overseeing the cultural and performing arts programs, events, and initiatives at the university. The Director will play a pivotal role in promoting creativity, talent, and cultural diversity among students, faculty, and the wider community.

Minimum Qualification and Eligibility Criteria:

1. Master's Degree in any discipline from a recognized University/Institute with relevant experience.
2. Master's degree in a relevant field (e.g., Fine Arts, Performing Arts, Arts Management, Cultural Studies).
3. Proven experience in a leadership role within the cultural and performing arts sector, preferably in an educational setting.
4. Strong understanding of various forms of performing arts, cultural trends, and event management.
5. Excellent organizational, communication, and interpersonal skills.
6. Ability to collaborate effectively with diverse stakeholders, including students, faculty, and external partners.
7. Experience in budget management and resource allocation for cultural programs.

Job Description :

1. Shall be responsible for safety and security of the entire Campus.
2. Develop and implement a strategic vision for the cultural and performing arts department in alignment with the university's mission and values.
3. Plan, organize, and execute cultural events, performing arts showcases, and related programs to enhance the cultural vibrancy of the university community.
4. Collaborate with faculty, students, and external partners to identify and support artistic talent, ensuring a diverse range of cultural activities on campus.

5. Manage the budget for cultural and performing arts programs, ensuring efficient allocation of resources to achieve program goals.
6. Foster partnerships with local and national cultural organizations, artists, and performers to enhance the university's cultural offerings.
7. Provide leadership and mentorship to staff and students involved in cultural and performing arts activities.
8. Oversee the maintenance and scheduling of cultural and performing arts facilities on campus.
9. Develop marketing strategies to promote cultural events and programs, both within the university community and to external audiences.

This list is an indicative not exhaustive, other duties may be assigned by the competent authority from time to time.



Qualification & Eligibility Criteria

Start-Up and Incubation Centre

under

University Central Office

The direct recruitment to the post of Sr. Manager / Manager / Asst. Manager / Executive – **Start-Up and Incubation Centre** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Essential Qualification & Eligibility Criteria

Position	Educational Criteria	Experience
Sr. Manager	Any Master's Degree holder	Having 10 - 15 yrs. of relevant experience.
Manager		Having 08 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 10 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Essential Additional Qualification & Eligibility Criteria

1. Master's Degree holder from recognize University from Technology / Science / Pharmacy / Management / Computer Application.
2. Experience in the areas like Product Design & Development, Patent Filing, Technology Transfer & other IPR related activities, Innovations, Incubations, Entrepreneurships and Start-ups, Funded Research Projects, Other R&D activities.
3. Having hands on experience of incubation center at University / Institute or himself/herself have experience of starting own business or startups or personally owning or operating a commercial venture.

Skill Set:

1. Strong understanding of local, national and global Start-up ecosystems
2. Adequate knowledge of IPR policies and patent filing
3. Knowledge of creation of Infrastructure, Policies, Processes and Frameworks for Incubation and Start-ups
4. Should have carried out Research Projects through fundraising
5. Knowledge of business plan development, strategic partnership, market analysis and company registrations
6. Knowledge of SSI/MSME registration
7. Strong communicative and analytical skills
8. Should possess administrative, managerial and leadership skills
9. Ability to work independently and provide vision to the incubate companies and Start-ups
10. Ready to work on extended hours
11. Sense of ownership and willing to do better

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Centre for Entrepreneurship (CE) Sr. Manager / Manager / Asst. Manager / Executive under University Central Office

The direct recruitment to the post of Sr. Manager / Manager / Asst. Manager / Executive –**Centre for Entrepreneurship** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Essential Qualification & Eligibility Criteria

Position	Educational Criteria	Experience
Sr. Manager	Any Master's Degree holder	Having 10 - 15 yrs. of relevant experience.
Manager		Having 08 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 10 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Essential Additional Qualification & Eligibility Criteria

1. Master's Degree holder from recognize University from Technology / Science / Pharmacy / Management / Computer Application.
2. Experience in the areas like Product Design & Development, Patent Filing, Technology Transfer & other IPR related activities, Innovations, Incubations, Entrepreneurships and Start-ups, Funded Research Projects, Other R&D activities.
3. Having hands on experience of Incubation/Entrepreneurship center at University / Institute or himself/herself have experience of starting own business or startups or personally owing or operating a commercial venture.

Skill Set:

1. Strong understanding of local, national and global Start-up/ Entrepreneurship ecosystems
2. Adequate knowledge of IPR policies and patent filing
3. Knowledge of creation of Infrastructure, Policies, Processes and Frameworks for Incubation and Start-ups and Entrepreneurship
4. Should have carried out Research Projects through fund raising
5. Knowledge of business plan development, strategic partnership, market analysis and company registrations
6. Knowledge of SSI/MSME registration
7. Strong communicative and analytical skills
8. Should possess administrative, managerial and leadership skills
9. Ability to work independently and provide vision to the incubate companies and Start-ups
10. Ready to work on extended hours
11. Sense of ownership and willing to do better

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Digital Marketing

Sr. Manager / Manager / Asst. Manager / Executive

under

University Central Office

The direct recruitment to the post of **Sr. Manager / Manager / Asst. Manager / Executive - Digital Marketing** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Sr. Manager	Any Master's Degree holder	Having 10 - 15 yrs. of relevant experience.
Manager		Having 08 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 10 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Other Essential Qualification:

1. Candidate with MBA (Digital Marketing/Sales) degree shall be given preference.
2. Candidates from reputed institution with less number of experience may also apply.
3. Candidates with extraordinary hands-on experience with latest tools with less experience may also apply

Desirable:

1. Proven working experience in digital marketing
2. Demonstrable experience leading and managing SEO/SEM, marketing database, email, social media and/or display advertising campaigns
1. Highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform and motivate
2. Experience in optimizing landing pages and user funnels
3. Experience with A/B and multivariate experiments
4. Solid knowledge of website analytics tools (e.g., Google Analytics, NetInsight, Omniture, WebTrends)
5. Working knowledge of ad serving tools (e.g., DART, Atlas)
6. Skill of Content Writing
7. Experience in setting up and optimizing Google Adwords campaigns
8. Working knowledge of HTML, CSS, and JavaScript development and constraints

Skills set:

1. Ability to build Strong & Mass Networking
2. Update with all the latest Digital Marketing tools/ features.

3. Innovative & Creative thoughts in executing digital presentation.
4. Good communication skill
5. Ready to work in extended hours
6. Must have quality of self-learner, sense of ownership and believer in to do best

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Content Writing

Sr. Manager / Manager / Asst. Manager / Executive

under

University Central Office

The direct recruitment to the post of Sr. Manager / Manager / Asst. Manager / Executive - **Content Writing** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Sr. Manager	M.E with English	Having 10 - 15 yrs. of relevant experience.
Manager		Having 08 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 10 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Other Essential Qualification:

1. Candidate with ME (English) degree shall be given preference.
2. Candidates from reputed institution with less number of experience may also apply.
3. Candidates with extraordinary hands-on experience with latest tools with less experience may also apply

Skills set:

1. Excellent command over English language
2. Ability to convey message / communication as effectively as intended
3. Quick and adept in writing speeches & messages for events / programs / function on behalf of leaders
4. Ability to write blogs and content for websites
5. Skilful in effective communication and Content Writing
6. Self-motivated in creative writing
7. Ready to work in extended hours



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Graphics Design

Sr. Manager, Manager, Asst. Manager, Executive

under

University Central Office

The direct recruitment to the post of Sr. Manager, Manager, Asst. Manager, and Executive for Graphics Design at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Sr. Manager	B. Tech. / B.Sc. / BCA / Diploma or Certificate course in Graphic Design	Having 10 - 15 yrs. of relevant experience.
Manager		Having 08 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 10 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Other Essential Criteria

1. Candidate with good command on Graphic Design with less exp. can also apply.
2. Candidates should have zeal and attitude to learn new things
3. Ready to work in extended hours
4. Acquaint with all new technology and its application in graphic design.
5. Candidates must have quality of out of box thinking in design, creativity in and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Media & PR Head/ Sr. Manager under University Central Office

The direct recruitment to the post of **Head/ Sr. Manager - Media & PR** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria

1. Candidates having Master Degree in Mass Communication, Public Relations, Journalism or equivalent degree
2. A) Candidates having minimum 15 to 20 years' experience in which 5 years on higher position is required for Head Position.
B) Candidates having minimum 10 to 15 years' experience is required for Sr. Manager Position.

Skills set:

1. Candidates must have good command over Communication and English language.
2. Candidates must have strong relationship & networking within the field of Media.
3. Candidates must aware about various new technologies in Media industry.
4. Candidates must have good command over operating Ms. Office like, PowerPoint, Excel etc. And other Computer/ IT tools.
5. Ready to work in extended hours.
6. Candidates must have good command over writing press note and other drafting for any kind of public communication.
7. Candidates must have quality of self-learner, sense of ownership and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Assistant Librarian

under

various constituent institutes of the University

The direct recruitment to the post of librarian for various constituent institutes of the Ganpat University and its constituent institutes shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

➤ Assistant Librarian

Qualification and Eligibility Criteria:

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant.

For Competent candidate qualification, criteria may be relaxed



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

At Placement Department **Senior Manager, Manager, Officer & Counsellor** under **University Central Office**

The direct recruitment to the post of Senior Manager, Manager & Officer for Placement Dep. at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Preference shall be given to the candidates having Experience in Education domain.

Position	Educational Criteria	Experience
Sr. Manager	Any Master Degree	Having 10 - 15 yrs. of relevant experience.
Manager		Having 07 - 10 yrs. of relevant experience.
Officer		Having 05 - 07 yrs. of relevant experience.
Counsellor	Any Graduate	Having 02 - 05 yrs. of relevant experience.

Skills set:

1. Excellent Communication Skills (oral / written)
2. Ability to create and build reciprocal relation with all stake holders
3. Good industry connects
4. Possess enough understanding of the job
5. Extra-ordinary convincing power
6. Possess proper attitude for work life
7. Ready to work in extended hours
8. Must have quality of self-learner, sense of ownership and believer in to do best

For Competent candidate qualification, criteria may be relaxed.



Qualification & Eligibility Criteria

For International / Regional Admission

Sr. Manager / Manager

under

University Central Office

The direct recruitment to the post of Chairperson at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Sr. Manager	Any Master Degree	Having 10 - 15 yrs. of relevant experience.
Manager		Having 07 - 10 yrs. of relevant experience.

Skills set:

1. Excellent Communication Skills (oral / written)
2. Excellent interpersonal, and communication skills to interact effectively with students and external contacts
3. Comfortable with travelling
4. Impressive Presentation Skills
5. Able to understand recipient need and present accordingly
6. Ready to work in extended hours
7. Must have quality of self-learner, sense of ownership and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Regional representative offices for Alliance & Admissions – GUNI's regional Office
under

University Central Office

The direct recruitment to the post of Sr. Manager, Manager, Assistant Manager and Executive at regional representative offices in Maharashtra, Rajasthan, Karnataka & Delhi shall be based on merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Qualification	Experience
Senior Manager	Master Degree (Preferably MBA)	Having 10 - 15 yrs. of relevant experience.
Manager		Having 07 - 10 yrs. of relevant experience.
Assistant Manager		Having 05 - 07 yrs. of relevant experience.
Executive		Having 02 - 05 yrs. of relevant experience.

Skills set:

1. Excellent interpersonal, and communication skills
2. Comfortable with travelling
3. Impressive Presentation Skills
4. Able to understand recipient need and present accordingly
5. Ready to work in extended hours
6. Must have quality of self-learner, sense of ownership and believer in to do best
7. Attention to detail, empathy, and inclusive approach.
8. Excellent professional knowledge.
9. Excellent written and verbal communication skills.
10. Well verse with MS office, CRM, etc.
11. Charismatic in developing relations & Meeting new people.
12. Processes business intelligence,
13. Instinct to sense business development.

For Competent candidate qualification, criteria may be relaxed.

Roles and Responsibilities

- To create compatible business environment for the University and its constituent institutes at given state / zone / regional area.
- Developing business includes enhancing admissions in uniquely developed programs, identifying industry partners to offer industry linked programs, finding prospect of placing final placement & internship for students, promoting expertise of university through earning consultancy, minor / major project, training at industries, government & private agencies, establishing strong connects with reputed organizations and successful individuals, establish alumni chapter and many more to continuously participate towards accomplishing vision & mission of the University.
- To continuously gather business intelligence imperative to develop favorable business environment at given state / zone / regional area.
- To tirelessly pursue multifaceted goals by tapping untouched business markets at given state / zone / regional area.
- To try unique and tailor-made approaches to unwrap new avenues and target groups.
- To sense uniqueness of the given state / zone / regional area and cater the needs as far as education, skill enhancement, research, consultancy, projects etc. is concerned.
- Generated leads are required to further discuss with concerned individuals at the University / Institute for further clarification and pinning up.
- To generate business of minimum 1 crore annually and subsequently enhance min 5 crore in 3 years' time including tangible and intangible value.
- To continuously discuss planning component with your reporting authority for optimization of energy, time, other resources and opportunities.
- To create adequate documents of all activities for records and further reference in future.
- Have access of and prepare data base of target groups i.e. prospective students & their parents, companies, private agencies, government offices, experts, channel partners, schools & academies, alumni etc.
- To actively connect all alumni belong from the region and increase their engagement through periodic alumni meets, events, talks & seminars on their interest, receiving support for university/institute business development etc.
- Invest extensive efforts for various collaboration & partnership through affirmative ways & means with industry/corporate, Pvt. Agencies & Govt. departments.
- Keep updating yourself with all possible development shaping place at the university & it's constituent institute to be more reliable & reasonably optimistic as a GUNI representative to develop business further in association with external stakeholders.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY
Qualification & Eligibility Criteria
For Hospitality
Manager / Asst. Manager / Executive
under
University Central Office

The direct recruitment to the post of **Manager / Asst. Manager / Executive – Hospitality** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Manager	Any Master's Degree holder	Having 07 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 07 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Other Essential Qualification:

1. Candidate having experience in 3 stars or above category hotel with less number of experience may apply.
2. Candidates having done Master / Bachelor degree from reputed institute with less number of experience may apply.

Skill Set:

1. Able to set Standard Operating Procedures (SOPs)
2. Solid understanding of hospitality procedures and best practices
3. Humbled nature and likeliness for cleanliness & hygiene
4. Knowledge of preparing best Gujarati, South Indian and other food dishes
5. Skilled in articulating food dishes in most attractive manner
6. Ready to work on extended hours
7. Sense of ownership and willing to do better .

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

**For Housekeeping
Manager / Asst. Manager / Executive
under
University Central Office**

The direct recruitment to the post of **Manager / Asst. Manager / Executive – Housekeeping** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Manager	Any Diploma / Bachelor / Master degree	Having 07 - 10 yrs. of relevant experience.
Asst. Manager		Having 05 - 07 yrs. of relevant experience.
Executive		Having 03 - 05 yrs. of relevant experience.

Other Essential Qualification:

1. Any Diploma / Bachelor / Master Degree with relevant experience.
2. Candidate having experience in university setup with less number of experience of housekeeping management may also apply.

Skill Set:

1. Good understanding of housekeeping procedures and best practices
2. Polite and humbled personality
3. Knowledge of waste management
4. Able to handle team of housekeeping staff
5. Ready to work on extended hours
6. Sense of ownership and willing to do better

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

**For Campus Facility Management
Head**

under

University Central Office

The direct recruitment to the post of **Head – Campus Facility Management** at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

1. M. Tech. / B. Tech. / Diploma with minimum 15-20 years of experience wherein minimum 5 years of experience at Managerial and/or above position.
2. Preference will be given to candidates having handled civil works at University level along with having managed physical facilities.
3. Candidates from reputed institute with less experience may also apply.
4. Expansion of current and Execution of large scale project
5. Maintenance and Up gradation of existing facility keeping with global standards
6. Implementation of safety norms for academic, housing and other support infrastructure as well as for common recreational facility.
7. Developing and Managing of good landscaping projects.
8. Knowledge of best practices and compliance to the standard practice code
9. Development and Documentation of existing and new practices

Skills set:

1. Excellent understanding of civil engineering work with leadership quality
2. Able to manage and control large team along with execution of number of projects at a time
3. Must have quality of self-learner, sense of ownership and able to complete projects on-time
4. Good communication skills
5. Able to do multiple tasks at a time
6. Skilled in managing physical facilities
7. Smart in dealing with contractors / workers to get work done in time and as per planning

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Estate / Civil / Electrical

Sr. Civil Engineer/Sr. Electrical Engineer/ Sr. Maintenance Engineer/
Civil Engineer / Electrical Engineer/Maintenance Engineer /Trainee
Under

University Central Office

The direct recruitment to the post of Sr. Civil Engineer/Sr. Electrical Engineer/ Sr. Maintenance Engineer/Civil Engineer / Electrical Engineer/Maintenance Engineer /Trainee for Estate / Civil / Electrical department at the Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Qualification & Eligibility Criteria:

Position	Educational Criteria	Experience
Sr. Civil / Electrical / Maintenance Engineer	Diploma/ B. Tech. / M.Tech in Civil / Electrical Engineering	Having 10 - 15 yrs. of relevant experience.
Civil / Electrical / Maintenance Engineer		Having 05 - 10 yrs. of relevant experience.
Trainee		Fresher

Other Essential Criteria

1. Extensively work of Civil Projects having dealt with laborers.
2. Understanding of all kinds of materials used in construction.
3. Ability to complete field projects in time.
4. Candidates must have good command over Communication and English language.
5. Candidates must have quality of self-learner, sense of ownership and believer in to do best.

For Competent candidate qualification, criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For

Homoeopathic Care & Hospital

The direct recruitment for the Homoeopathic Collegiate Hospital Staff shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Sr. No.	Cadre	Qualification & Experience
1	Medical Superintendent	ESSENTIAL QUALIFICATION: (a) A Post Graduate Degree qualification in Homoeopathy included in Second Schedule of Homoeopathy Central Council Act, 1973. (b) Having at least 16 years professional standing including two years' Experience as Senior Medical Officer in a Homoeopathic Hospital/Homoeopathic Collegiate Hospital. DESIRABLE QUALIFICATION: (a) Having Qualification in Hospital Administration from Govt. recognised institution. (N.B.:- The Principal shall be the Medical Superintendent of Homoeopathic Collegiate Hospital. However if under any exceptional circumstances the charge of the post of Medical Superintendent is not given to the Principal than a person fulfilling above prescribed qualifications can be appointed on said post.)
2	Senior Medical Officer	ESSENTIAL QUALIFICATION: (a) A recognized Degree in Homoeopathy, included in the Second Schedule of Homoeopathy Central Council Act, 1973. (b) 5 years experience as a Medical Officer in a Homoeopathic Collegiate Hospital / Homoeopathic Hospital.
3	Residential Medical Officer	Desirable :- Having one year experience as House Physician in a recognised Homoeopathic hospital after obtaining regular registration from a State Board of Homoeopathy. (N.B.:- He/She shall be treated on duty round the clock and be provided with rent free residential accommodation with in the premises of the hospital.)
4	Medical Officer	Essential Qualification A recognized Degree in Homoeopathy, included in the Second Schedule of Homoeopathy Central Council Act, 1973. Desirable :- Having one year experience as a House Physician in a recognised Homoeopathic Hospital.
5	House Physician(Tenure Post of One Year)	Essential Qualification Holding a degree in Homoeopathy, included in Second Schedule of Homoeopathy Central Council Act, 1973 and having regular registration from a State Board of Homoeopathy. Provided that the post of house physician (resident) in permitted post graduate center shall not be separately required as PG student in the First Year of M.D. (Hom.) Courses shall be doing house job compulsorily. Age: Not more 35 years on the last date of receipt of application for the post

For Competent candidate eligibility criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Physician, Gynecologist, Pharmacist

under

Health Care Centre

The direct recruitment to the post of Physician, Gynecologist, Pharmacist under GUNI – Health Care Centre shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Sr. No.	Designation	Qualification & Experience
1	Physician	MBBS / MD in concerned department recognized by the MCI/NMC
2	Gynecologist	Post graduate medical degree in concerned department recognized by the MCI/NMC
3	Pharmacist	Graduate in Pharmacy with relevant Experience

For Competent candidate eligibility criteria may be relaxed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Male / Female Nurse

under

Health Care Centre

The direct recruitment to the post of Nurse under GUNI – Health Care Centre shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Sr. No.	Cadre	Qualification & Experience
1	Nurse	Male/Female Candidate with B.Sc Nursing / B. Sc (Post Certificate) / Post Basic B.Sc Nursing / Diploma in GNM from Indian Nursing Council recognized institute or university with minimum 2 Yrs. experience.

Other Essential Criteria:

1. Restores and promotes patient's health by completing the nursing process.
2. Collaborates with physicians and multidisciplinary team members.
3. Provides physical and psychological support to patients, friends, and families.
4. Resolves patient problems and needs by utilizing multidisciplinary team strategies.
5. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
6. Documents patient care services by charting in patient and department records.
7. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; and evaluating new equipment and techniques.
8. Maintains nursing supplies inventory by checking stock to determine inventory level.
9. Contributes to team effort by accomplishing related results as needed.



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

For Assistant, Lab Assistant, Field Assistant, Attendant/Messenger
under
Faculty of Agriculture (FoA)

The direct recruitment to the post of **Assistant, Lab Assistant, Field Assistant, and Attendant/Messenger** at Ganpat University - Faculty of Agriculture shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

Subject / Branch / Section	Positions	Qualification
Agronomy + Agro-forestry Agricultural Economics Agriculture Statistics Agriculture Extension & Communication / Genetics & Plant Breeding Entomology Horticulture Food Science & Food Technology Soil Science and Agricultural Chemistry + Microbiology, Environmental Sciences, Biochemistry Animal Sciences including Fisheries, Dairy Sciences & poultry units Agriculture Engineering Agro – meteorology Remote Sensing Farm Management Biotechnology and Crop Physiology Agriculture Analytics	- Assistant * - Lab Assistant - Field Assistant - Attendant/Messenger (*Assistant should have computer literacy, accounts and store handling training)	Diploma / Bachelors in the respective subject

Skills Required:

- Ability to organize and prioritize work for timely completion
- Effective communication skills, both verbally and in writing
- Able to easily understand complex instructions
- Able and willing to maintain strict level of confidentiality regarding laboratory results and records
- Excellent computer skills



GANPAT UNIVERSITY

Qualification & Eligibility Criteria

Executive Assistant for Director General, Pro Vice-Chancellors and Executive Registrar.

**Under
University Central Office**

The direct recruitment to the post of Executive Assistant at Ganpat University shall be on the basis of merit through advertisement and selection by the duly constituted Selection Committee.

About the Role:

Ganpat University is seeking a proactive, highly organized, and experienced **Executive Assistant** to support the Director General, Executive Registrar and Pro Vice Chancellor. The ideal candidate will possess excellent communication skills, strong time management abilities, and a high level of discretion and professionalism. This role requires a dynamic individual capable of handling confidential information, managing multiple priorities, and facilitating smooth administrative operations.

Key Responsibilities:

- Manage complex calendars, schedule meetings, and coordinate travel arrangements and reminders for upcoming meetings.
- Prepare and review correspondence, reports, presentations, and other documents.
- Prepare agendas, take meeting minutes, and ensure follow-ups are done on time.
- Maintain effective communication and coordination with internal departments, faculty, staff, and external stakeholders.
- Organize and support high-level meetings, including agenda preparation, minutes documentation, and follow-ups.
- Handle confidential information with integrity and discretion.
- Monitor incoming communications and respond or redirect as appropriate.
- Track deadlines, tasks, and key projects, ensuring timely completion and follow-through.
- Assist in the planning and execution of official university events and engagements.
- Maintain files and records in an organized and accessible manner.
- Handle emails, draft documents, and act as the point of contact for internal and external communications.

Qualification and Requirement:

- Graduate in any discipline (preferably with a specialization in administration or management); a Master's degree is an advantage.
- 5–6 years of proven experience as a Personal Assistant, Executive Assistant, or similar role, preferably in an educational or institutional setup.
- Excellent written and verbal communication skills in English and Hindi/Gujarati.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook) and virtual meeting tools (Zoom, MS Teams, Google Meet).
- Strong organizational and multitasking skills with attention to detail.
- Ability to work independently and as part of a team, with a proactive and problem-solving mindset.
- High level of professionalism and integrity.

Preferred Attributes:

- Familiarity with academic or university environment.
- Strong interpersonal skills and ability to interact with senior leadership.
- Ability to manage sensitive matters and maintain confidentiality.