

ગુજરાત રાજ્યના માહિતી ખાતા દ્વારા પ્રસિદ્ધ થતું રોજગારલક્ષી સાપ્તાહિક

વર્ષ - ૪૦ • તા. ૭મી માર્ચ, ૨૦૧૮ • અંક નં. ૪



# રોજગાર સમાચાર

તંત્રી : નલિન ઉપાધ્યાય

સંપાદક : અરવિંદ આર. પટેલ, પુલક ત્રિવેદી • કાર્યવાહક સંપાદક : આર. આર. તુરી • સહ સંપાદક : મિનેષ ત્રિવેદી, પ્રવિણ સોનારીયા

‘ગુજરાત રોજગાર સમાચાર’નું વાર્ષિક રૂ ૩૦/- છે. લવાજમ માહિતી નિયામકની કચેરી, હિસાબી શાખા, બ્લોક નં. ૧૮/૧, ડૉ. જીવરાજ મહેતા ભવન, ગાંધીનગર-૩૮૨૦૧૦ ઉપરાંત રાજ્યની કોઈપણ કોમ્પ્યુટરાઈઝ પોસ્ટઓફિસમાં લવાજમ (સર્વિસ ચાર્જ સાથે) તથા જિલ્લા ખાતેની માહિતી કચેરીઓએ સ્વીકારવામાં આવે છે. લવાજમ ઉઘરાવવા માટે આ કચેરીએ કોઈ અધિકૃત એજન્ટની નિમણૂક કરી નથી.

વેબસાઈટ : [www.gujaratinformation.net](http://www.gujaratinformation.net)[www.facebook.com/gujaratinformation.official](http://www.facebook.com/gujaratinformation.official)

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## GUJARAT TECHNOLOGICAL UNIVERSITY

### EMPLOYMENT NOTICE

ADVERTISEMENT NO: 01 /2018 Date: 26.02.2018

Last Date: 13/03/2018

Online application from the eligible candidates are invited in prescribed preform for the contractual post of Director(Graduate School of Engineering /Technology), Deputy Director, Computer Programmer, Research Assistant, Administrative Assistant, Project Officer, Network Administrator and Database Administrator . We are looking for dedicated and committed person, who believes in institution building and have a passion for dedication towards administrative excellence and quality.

Number of Posts, Essential Qualification / experience/ pay/ general conditions, application format and other details are mentioned below. The general category candidates are required to pay fee of 250/- through net banking whereas the candidates belonging to SC/ST/WOMAN/PD are exempted from payment of fees.

Last date of applying online is 13/03/2018 (up to 13:00 p.m.). And Last date for submitting the print out of an online application along with all the requisite documents is 20/03/2018.

Sr.	Name of the Post	Specifi- cation	Pay	No. of Post
1	Director(Graduate School of Engineering/ Technology)		37400-67000 + 9000	1
2	Deputy Director		15600-39100+6000	2
3	Computer Programmer	A	Rs.30,000/- Fix per month	7
		B	Rs.35,000/- Fix per month	1
4	Research Assistant		Rs.22,000/- Fix per month	6
5	Administrative Assistant		Rs.22,000/- Fix per month	10
6	Project Officer		Rs.30,000/- Fix per month	2
7	Network Administrator		Rs.25,000/- Fix per month	1
8	Database Administrator		Rs.40,000/- Fix per month	2

Note: No. of post are tentative, it may increase or decrease.

The appointment of above said post are for a period of 11 months (purely on contractual basis).

The Candidates interested to apply for the above posts may apply online and send the printout of online application format along with all the requisite documents, fees etc. to the I/C Registrar, Gujarat Technological University, Nr.Vishwakarma Government Engineering College, Nr.Visat Three Roads, Visat - Gandhinagar Highway, Chandkheda, Ahmedabad - 382424 - Gujarat, with the post applied for clearly super scribed on the envelope by Registered Post/Speed Post or By Hand, latest by 20/03/2018

Sr.No.	Minimum Qualification and Experience
1	Essential Qualifications & Experience: Ph.D. with first class in Master of engineering /Technology. In addition, the candidates should be eminent persons in their fields of specialization with outstanding academic record throughout. candidate

should have 15 years of experience in teaching /research out of which 10 years must be at the level of professor or above in reputed educational institutes/research organizations  
N.B.: The appointment shall be in the scale of Rs. 37400-67000 G.P. 9000/- .However, retired candidates shall be offered Rs. 80000/- fix per month.  
Age: Below 65 years. Pay Band (Rs.): 37400-67000 + 9000 (G.P.).

2 Deputy Director: (Pay Scale Rs. 15600 – 39100 + 6000)  
Essential:  
I. First class in Master's Degree in appropriate branch of Engineering (Eng.) & Technology (Tech.).  
II. Experience: Eight years' experience at supervisory level out of which, at least four years' experience in teaching or research, educational planning or administration, training etc. in central or state government or university OR  
Other Institutions of Higher Education or Autonomous Bodies or PSUs.  
III. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time.  
The following are considered as desirable:  
- Should have qualified Qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/ SET).  
- NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.  
- Teaching, research/industrial and/or professional experience in a reputed Organization.  
- Success in obtaining research grants; Post Ph.D. publications in high impact journals and tier 1 conferences; successful guidance of project work/ dissertation of PG/Research Students or supervising R&D projects in industry.  
- Experience of obtaining patents and working with IPR issues.  
- Experience in Examination work & other administrative duties at a University, since the job requires work in various sections of the university & its Zonal centre. OR  
Essential: First Class Master's Degree in Business Management/ Administration/in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/accredited by the AICTE /UGC. OR  
First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory bodies.  
I. Experience: Eight years' experience at supervisory level out of which, at least four years' experience in Teaching or Research, Educational Planning or Administration, Training etc. in Central or State Government or University or other Institutions of Higher Education or Autonomous Bodies or PSUs.  
II. Passed the examination of CCC+ of DOEACC or of the equivalent level as may be determined by the State Government from time to time.  
The following are considered as desirable:  
Candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by ICAR, University Grant Commission (UGC) Council of Scientific and Industrial Research (CSIR) or similar.

- NET/SLET/SET shall not be required for such Master's Degree Programmes in Disciplines for which NET/SLET/SET accredited test is not conducted.

(અનુસંધાન પાના નંબર ૧ ઉપરનું ચાલુ)

	<ul style="list-style-type: none"> <li>- Teaching, research, industrial and/or professional experience in a reputed organization.</li> <li>- Papers presented at Conferences and/or published in refereed journals.</li> <li>- Preference will be given to the persons with Doctorate Degree and /or published research work with evidence of writing the technical reports.</li> <li>- Experience in Examination work &amp; other administrative duties at a University, since the job requires work in various sections of the university &amp; its Zonal centre.</li> </ul>
3(A)	<p><b>Computer Programmer(A):</b> Essential Qualifications &amp; Experience: Minimum Qualification: First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). Minimum Experience: 2 Years The applicant should have exposure/aptitude in more than one of the following broad areas:</p> <ul style="list-style-type: none"> <li>- Experience in .NET with C# and MS-SQL including ASP.NET</li> <li>- Experience in Computer software &amp; other comparable experience in office automation/ e-governance/ ERP/ Networking.</li> <li>- Experience in Cloud Computing /Exposure on AWS</li> <li>- Knowledge of Network/ Distributed/ Web based applications and their security.</li> <li>- Develop document and conduct technical training sessions for end users.</li> </ul>
3(B)	<p><b>Computer Programmer(B):</b> <b>Essential Qualifications &amp; Experience:</b> Minimum Qualification: First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). Minimum Experience: - 3 Years(Preferred experience at university level) The applicant should have exposure/aptitude in more than one of the following broad areas:</p> <ul style="list-style-type: none"> <li>- Experience in .NET with C# and MS-SQL including ASP.NET</li> <li>- Experience in Computer software &amp; other comparable experience in office automation/ e-governance/ ERP/ Networking.</li> <li>- Experience in Cloud Computing /Exposure on AWS</li> <li>- Knowledge of Network/ Distributed/ Web based applications and their security.</li> <li>- Develop document and conduct technical training sessions for end users.</li> </ul>
4	<p><b>Research Assistant</b> <b>Minimum Qualification and Experience:</b> The candidate must have a B.Tech /B.E. in any stream of Engineering with at least six months work exposure with any Incubator, co-working space or innovation centre. Skills /Additional requirement Preferable: Candidate should have ability to coordinate various innovation and entrepreneurial activities like boot camps, hackathons, start-up conference, and innovation related workshops and lead student initiatives covering innovation and entrepreneurship. Candidate should have self-participated in entrepreneurial activities at any incubator, university incubation systems or arranged by any innovation/entrepreneurship promoting national or state organisation. He/she should have ability to lead large initiatives involving students and academic stakeholders and should have ability to design and lead initiatives. Good communication and interpersonal skills with public outreach capabilities will be in need. Candidates with aptitude of documentation and analytical /research inclination in the field of innovation and start-up would be preferable. Candidate with interest in student entrepreneurship and such initiatives/organisation will be helpful. AGE: Not exceeding 30 years.</p>
5	<p><b>Administrative Assistant:</b> Essential Qualifications &amp; Experience: (I) B.E./M.E./MBA/MCA with first class OR (II) Master's Degree with first class in computers/ IT related any other discipline with good knowledge of creating and managing web-sites and working in a computerized environment. AGE: Not exceeding 35 years.</p>
6	<ul style="list-style-type: none"> <li>- Candidates must have strong inclination towards student start-up initiatives and building start-up ecosystem involving university students, incubators and other actors.</li> <li>- Candidate must have ability to work with multiple stakeholders in the field of innovation and entrepreneurship and lead some of the self-conceived initiatives at GTU.</li> <li>- If candidate would have self-started an enterprise as Student Start-up it would be advantage.</li> <li>- Candidate must have experience and exposure to various kind of student start-up initiatives, activities , policy interventions</li> </ul>

	<ul style="list-style-type: none"> <li>- Candidate should have passion and skill to implement GTU's student start-up policy and related initiatives.</li> <li>- Candidate should have basic idea about innovation and start-up value chain and idea about activities and processes required for a co-working space and incubator.</li> <li>- Candidate should have clear idea about how he/she can build a student start-up network, ecosystem, incentives involving all GTU colleges.</li> </ul>
7	<p><b>Network Administrator:</b> Essential Qualifications &amp; Experience: BCA/PGDCA/Diploma (Computer/IT) MCA/BE-Computer/ BE – IT with at least 3 years of experience as Network Administrator. The candidate is expected to join as team member with focus on networking and planning for different aspects of GTU infrastructure. The applicant should have exposure/aptitude in more than one of the following broad areas:</p> <ul style="list-style-type: none"> <li>• Configure and maintain the organization's internal computer network.</li> <li>• Manage network security tools, e.g., firewall, anti-virus and intrusion detection systems.</li> <li>• Identify, troubleshoot, solve and document network connectivity and performance issues.</li> <li>• Install and support telephones and other networked telecommunication devices.</li> <li>• Monitor network performance and optimize the network for optimal speed and availability.</li> <li>• Install, configure and maintain network hardware, for example, Cisco routers and switches.</li> <li>• Deploy, configure and upgrade network software, such as, enterprise antivirus or diagnostics programs.</li> <li>• Implement and maintain emergency backup and restore systems for mission-critical network servers.</li> <li>• Network administrators regulate user access to sensitive files to protect against internal security breaches.</li> <li>• In smaller companies, network administrators are often responsible for end-user desktop support, and the maintenance of servers and other networked devices.</li> <li>• Candidate having certification related system maintenance / installation or networking will be given preference.</li> </ul>
8	<p><b>Database Administrator:</b> Essential Qualifications &amp; Experience: Minimum Qualification: First Class in B.E. Computer Eng. / Computer Science/ Information Technology, or First Class in MCA/ First Class in M.Sc. (IT). Minimum Experience: 2 Years The applicant should have exposure/aptitude in more than one of the following broad areas:</p> <ul style="list-style-type: none"> <li>- Experience in Ms-SQL Database</li> <li>- Database administrator (DBA) is responsible for the performance, availability, integrity, security, confidentiality and reliability of a database.</li> <li>- Involved in the planning and development of the database as well as troubleshooting any issues on behalf of the users.</li> <li>- Recovery of DB in case of Disaster.</li> <li>- Integration of Databases and centralization of whole university database(s).</li> <li>- Data Migration from different Data sources</li> <li>- Data Extraction through writing SQLs/Procedures etc.</li> <li>- Developing, Managing and testing back-up and recovery plans</li> <li>- Installing and testing new versions of the Data Base Mgt. System.</li> <li>- Managing databases in server / cloud environments.</li> <li>- Candidate having certification in related area will be given preference.</li> </ul>

## 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 <http://www.gtu.ac.in/Recruitment.asp>

(આ જાહેરખબર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબસાઈટ જોવા વિનંતી.)

# ARMY RECRUITMENT RALLY AT RAJKOT

THE RECRUITMENT PROCESS IS COMPLETELY FAIR AND TRANSPARENT.

ANY TOUTING ACTIVITIES NOTICED SHOULD BE REPORTED IMMEDIATELY

- ◆ An Army Recruitment Rally for enrolment of eligible male candidates who are domicile of Jamnagar, Rajkot, Morbi, Surendranagar, Amreli, Bhavnagar, Devbhumi Dwarka, Junagadh, Kutch, Gir Somnath, Porbandar, Botad and Diu (UT) of Saurashtra & Kutch region of Gujarat State will be held at Saurashtra University Sports Complex, University Road, Rajkot from 26 Apr 2018 – 05 May 2018. The screening will be carried out for the following categories:-
  - (a) Soldier General duty (GD).
  - (b) Soldier Tradesman (10TH Pass) (Tdn).
  - (c) Soldier Tradesman (8th Pass) (Tdn)
  - (d) Soldier Clerk/Store Keeper (Clk/SKT).
  - (e) Soldier Technical (Technical Arms).
  - (f) Soldier Technical (Aviation and Ammunition Examiner).
  - (g) Soldier Technical (Nursing Assistant (Army Medical Corps)).
  - (h) Soldier Technical Dresser (Remount Veterinary Corps).
- ◆ Selection for Para and Para (SF). Sol GD candidates who secure 100% marks in Physical Fitness Test (PFT) and more than 50% marks in written examination will be considered for selection. A separate screening board will select volunteer Sol GD candidates before dispatch.
- ◆ Online Registration and Admit Cards. All eligible candidates desirous of participating in the rally should register online and apply on the website [www.joinindianarmy.nic.in](http://www.joinindianarmy.nic.in) from 25 Feb 2018 to 10 Apr 2018. It is essential to mention Aadhar Card details in online application. Admit card can be downloaded by the candidates online after 12 Apr 2018. Admit card will be sent to candidates on their email ID only. Candidates having valid admit card only will be allowed to participate in the rally. Candidates are advised to come fully prepared to the Rally for appearing in running test, physical fitness tests and physical measurement tests. All candidates to report to Saurashtra University Sports Complex, University Road, Rajkot rally site on designated days by 0200 hours (AM).
- ◆ QR for Various Categories for Recruitment in Army.

Category	Age&	Education Qualification	Min HT	Min WT	Min Chest
Sol GD	17 ½ to 21 Yrs	SSC Pass with 45% Marks in aggregate and should have secured minimum 33% in each subject. For candidates having higher education qualifications (XII class or higher), no percentage will be applicable.	168 CMS	50 KG	77/82 CMS
Sol Tech	17 ½ to 23 Yrs	10+2/Intermediate Exam in Science with Physics, Chemistry, Maths and English as compulsory subjects with minimum 50% marks in aggregate and 40% marks in each subject	167 CMS	50 KG	76/81 CMS
Sol Tech (Avn/Amn)	17 ½ to 23 Yrs	10+2/Intermediate Exam in Science with English, Maths, Physics and Chemistry as compulsory subjects with a minimum 50% marks in aggregate and should have secured minimum 40% marks in each subject OR 3 yrs diploma in Engineering (Mech, Elect, Electronics, Auto Mobiles/ Computer Science from a recognized Polytechnic /Institute).	167 CMS	50 KG	76/81 CMS
Sol Tech (NA/Dresser)	17 ½ to 23 Yrs	Should have secured 40% in compulsory subjects (Physics, Chemistry, English and Biology) and 50% in aggregate in CI XII. In case of a graduate having B.Sc Degree (Botany/ Zoology/Bio Science) and English (Simple Pass), the stipulation of percentage in CL XII is waived off. However, the candidate should have studied all the four specified subjects in CI XII also.	167 CMS	50 KG	77/82 CMS
Sol Tdn, All Trades (Except House Keeper and Mess Keeper)	17 ½ to 23 Yrs	Minimum 10th class simple pass.	168 CMS	48 KG	76/81 CMS
Sol Tdn House Keeper and Mess Keeper	17 ½ to 23 Yrs	Minimum 8th class pass.	168 CMS	48 KG	76/81 CMS
Sol Clk/SKT	17 ½ to 23 Yrs	(a) Should have secured 50% in each subject and 60% in aggregate in CI XII. Should have studied English and Maths/ Accts/Book Keeping in CL X or CL XII. (b) Even if a candidate is graduate or has a higher qualification, percentage marks secured in class XII would be applicable towards his eligibility.	162 CMS	50 KG	77/82 CMS

\*Age will be calculated as on 01 Oct 2018.

- ◆ Physical Standards for Outsider Sanctions. Physical Standards for candidates granted outsider sanction will be as per their place of domicile
- ◆ Physical Fitness Test (PFT). The following PFT carrying 100 marks will be carried out the rally site:-
  - (a) 1.6 Km Run for all cats:-
    - (i) Upto 05 Min 30 Sec Group – I - 60 Marks
    - (ii) Upto 05 Min 31 Sec to 45 Sec Group - II - 48 Marks
  - (b) Pull Ups :-
    - (i) 10 - 40 Marks
    - (ii) 9 - 33 Marks
    - (iii) 8 - 27 Marks
    - (iv) 7 - 21 Marks
    - (v) 6 - 16 Marks
  - (c) Zigzag Balance . Should qualify and no marks are awarded.
  - (d) 9 Feet Ditch. Should qualify and no marks are awarded.

The Candidates Must Bring the following Documents in Original and Also Two Sets Attested Photocopies with them.

  - (a) SSC/HSC mark sheet and Board certificate/provisional board certificate.
  - (b) School Leaving Certificate.
  - (c) 8th pass mark sheet duly countersigned by District Education Officer.
  - (d) Higher education certificate, if any.
  - (e) Residential proof certificate from Sarpanch/municipal councilor (Latest, not older than two month).
  - (f) Character certificate from educational institution.
  - (g) Caste certificates of SC/ST duly signed by Executive/Mamlatdar and OBC/General caste certificate duly signed by village Sarpanch/Municipal Cooperator.
  - (h) NCC certificate holders.

(આ જાહેરખબર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબસાઈટ જોવા વિનંતી.)

# ટાઈમ મેનેજમેન્ટ- કારકિર્દીમાં સમય પાલન અને સમય પ્રબંધનનું મહત્વ

જેને આપણે ગુજરાતીમાં ટાઈમ મેનેજમેન્ટ તરીકે વધુ સારી રીતે ઓળખીએ છીએ, તે સમય પાલનના મહત્વનો આપણને ડગલેને ડગલે અનુભવ થતો રહે છે. સારી કારકિર્દી પસંદ કરતા પહેલા, કારકિર્દી દરમિયાન અને સારી કારકિર્દી બની ગયા પછી પણ જીવનમાં ડગલે ને ડગલે સમય પાલન અને ટાઈમ મેનેજમેન્ટના મહત્વનો આપણને અનુભવ થતો રહે છે. ટાઈમ મેનેજમેન્ટનું મહત્વ આપણે સારી રીતે સમજતા હોવા છતાં એ વાત પણ ચોક્કસ છે કે તેનું પાલન બહુ ઓછા લોકો કરી શકે છે. સમય પાલનના અભાવે તમે ગમે તેટલા વહેલા ઉઠો કે આખી રાત જાગતા રહો પરંતુ તમારું કામ અને તમારી કારકિર્દી સંતોષકારક રહી શકશે નહિ.

આપણામાંથી મોટા ભાગના લોકો - સવારે સાડા પાંચ કે છ વાગ્યે ઉઠવા માટે ઘડિયાળ કે મોબાઈલમાં એલાર્મ લગાવે છે. સાડા છ વાગ્યે ઉઠી ગયા પછી પ્રાતઃ કાર્ય, ચા- નાસ્તો અને ઉપર-છલ્લું અખબાર જોઈને કામ ઉપર ભાગીએ છીએ. આ ભાગદોડમાં હવે મોબાઈલ-માં રાત દરમિયાન આવેલા મેસેજ અને વોટ્સએપ જોવાનું એક કામ ઓર વધું છે.

પરંતુ આ ભાગદોડમાં આપણે જે ભૂલી જઈએ છીએ તે છે આપણી શારીરિક ફીટનેશ, આરોગ્ય સંબંધિત બાબતો- જેને આપણે કદી નહિ આવનારી કાલ ઉપર ઠેલતા રહીએ છીએ. જો તમારી દિનચર્યાની શરૂઆત પણ લગભગ આવાજ પ્રકારની છે તો- માની લેવાનું કે તમે પણ સમય પ્રબંધનનું દબાણ અનુભવો છો. આ બધાથી શું ફાયદો - તેના કરતા શું નુકશાન તે વિષે પહેલા વિચારવું જોઈએ.

સમય પ્રબંધનના અભાવે સૌ પ્રથમ તો સમયનો ખોટો બગાડ- કે વ્યય થાય છે. તેનાથી પૈસા અને ધનનું નુકશાન થાય છે. સૌથી મહત્વની વાત કે તેનાથી તમારી શારીરિક અને માનસિક સ્થિતિ નબળી પડે છે અને તેની અસર તમારી કારકિર્દી પર પડે છે. તમારી રોજબરોજની કામગીરીમાં સારા સમય પ્રબંધનથી તમારી કાર્ય ક્ષમતા વધે છે અને માનસિક તનાવ ઓછો કરવામાં મદદ મળે છે.

## સમય પ્રબંધન શું છે?

સમય પ્રબંધન - ટાઈમ મેનેજમેન્ટ એટલે તમારી કાર્ય ક્ષમતા વધારવા અને કાર્યનું વધુ સારું પરિણામ મેળવવા નિશ્ચિત કામ કે કાર્ય ઉપર લાગનાર સમયની અંદર જ જે તે કાર્ય પર કરવાની કામગીરી કે પ્રક્રિયા- જે વ્યક્તિએ પોતાની સ્વયંશિસ્ત વડે કરવાની હોય છે.

## ખરાબ સમય પાલનના કારણો :

આત્મનિરીક્ષણ અને કાર્ય ઉપર નજર રાખવાની યોગ્યતા સમય પાલન અને સમય પ્રબંધનમાં મહત્વપૂર્ણ ભૂમિકા ભજવે છે. જેના વગર રોજ બરોજના કામોમાં મોટી અવ્યવસ્થા સર્જાય છે.

## શ્રેષ્ઠ કે કાર્ય પૂર્ણ કરવાનું જનુન:

ઘણી વખત આપણે કોઈ કામમાં પૂર્ણતા પ્રાપ્ત કરવા માટે નાના મોટા અસંગત કામોમાં મોટો સમય બરબાદ કરીએ છીએ. કરવું તો પૂરું કરવું નહીતો ન કરવું, વર્કહોલીઝમ, ભવિષ્યની ચિંતા, કાર્યમાં વિલંબ વગેરે બાબતો - કાર્ય પૂર્ણ કરવાનું જનુન ધરાવતી વ્યક્તિના લક્ષણો છે. જેનું ખરાબ સમય પ્રબંધનમાં મોટું યોગદાન છે.

## ના પડવાની અસમર્થતા:

આપણા હાથ ઉપર કેટલા કામો છે તેને સૌ પ્રથમ ઓળખવા જોઈએ. એક નિશ્ચિત મર્યાદાથી વધુ કાર્ય હાથ ઉપર નહિ લેવા માટે ના પડવાની આપણી તૈયારી હોવી જોઈએ. આવા સમયે નવા કામ માટે હા પાડી દેવાની ટેવ આપણને માનસિક તણાવમાં ધકેલી દે છે. જેનાથી આપણું ધ્યાન પણ ઓછા મહત્વપૂર્ણ કાર્ય તરફ ખેંચાય છે.

## અનિશ્ચિતતા :

સાચા અને ઝડપી નિર્ણય લેવાની શક્તિની ખામી પણ આપણો મોટો સમય બરબાદ કરવામાં ભાગ ભજવે છે.

## કામગીરીની યોગ્ય વહેંચણીનો અભાવ :

યોગ્ય અને પ્રભાવશાળી રીતે કાર્યની વહેંચણી

નહિ કરવાને કારણે અને સક્ષમ વ્યક્તિને યોગ્ય કાર્ય નહિ સોંપવાને કારણે આપણા કાર્યમાં સમયનો બગાડ થાય છે. જે પણ ખરાબ સમય પ્રબંધનનો એક ભાગ છે.

## દીરજની ઉણપ:

અનેક એવા કાર્યો હોય છે જેમાં વ્યક્તિ પાસે એક થી વધુ એવી કુશળતા હોવી જરૂરી હોય છે. ક્યારેક એવું પણ બને છે કે એક સાથે અનેક કાર્યો હાથ ઉપર લેવાથી વ્યક્તિનું ધૈર્ય તૂટી જાય છે- જેને કરને કોઈ પણ કાર્ય કુશળતાપૂર્વક અને પ્રભાવી રીતે પૂર્ણ કરી શકાતું નથી.

## વિકલ્પો અને લક્ષ્ય વચ્ચે તાલમેલ:

કોઈપણ કાર્ય ની સિધ્ધી માટે અનેક વિકલ્પો અને અનેક લક્ષ્યો રાખવા પણ અંતરાય રૂપ સાબિત થાય છે. આથી એક સ્વીકાર્ય સમય મર્યાદાની અંદર શ્રેષ્ઠ વિકલ્પ અને શ્રેષ્ઠ લક્ષ્યને પસંદ કરવું વધુ હિતાવહ છે.

## મનોવેજ્ઞાનિક:

એવું કહેવાય છે કે આપણા મગજની બાહ્ય રચના સમય પ્રબંધન માટે અત્યંત મહત્વપૂર્ણ ભૂમિકા ભજવે છે. કેમકે આપણા મગજનો આ ભાગ મગજ સાથે સંકળાયેલા અનેક કાર્યો સંભાળે છે. જેમાં આવેગ નિયંત્રણ, કોઈપણ બાબતોનું આયોજન, મગજના અન્ય ભાગોમાંથી ઉત્પન્ન ઉત્તેજનાઓ ને ઓછી કરી નિયંત્રિત કરવાનું કાર્ય વગેરે તે સંભાળે છે. આમ મગજની બાહ્ય રચનામાં કોઈપણ પ્રકારની સમસ્યાથી વ્યક્તિની કામ ટાળવાની વૃત્તિ સતત વધતી જાય છે અને તેને કરને સમય પાલન નબળું સાબિત થાય છે.

# ફેરિયર ઓપ્શન

## આત્મવિશ્વાસની ખામી:

ક્યારેક આપણે એવું માનીને ચાલતા હોઈએ છીએ કે આપણામાં કોઈ ચોક્કસ પ્રકારના કૌશલ્યની ખામી છે. જેને કરણે આપણે આપણા પોતાના ઉપર વિશ્વાસ કરવાનું બંધ કરી દઈએ છીએ, અને કાર્યોને પુરા કરવાથી દુર ભાગીએ છીએ. તેનાથી સમયની બરબાદી થાય છે અને સમય પાલન નબળું બને છે.

## મૂલ્યાંકનની ચિંતા:

ક્યારેક બીજા લોકો કેવું વિચારશે- અથવા બીજા લોકો ઉપર આપણો પ્રભાવ ઉભો કરવા માટે પણ મગજ ઉપર એટલું દબાણ વધે છે કે તેનાથી આપણું કાર્ય વિલંબમાં પડે છે.

અસરકારક સમય પાલન કે ટાઈમ મેનેજમેન્ટ માટેની ટેકનીક:

## ખાલી સમય -નેટ-વર્કિંગ માટેનું ટાઈમ ટેબલ.:

આ મુદ્દો આજના સમયમાં ખુબજ મહત્વ પૂર્ણ છે. આજના ઈન્ટર-નેટ ના યુગમાં તમામ વય જૂથના લોકો પોતાનો ફાજલ સમય મોબાઈલ ઉપર ખાસ કરીને સોશિયલ મીડિયા ઉપર પસાર કરે છે. મોબાઈલ ફોન ઉપર મિત્રો સાથે સંપર્કમાં રહેવા માટે એક કલાકનો સમય ઘણો કહી શકાય- તેનાથી વધુ સમય મોબાઈલ- સોશિયલ મીડિયાને આપવો જોઈએ નહીં. મિત્રો માટેનો આ રોજનો એક કલાકનો સમય તમારો અંગત સમય કહી શકાય- તેને તમે ૩૦ મીનીટના બે ભાગમાં કે ૨૦ મીનીટના ત્રણ ભાગમાં પણ ઉપયોગ કરી શકો છો. ફેસબુક અને વોટ્સ એપ નો ઉપયોગ કરનારા લોકોએ આ પ્રકારના લેખોનું વાંચન પણ કરતું રહેવું જોઈએ.

## GTD- ગેટીંગ થિંગ્સ ડન- એટલે કે કાર્ય પૂર્ણ કરવું:

આ પરિસ્થિતિમાં આપણા મગજને એવા તમામ કાર્યોથી મુક્ત કરવું જરૂરી હોય છે -જેને આપણે પૂર્ણ કરવાના હોય છે. આ માટે વધુ વિચાર કાર્ય વગર કાર્યના વાસ્તવિક સંચાલન ઉપર ધ્યાન કેન્દ્રિત કરવું જરૂરી છે. આવા કામોને કોઈ નોટ કે ડાયરીમાં નોંધી લો અને તેને દિમાગમાં નહિ રાખો જેથી દિમાગનો ઉપયોગ બીજા ક્યાં

કાર્યો કરી શકાય તેમ છે, તેના ઉપર કરી શકાય.

## પોમોડોરો- ટાઈમર ટેકનીક:

આ ટેકનીક માં ૨૫ મીનીટના સમય પછી કાર્યને રોકવા માટે ખાસ ટાઈમર મુકવામાં આવે છે, તેને કાર્યમાં અવરોધ નહિ પણ પોમોડોર ટેકનીક કહે છે. કાર્યની વચ્ચે આ પ્રકારનો ઠહેરાવ વ્યક્તિની માનસિક યોગ્યતામાં સુધાર લાવી શકે છે. આ ટેકનીકનો નીચે પ્રમાણે ઉપયોગ કરી શકાય.

સૌ પ્રથમ જે કાર્ય કરવાનું છે તેનો નિર્ણય કરવો.

પોમોડોર- ટાઈમરને ૨૫ મિનીટ ઉપર સેટ કરો.

ટાઈમરની ઘંટડી વાગે ત્યાં સુધી તમે કામ ઉપર વ્યસ્ત રહો.

ટાઈમર બાદ એક નાનો ૫ મીનીટનો વિરામ લો.

દર એક કલાકે પોમોડોર એક લાંબો બ્રેક લે છે- ૧૫ થી ૨૦ મિનીટ.

## પી.ઓ.એસ.ઈ.સી. પદ્ધતિ:

સૌપ્રથમ સમયની અગ્રતાઓ નક્કી કરો અને જીવનને તેના લક્ષ્યો સાથે પરિભાષિત કરો.

ચીજોને નિયમિત રીતે વ્યવસ્થિત કરો.

જે કાર્યો કરવાના છે તેને ક્રમબદ્ધ સૂચિમાં ગોઠવો.

કાર્યોને એવી રીતે નિર્ધારિત કરો કે જેને કરવાના છે કે કરવા પડશે- કાર્યોમાં થયેલા વિલંબ કે સામાજિક દબાણ ઉપર ધ્યાન નહિ આપો.

સામાજિક જવાબદારીના કેટલાક કાર્યો ઉપર ધ્યાન આપીને તેમાં યોગદાન આપો જેથી તેવા કાર્યો અલગથી કરી શકાય.

## ક ખ ગ વિશ્લેષણ:

કાર્યો અને કામગીરી- નીચે પ્રમાણે તેના મહત્વ અને અર્જન્સીને આધારે નક્કી કરો.

ક- જે કાર્ય અત્યંત આવશ્યક છે.

ખ- એવું કાર્ય જે મહત્વપૂર્ણ છે, પરંતુ આવશ્યક નથી.

ગ- એવું કાર્ય - જે આવશ્યક પણ નથી અને મહત્વ પૂર્ણ પણ નથી.

## પરેટો વિશ્લેષણ :

આ ટેકનીક - ૮૦-૨૦ ના નિયમ ઉપર આધારિત છે. આ ટેકનીકનો કાર્યને બે ભાગોમાં વહેંચવા માટે ઉપયોગ કરાય છે. તેમાં આવું માનવામાં આવે છે કે ૮૦ ટકા કાર્યને ૨૦ ટકા સમયમાં પૂર્ણ કરી શકાય છે. બાકીનું ૨૦ ટકા કાર્ય ૮૦ ટકા સમય લેશે. પ્રથમ કક્ષામાં આવતા કાર્યને પહેલી પ્રાથમિકતા આપવી જોઈએ.

## ટાઈમ બોર્કિંગ:

ટાઈમ બોર્કિંગ ટેકનીક માં આપવામાં આવેલા કાર્યને કરવા માટે ઉપલબ્ધ સમય નિર્ધારિત કરવામાં આવે છે. અને તેને આધારે આ કામને તેના માટે નિર્ધારિત કરાયેલા સમયમાં પૂર્ણ કરવાનો પ્રયાસ કરવામાં આવે છે. આ પદ્ધતિ કામ ટાળવાની પ્રવૃત્તિથી વિરુદ્ધ ખુબજ પ્રભાવશાળી ટેકનીક છે. તેમાં આપણને એ બાબતો ઉપર વધુ ફોકસ કરવાની ફરજ પડે છે, જે વધુ મહત્વપૂર્ણ છે. તેમાં આપણે આપણી પ્રતીબદ્ધતાઓ અને જવાબદારીઓ વચ્ચેના ખાલી સમય દરમિયાન પણ કાર્ય કરી શકીએ છીએ.

## નિષ્કર્ષ:

સમયને સોનું ગણવામાં આવે છે. જેનો ખુબજ વિવેકપૂર્ણ ઉપયોગ કરવાનો હોય છે. વીતી ગયેલો સમય પાછો આવતો નથી, માટે આપણે આપણા સમય પ્રબંધન દ્વારા આપણો શારીરિક, માનસિક, અધ્યાત્મિક, સામાજિક અને આર્થિક વિકાસ કરી શકીએ છીએ. કારકિર્દીના કોઈપણ તબક્કે આપણે થોડું રોકાઈને - આત્મનિરીક્ષણ કરીને સમય પાલન અને સમય પ્રબંધન અપનાવું જોઈએ. જેથી આપણે કારકિર્દીમાં ટોચનું સ્થાન પ્રાપ્ત કરી શકીએ.

**AIR INDIA****REQUIREMENT - EXPERIENCED CABINCREW  
(ONFIXEDTERM ENGAGEMENT)**

Air India Limited is looking for Bright, Energetic and Unmarried Indian Nationals with Pleasing Personality to be engaged as Male/Female Cabin Crew for its Northern Region, Delhi and Western Region, Mumbai for the following vacancies on a fixed term engagement basis, for an initial period of five years and to maintain a wait list for future requirements:

**DETAILS OF VACANCIES:****NORTHERN REGION, DELHI**

Gender	No. of vacancies				
	SC	ST	OBC	GEN	TOTAL
Male	11	17	87	35	150
Female	01	04	126	169	300
			<b>Total</b>		<b>450</b>

**WESTERN REGION, MUMBAI**

Gender	No. of vacancies				
	SC	ST	OBC	GEN	TOTAL
Male	-	01	05	07	13
Female	-	01	17	19	37
			<b>Total</b>		<b>50</b>

**ENGAGEMENT)****ELIGIBILITY CRITERIA (AS ON 12.03.2018): -****A. AGE :**

{Between 18 and 35 Years}

**B. MINIMUM EDUCATIONAL QUALIFICATION:**

10+2 from a Government recognized Board/ University

**EXPERIENCE:**

Must be presently working as Cabin Crew in a scheduled airline with minimum one year of experience as Cabin Crew and having a valid SEP for Airbus or Boeing family aircraft, as on the last date of receipt of application.

However, in case of candidates working in a foreign airline and meeting the other laid down parameters of eligibility criteria, in place of SEP, candidates may produce alternate document.

**C. MARITAL STATUS: Unmarried****D. PHYSICAL AND MEDICAL STANDARDS****1. HEIGHT:**

Female - Minimum 160 cms

Male - Minimum 172 cms

{Relaxation of 2.5 cms for SC/ST candidates & those from North East states & hilly states (Subject to domicile proof/Caste Certificate)}

**2. BMI:**

(Body Mass Index): as specified in CAR issued by DGCA

Female: Between 18 to 22

Male : Between 18 to 25

Formula for calculating BMI =  $\frac{\text{Weight in Kgs}}{\text{Height in meters} \times \text{Height in meters}}$

{Relaxable upto 5 years in case of SC/ST and 3 years in case of OBC} categories}

**3. Vision:** - Near Vision: N/5 in better eye and N/6 in worst eye.

-Distant vision: 6/6 in one eye & 6/9 in another eye

-Spectacles not allowed.

-Contact lenses up to + 2D permitted

Note: Please note that candidates, who have undergone Lasik surgery for correction of eyesight, will be considered provided they have undergone surgery prior to six months from the last date of submission of on-line application ie 12.03.2018.

**4. Colour Vision :** Normal on Ishihara/Tokyo Medical College (TMC) Chart.**5. Speech :** Clear speech, no stammering, lisping. Command of the English/Hindi language should be with clear understandable accent.**F. LANGUAGE :** Fluency in English and Hindi.**SELECTION PROCESS**

Candidates who fulfill the above eligibility criteria for the post of Experienced Cabin Crew will be required to register themselves online and eligible candidates would be required to appear for a Medical examination with regard to Height and BMI at the Test Centre in the morning and those who would be declared eligible on the medical parameters would be required to appear for a Written Test to be held on 18.03.2018. The Time and Venue will be intimated in due course.

**HOW TO APPLY**

Interested candidates, who fulfill the above requirements, will be required to apply ONLINE (ONLY).

Candidates who wish to apply, are advised to log on to the Career Page of our Website www.airindia.in and fill in the Online Application Format.

Before applying ONLINE, please ensure that the candidate is ready with the following documents/information:-

**i) A valid e-mail ID**

ii) A DIGITAL/SCANNED Passport-size Photograph (Size 10 KB to 35 KB ONLY) in JPG/JPEG format

iii) A Medical Certificate from a MBBS Doctor stating therein Height in Centimeters (Cms), Weight in Kilograms (Kgs) and Body Mass Index (BMI) Vision and Colour Vision. The details with regard to Physical Standards, Doctor's name & Registration Number of the Doctor will be required while filling the Online Application Form. Candidates will be required to bring the said Medical Certificate in original. A Format of Medical Certificate is also available on this Website for facilitation of the candidates.

iv) Candidates using contact lenses will be required to bring a Certificate from an Ophthalmologist indicating therein the power of lenses as the same will be required while filling the Online Application Form. Candidates, who have undergone Lasik surgery for correction of eyesight, will be required to bring a Certificate from an Ophthalmologist/supporting documents indicating therein the date on which, they have undergone Lasik surgery as the same will be required while filling the Online Application Form. Such candidates will be required to bring the said Medical Certificate/s in original at the time of appearing for Selection Process.

v) A non-refundable Demand Draft for Rs.1000/- (Rupees One Thousand only) in favour of AIR INDIA LIMITED, payable at Delhi/Mumbai(as per Region applied for). It may be noted that incase a candidate does not meet the medical eligible criteria and declared 'UNFIT', the Demand Draft will not be returned.

Candidates would be required to fill the details of Demand Draft on-line and submit the same at the time of written test (Not applicable for SC/ST candidates) alongwith the duly signed print out of the Application Form.

vi) For SC/ST/OBC candidates only - Caste Certificate details - such as date of issuance and issuing authority. (Candidates belonging to OBC categories must be in possession of caste certificate in the prescribed proforma issued by the appropriate authority for Central Government employment.)

Note: All correspondence would be made ONLINE with the candidates. The eligible candidates on being declared successful in the written test would be required to bring photocopies of testimonials in support of their Date of birth, Qualification, Experience, Caste, domicile and Medical Certificate(s) along with Originals.

Candidates, who fulfill the above eligibility criteria and are employed in Government/ Semi Government/Public Sector Undertakings, may also apply Online. Such candidates will be required to bring a "No Objection Certificate" from their employer at the time of appearing for selection exercise.

**NOTE:**

(1) Please note that the candidature of Cabin Crew presently working with any of the subsidiaries Companies of Air India Ltd as Cabin Crew will not be considered.

(2) No Physical Application will be entertained under any circumstances.

(આ જાહેરખબર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબ-સાઈટ જોવા વિનંતી.)

# RAILCOACHFACTORY(KAPURTHALA)

Notice No.A-112018 Dated 17.02.2017

## 01. Engagement of Act Apprentices for training under the Apprenticeship Act.1961.

On line applications are invited in the prescribed format for engagement of 195 Act-Apprentices for imparting training in Technical Training Centre, Rail Coach Factory (Kapurthala) under the Apprenticeship Act,1961, for the following trades. The eligible candidates can register their applications online on the prescribed proforma on the authorized website www.rcf.indianrailways.gov.in of Rail Coach Factory, Kapurthala. On 19.03.2018 up to 1700 hours. On 19.03.2018, after 1700 hours, this will be a liberal measure.

S.No	Trades	No of Seats.						
		UR	SC	ST	OBC	Total	PWD	Ex.SM
01	Fitter	28	08	04	15	55	02	02
02	Welder (G&E)	25	09	04	13	50	02	02
03	Machinist	09	02	01	05	17	01	01
04	Painter (G)	05	01	01	02	09	--	--
05	Carpenter	09	02	01	04	16	--	--
06	Mechanic (Motor Vehicle)	03	01	00	02	06	--	--
07	Electrician	14	04	02	08	28	01	01
08	Electronic Mechanic	02	01	00	01	04	--	--
09	AC& Ref. Mechanic	05	02	01	02	10	--	--
<b>Total</b>		<b>100</b>	<b>29</b>	<b>14</b>	<b>52</b>	<b>195</b>	<b>06</b>	<b>06</b>

### MODE OF SELECTION:-

- Selection will be on the basis of merit list prepared of all candidates who apply against the notification. The merit list will be prepared for the purpose on the basis of percentage of marks in matriculation (with minimum 50% of aggregate marks)+ ITI marks in the trade in which apprenticeship is to be done. The panel will be on the basis of simple average of marks in the matriculation and ITI. For the purpose of calculation of percentage of matriculation, marks obtained by the candidates in all subjects will be reckoned and not on the basis of marks of any subject or a group of subjects. For the purpose of calculation of percentage of ITI marks, marks mentioned in the provisional/final certificate will be reckoned.
- In case of two candidates having the same marks, the candidates with older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.
- A final merit list will be prepared trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate, as stated above.
- Candidates finally enlisted would be subject to verification of original testimonials and being found fit in appropriate medical examination by RCF Hospital Authorities.

During submission of ONLINE application, a Registration number will be issued to each applicant. Candidates are advised to preserve/ note their Registration Number for further stage of recruitment process/ correspondence with RCF/Kapurthala.

When the prescribed number of persons belonging either to the Scheduled Caste or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Caste or the Scheduled Tribes. Similarly, the seats remaining unfilled by OBC candidates be filled by unreserved category.

### ELIGIBILITY CONDITIONS:

- The candidates should have completed 15 years of age and should not have completed 24 years of age as on 17.02.2018.
- Upper age limit is relaxable by 05 years in case of SC/ST candidates and 03 years in case of OBC candidates.
- For Persons with Disability, upper age limit is relaxable by 10 years.
- Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Defence Forces plus 03 years, provided they have put in minimum of 06 months services at a stretch, except Ex-servicemen who have already joined the Govt. service on Civil side after availing the servicemen status for the purpose of their engagement. However, regardless of community, Ex-servicemen will be considered against the Ex-servicemen quota, if available. If UR vacancies are not available then only Ex-servicemen belonging to those particular community where vacancies are available will be considered

against the Ex-servicemen quota.

- The candidates who want to avail the benefit of reservation of SC/ST, must produce his/her Caste certificate issued by appropriate authority at the time of Document Verification. Similarly the candidate who want to avail the benefit of reservation of OBC, must produce Caste certificate and Non-Creamy Layer certificate issued by appropriate authority at the time of Document Verification.

The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel, must produce Discharge certificate and in case of children of Exservicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as the case may be) of his/her parents at the time of document verification.

### PHYSICALLY HADICAPPED PERSONS AND EX-SERVICEMEN:

3% of total seats are reserved each for Physically Handicapped persons and Ex-servicemen, their children and children of armed force personnel.

- Person with Disability (PWD) who wants to avail the benefit of reservation must produce a disability certificate issued by a competent authority (i.e. Medical Board duly constituted by the Central or State Government).
- Other than above mentioned Persons with Disabilities (PWD) candidates should not apply as PWD, and, they will not be eligible for such concessions/facilities.

### MINIMUM EDUCATIONAL QUALIFICATION

- The Candidates must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks, in aggregate, from recognized Board and also possess National Trade Certificate in the notified trade issued by the National Council for Vocational Training.
- Procedure for calculating %age of marks where cumulative grade point average (CGPA) is applicable.  
Suppose a candidate has got CGPA 7.4, First he will Multiply 7.4 with 9.5 and his %age will come as 70.3% (i.e.7.4 x 9.5).  
Then in Column "Maximum marks in Xth Class" He/She should fill 1000 marks.  
Similarly, in Column "Marks obtained in Xth Class" He/She will put 700 marks.  
When marks obtained by candidate in matriculation are 70% & in ITI are 80% then the % age of both the examination will be (70+80)/2=75%.

### PAYMENT OF FEES

The eligible candidates may apply online on the prescribed proforma on the authorized website www.rcf.indianrailways.gov.in of Rail Coach Factory, Kapurthala upto 17.00 hours on 19.03.2018. Only non-refundable fee in the shape of Bank Demand Draft /Indian Postal Order of Rs.100/- payable in favour of A& CAO/RCF/Kapurthala must reach in the office of General Manager (P), Rail Coach Factory, Kapurthala -144602 on or before 19.03.2018 (17.00 hours). Non-refundable fee i.e. DD/IPO can also be dropped in the box kept in the office of General Manager (P)/RCF/KXH on or before 19.03.2018 (17.00 hours). The Application No. and date must be mentioned on the top of envelope. No fee is required to be paid by SC/ST/PWD/Women candidates.

### HOW TO APPLY:

- Candidates are required to apply ONLINE by visiting www.rcf.indianrailways.gov.in Detailed instruction for filling up ONLINE applications will be available on the website.
- Candidates are required to log on the RCF website www.rcf.indianrailways.gov.in provided for filling ONLINE applications and fill up the personal details/BIO-DATA etc. carefully.

NOTE-I: Candidates should ensure their name, father name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.

NOTE-II: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email SMS which will be treated as deemed to have been read by the candidates

- Candidates trying to submit more than one application with different particulars like Name/Father's name/community/Photo(face)/educational and/ or technical qualifications etc. or with different Email ID/Mobile Number are advised that all such applications will be summarily rejected.
- Candidates have to keep printout of their application. If found eligible, he/she will be called for Document Verification and the print out of Online application is required to be produced at the time of Document Verification.

(આ જાહેરખબર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબસાઈટ જોવા વિનંતી.)

**EMPLOYEES' STATE INSURANCE CORPORATION**

MODEL HOSPITAL BAPUNAGAR, AHM:EDABAD-380024

**Ministry of Labour & Employment, Govt. of India**

Tele: 079-22742681,22773702, Fax.: 079-2741866 Email: ms-bapunagar.gj@csic.in, csic mhb\_05@yahoo.com

**Advt No: 01/2018****WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT OF DCOTORS****Applications are invited for the following positions for which Interview will be conducted 09:30AM onwards as per below schedule:****Senior Resident: For 3 Years (subject to renewal/extension every year)**

Sr. No	Speciality	No. of Vacancy	Date of Interview	Category	Qualification & Experience	Remuneration & Age
1	Medicine	4	22.03.2018	UR-05 OBC-01 SC-01 ST-01	PG Degree/Diploma in concerned speciality from Government recognised universities/ colleges.	Basic Pay Rs. 67700/- in the Level-11 & Index-1 of Pay Matrix (Pre-revised Basic pay Rs. 18750/- (PB-3) with Grade Pay Rs. 6600/-) and allowances applicable under ESIC rules and Scheme of Senior Residency Age Not exceeding 35 years as on interview date. Relaxation for SC, ST & OBC as per rules.
2	Radiology	1	22.03.2018			
3	Surgery	1	23.03.2018			
4	Obs & Gynec	1	23.03.2018			
5	Paediatrics	1	23.03.2018			

**Senior Residents (against vacant post of General Duty Medical Officers for 01 year or till the regular incumbent joins, whichever is earlier)**

Sr. No	Department	No. of Vacancy	Date of Interview	Category	Qualification & Experience	Remuneration & Age
1	Casualty	2	27.03.2018	UR-02 OBC-02 SC-01	PG Degree/Diploma in concerned speciality from recognised university. If such candidates are not available in particular speciality, those without PG qualification having atleast 02 years experience after MBBS, out of which one year Junior Residency in the concerned speciality from a Government Hospital, can be considered.	Basic Pay Rs. 67700/- in the Level-11 & Index-1 of Pay Matrix (Pre-revised Basic pay Rs. 18750/- (PB-3) with Grade Pay Rs. 6600/-) for PG Degree holders (It would be reduced by Rs. 600/- pm for diploma holders and the same will be reduced by Rs. 1210/- pm for non PG candidates) per month plus allowances as per rules admissible time to time Age not exceeding 35 years as on interview date. Relaxation as per rules for SC/ST/OBC
2	Anaesthesia	1				
3	Obs & Gynec	1				
4	Surgery	1				

**How to apply :**

The eligible and desirous candidates with duly filled in application form (Annexure-A) should appear for walk-interview with their application along with original certificates and one set of self attested photocopy of the relevant documents in support of age, qualifications, attempt, Mark Sheet, Degree, MCI/State Registration, Category & Experience certificate etc with two recent passport size photographs. Applicants are advised to report to the office of Medical Superintendent, ESIC Model Hospital, Bapunagar, Ahmedabad (Gujarat) on the dates of interview upto 11:00 AM and any application received thereafter will not be entertained.

**Note :**

- Application Fee:- Rs 300/- in the form of Demand Draft Bankers Cheques payable in favour of 'ESI Fund A/C No. 1' payable at Ahmedabad. SC/ST/PH and Female candidates are exempted from payment of fees.
- The candidate should report at 09:00 AM for verification of documents at Administrative Block (2<sup>nd</sup> Floor) of ESIC Model Hospital, Bapunagar, Ahmedabad.
- No TA/DA shall be paid for attending the interview and joining purpose.
- The selected candidates shall have to pay Rs. 10,000/- (Rs. Ten Thousand only) as Security Deposit and to make an agreement on Rs. 100/- Non Judicial Stamp paper to be purchased by the candidate at the time of joining.
- The competent authority reserves the right to fill up all or not to fill up any post.
- Vacancies are likely to change depending upon actual requirement at the time of interview.

**Terms & Conditions :-**

- The tenure of Senior Residency is for a period of 03 years including any service rendered as SR. earlier on ad-hoc/regular basis in any institution. The appointment will initially for a period of one year, which is extendable for a period of 03 years on an annual basis, subject to satisfactory work and conduct report from Head of Department and as per actual requirement.
- The service will be governed by Residency Scheme and terms & conditions of the agreement.
- Private Practice of any kind will not be allowed.
- Hostel accommodation quarters will not be provided.

(આ જાહેરાત અમર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબસાઈટ જોવા વિનંતી.)

**TOURISM CORPORATION OF GUJARAT LIMITED**BLOCK NO.16/4, 4TH FLOOR, UDYOG BHAVAN,  
SECTOR -11, GANDHINAGAR, 382 010**RECRUITMENT 2018 : PROJECT MANAGEMENT CELL**

Sr No	POSITION	DESCRIPTION	
1	Manager Project	Number of Post Basic Qualification	One B.E.(Civil) from a recognized university M.B.A
		Preferred Qualification Experience	5 years in the relevant field. 2-3 years in the relevant field if M.B.A.
		Age Limit Monthly Emoluments	35 years Rs 25,000/-
2	Dy Manager Project	Number of Post Basic Quali- fication Preferred Qualifica- tion Experience	Two Diploma Civil B.E Civil 5 years in the relevant field. 2-3 years in the relevant field if B.E
		Age Limit Monthly Emoluments	Rs 16,500/-
3	Engineer	Number of Post Basic Qualification	One B.E.(Civil) from a recognized university
		Experience	Minimum 2 years of experience in Civil Engineering Field.
		Age Limit Monthly Emoluments	35 years Rs 25,000/-
4	IT Assistant	Number of Post Basic Qualification Preferred Qualification Experience	One BCA or equivalent MCA Minimum 2 years experience in IT field.
			The experience in the field of software development and website designing would be preferred.
		Age Limit Monthly Emoluments	28 years Rs 20,000/-

Note:

- Kindly fill the form only after going through the Description given above.
- Only Candidates, who are fulfilling the requisite criteria with completed education, are advised to apply online for the relevant post on or before 21/03/2018 till 11.59 p.m.
- Candidates have to submit the scanned copies of the resume, and all the relevant certificate and documents (starting from HSC certificates and mark sheets till last employed experience certificate) with the application through email on recruitment@gujarattourism.com
- Non-refundable application fee of Rs 500/- per application for General category candidates and Rs 200/- per application for OBC category candidates shall be submitted through Demand Draft in favour of "Tourism Corporation of Gujarat Limited, Gandhinagar. SC/ST candidates are exempted from this application fee.
  - The details of the DD shall be mentioned in the form.
  - The DD shall be sent with a letter through post or courier only addressed to "Personnel Manager, HR Branch, Tourism Corporation of Gujarat Limited, Block No.16/4, 4th Floor, Udyog Bhavan, Sector-11 Gandhinagar, 382010 on or before 22/03/2018 at 04.00 pm
  - The letter shall have clearly mentioned information of the name of the post applying for, name of the candidate (exactly as mentioned in the form), DD No, Figure of the DD in

Rupees, Date of DD and name of the bank.

- The name of the candidate and post applied for shall be mentioned clearly on the cover.
  - Application without fees submitted through valid DD would not be considered.
- Applications by post or any other means would not be taken.
  - Equivalent percentage to be filled in the form if the marks are not allotted in the percentage format as per the rules of the University of Examination.
  - Knowledge of Computer is must. Preference would be given to candidate proficient in English and Gujarati.
  - Candidates have to submit the resume, 2 passport size photographs and self attested photocopies of all the relevant certificates/documents and bring the original certificates / documents for verification at the time of Interview.
  - For candidates of OBC and SC/ST category, it is must to send the scanned copy of the caste certificate with the above mentioned documents. Also, bring the self attested copy of the same for submission and the original for verification at the time of Interview.
  - The candidates employed in government would have to provide No Objection Certificate from his/her employer.
  - No transport or accommodation facilities would be provided by TCGL for interview. This should be done by candidate on his own expenses only
  - Any information provided in the Form, at any stage is found to be incorrect or mismatched due to any reasons, the candidate would not be allowed to appear for the interview even if shortlisted.
  - Recruitment will be on purely contractual basis for a period of 11 months extendable on the basis of performance review.
  - The Managing Director, Tourism Corporation of Gujarat Limited has all the Rights to accept or reject the application and also the cancelation of whole Recruitment Process.

(આ જાહેરખબર ફક્ત નિર્દેશ માટે છે વધુ વિગત માટે સંસ્થાની વેબ-સાઈટ જોવા વિનંતી.)