



Children's
RESEARCH UNIVERSITY

Recruitment 2026

**Non-Teaching
Posts on**

**Contractual
Basis**

Non-Teaching Post

Sr. No.	Post	No. of Posts	Eligibility	Salary
1.	Administrative Assistant	01	<ul style="list-style-type: none">Any Bachelor's degree from a recognized University or Certified Company SecretaryAt least 2 years of experience in Administration/Accounts/ Secretarial work, preferably in a junior supervisory post in a University/Government/Public Under taking of repute/Research Institute OR Project Work. Desirable: <ul style="list-style-type: none">A Master's degree from a recognized University or Certified Company SecretaryGood knowledge of computer applications.Knowledge of office management, computer office Application & secretarial practice.Knowledge of English & Gujarati Key Area of Work: <ul style="list-style-type: none">Daily Filling WorkData EntryManagement of Routine Administration workIT Related Work	20,000/- (Fixed per month)
2	Office Assistant	01	<ul style="list-style-type: none">Applicant should possess at least Bachelor's Degree from a recognized University/Institute, proficiency in Gujarati, Hindi and English with minimum speed of 100 w.p.m., proficiency in typing in English, Gujarati and Hindi with minimum speed of 35/30 w.p.m., knowledge of computer applications.Desirable: Proficiency in Gujarati and English & good communication skills.Preferably two years of clerical experience.	12,500/- (Fixed per month)

ગુજરાત રાજ્ય સરકારશ્રીનાં શિક્ષણ વિભાગના ઠરાવ ક્રમાંક : બજટ-૧૨૨૦-ન.બા.૩૪૧-૫૨, તા. ૦૨/૦૬/૨૦૨૧ મુજબ નીચે મુજબની જગ્યા Ph.D. FACILITATION CENTRE માટે ભરવાની થાય છે.

Sr. No.	Post	No. of Posts	Eligibility	Salary
3	Statistical Analyst	01	<ul style="list-style-type: none">Any Master Degree with Statistics/ Mathematics/Allied Subject with 55% marksTwo years' experience in Data Analysis, Coordination, Report Analysis, Conclusion Finding etc.Age: Max. 36 Years Desirable: <ul style="list-style-type: none">Good Command in EnglishComputer Literacy Key Area of Work: <ul style="list-style-type: none">Data Entry, Date Analysis Report, Executive Report, Research Report and other related works.	25,000/- (Fixed per month)

Note:

1. Basic knowledge of Research, Publication and Computer is necessary for both the above posts.
2. Both the above post shall be filled for contract basis. If the performance of is found satisfactory after one month then the contract shall be extended for more months.
3. The reservation in age eligibility shall be based upon the rules of Govt. of Gujarat.
4. Candidates must apply with certificates of qualification, experience, date of birth, and identity. At the interview, candidates should also bring one set of photocopies of these documents.
5. The candidate must complete the attached application form and submit the application with all necessary documents (via Speed Post / Courier /in person).
6. The applicant must Follow the Attached General Conditions & Essential Information.

Walk in Interview:

Date	11/03/2026
Place	Children's Research University, Near Jalaram Temple, Opp. Public Garden, Sector - 29, Gandhinagar, Pin Code- 382030
Time	11:00 am to 03:00 noon

GENERAL CONDITION & ESSENTIAL INFORMATION

1. **The Registration and Interview will be held on 11/03/2026 at 11:00 A.M. To 03:00 noon. Candidates are requested to adhere above schedule for Walk in Interview.**
2. The application form is uploaded on University website and required to bring filled application form with self-attested testimonials, certificates and all supporting documents related the post. Applicant must produce original testimonials, certificates and other documents at the time of interview as mentioned below.

Check list for Documents Verification

Sr. No.	Documents
1.	Aadhar Card
2.	Leaving Certificate
3.	10 th SSC Marksheet
4.	12 th HSC Marksheet
5.	Graduate Marksheet
6.	Graduate Degree Certificate
7.	Post Graduation Marksheet
8.	Post Graduation Degree Certificate
9.	GSET/NET
10.	Ph.D. Notification
11.	Ph.D. Degree Certificate
12.	Experience Certificate
13.	Any Other relevant Documents

1. Applications incomplete in any respect and not accompanied with relevant certificates/documents/photographs/copies or orders etc., as desired or without requisite fee will be summarily rejected. As an application fee you have to get the **Online Payment of Rs. 200/- in favor of Children's Research University QR Cord** during the time of Walk in Interview.



2. The service of candidate be obtained by university for specific months as per requirement of the University.
3. Candidate having Good Knowledge in subject area and having correspondence skills in English, Hindi and Gujarati languages.
4. Candidates are advised to satisfy themselves before applying that they possess essential qualifications laid down in the advertisement.
5. Mere eligibility will not entitle any candidate for being called for interview. Applicants having higher qualification and merit will be given preference.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates must enclose self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their qualifications t of their claim for the post along with the application form.
9. Canvassing in any form will be a disqualification.
10. The service contract may be terminated at any time with one month's prior notice by the university or one month salary may be paid in absence of notice without assigning any reason. The candidate is also required to give one month's advance notice or else deposit one month's salary; in case the candidate is leaving during the contract period.
11. After joining the positions under University, the candidates will have to abide by decisions of compotator authority applicable from time to time. He/She may be assigned any duty within/outside the University depending upon the exigencies of the work.
12. The appointment is purely on contractual basis. It will not give any right for permanent employment.
13. The University reserves the right to fill or not to fill the posts, without assigning any reason and no notice will be issued in this regard.

14. The University shall verify the qualifications and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents/background and have suppressed the said information, his/her services shall be liable to be terminated.
15. The process of selection of above post may be done by conducting written test/Skill Test/Interview or a combination of any two thereof if required.
16. No TA/DA will be paid for attending interview.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/ her agency.
18. Fake/Derecognised Institutions: Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
19. Errors and omissions in notification and selection process are subject to corrections as per the rules and regulations of University
20. The selected candidate will be required to perform duties as per the requirement of University. The University shall assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee has to perform without failing which it is consider as misconduct and service of candidate liable to be terminated.
21. Candidates awarded degrees by Foreign Universities are required to submit Equivalence Certificate issued by Association of India University, New Delhi.
22. Amendments/changes, if any, in the advertisement shall be published only on the University website www.cugujarat.ac.in
23. For any query kindly contact through email recruitment@cugujarat.ac.in

Gandhinagar
Date: 03/03/2026

Registrar
Children's Research University