

Instructions for Recruitment of various posts at Knowledge Consortium of Gujarat on Eleven Month Contractual Basis

Online and Offline Applications are invited in prescribed format for filling up the vacant posts on eleven month contractual basis at Knowledge Consortium of Gujarat, Ahmedabad from eligible candidates and candidates who are in the Final Semester of Graduation/Post Graduation. Eligible Candidates are required to submit and send their application along with necessary documents on or before dt: 12/07/2017 at 18:00 hrs at Knowledge Consortium of Gujarat by registered AD. **Applications submitted in person at KCG will not be acceptable.**

1. Educational Qualifications, Experience, Appointment Period and Age Limit:

Educational Qualifications, Experience, Appointment Period and Age Limit for various posts are as per the Annexure -1. Knowledge of Gujarati Language is mandatory for all posts.

2. Calculation of Merit Marks (Scoring Pattern)

Table-A

Calculation of Merit Marks for Graduate/ Post Graduate and/or Experienced Applicants who have completed Education and have experience:

| Sr. No. | Particulars | Proposed Criteria for calculation of Merit Marks |
|--------------|--|--|
| | | Maximum Marks |
| 1 | <u>Graduation Degree:</u> Calculation Method: (Total Percentage of Graduation * 35)/100 | 35 Marks (on the basis of merit) |
| | <u>Post-Graduation Degree</u> Calculation Method: (Total Percentage of Graduation * 15)/100 | 15 Marks (on the basis of merit) |
| | Experience Marks (Total Years of Experience * 1.5) | 5 Marks |
| 2 | Interview (with Skill test) | 45 Marks (Written Test-Project Work - 15 Marks, Group Discussion-Language Proficiency- 10 Marks, Personal Interview-By the Committee- 20 Marks) |
| Total | | 100 Marks |

Table-B

Calculation of Merit Marks for Candidates who have appeared in the examination of Final Semester and awaiting the result and hopes to pass the examination with confidence in the examination with good merits:

| Sr. No. | Particulars | Maximum Marks |
|----------------|--|---|
| 1 | Graduation (On the basis of all Declared Result before Final/Last Semester) Method of Calculation:(Percentage in Graduation *35)/100 | 35 Marks (on the basis of merit) |
| | Post-Graduation (On the basis of all Declared Result before Final/Last Semester) Method of Calculation:(Percentage in Post-Graduation*20)/100 | 20 Marks (on the basis of merit) |
| 2 | Interview (with Skill test) | 45 Marks (Written Test-Project Work - 15 Marks, Group Discussion- Language Proficiency- 10 Marks, Personal Interview-By the Committee- 20 Marks) |
| Total | | 100 Marks |

The Applicants who possess the Degree of Graduation/Post Graduation will be given priority and preference for all the posts given in the advertisement. If any of the post remains vacant, then only the Applicants who are pursuing the degree and awaiting the results will be taken into consideration after their declaration of the results.

Those students appearing in the examination of graduation/ post-graduation, the merit list will be prepared on the basis of the results of previous semesters and after the declaration of the overall result of the last semester, marks will be added in the merit of the candidate. And After addition of the same, a general Merit List will be prepared. If there is any requirement and any of the post remains vacant, fresher candidates will be called on the basis of Merit list for respective vacant post. Decision of the Chairman of the selection committee for all and any matters will be final and abiding. No objection will be taken into consideration in any ways.

3. Recruitment Procedure:

Merit list will be prepared as per the above criteria and calculation of marks mentioned in Column-1 of **Table-A** and **Table-B**. After preparation of the Merit List, only six times of number of vacancies for respective posts, candidates will be called for further

selection process. Mere applying for the post or called for further selection process does not mean that candidate is selected. The Interview will be conducted minimum for 1 round and maximum to 3 rounds. In this Process of Interview, Analytical Skills, Working with group skills, Presentation Skills, Psycho Analytical Skills, Creative Thinking, Language Proficiency, Critical Thinking, Writing Gujarati/English, and Proficiency in Spoken English etc. will be evaluated and the scores secured by the candidate will be added in the previous merit list and thus the candidate will be selected for respective post. The decision of the Interview Committee will be considered final in all matters. The venue of the Interview will be KCG Office, Ahmedabad.

The candidates fulfilling criteria mentioned in Table-A will be given first priority and preference. If such candidates will not be available then the candidates fulfilling criteria mentioned in Table-B (Fresher who are awaiting results of final semester) will be given chance. All the Applicants (six times of the number of Vacancies) will get information regarding Date and Time of Interview through Email given in the Online Application Form. First of all, written test of candidates will be taken by KCG. Candidates who will secure minimum 60% in the written examination will be called for Group Discussion and Interview. After the completion of entire procedure, merit list will be prepared as mentioned in above table. Candidates will be taken into consideration who has secured 60% as laid down and prescribed by KCG. As per the requirement of various posts, the top most candidates will be called for document verification. After document verification, appointment will be given to the eligible candidates only. All the applicant should note this. All the correspondence regarding recruitment and selection procedure will be done through Email only. So it is instructed to all candidates to check Email daily and don't switch off Mobile Phones. Applicant has to come on their own expense at the place of the interview at the time mentioned in the Email on time. No TA/DA or any allowance will be given to any Applicant. If any Applicant will try to make influence or any political pressure, the candidature of that Applicant will be cancelled automatically.

4. Important instructions for filling the online application form and for the overall recruitment process.

- a. Eligible Applicants have to apply online within the prescribed time limit. Please visit the website of <http://www.kcg.gujarat.gov.in> for Application
- b. Applicants are required to read the instructions and advertisement given on the website carefully before filling up the application form. The Application Forms filled by the Applicant is taken as Final and No modification can be done after the submission of the application. No request from the Applicant for any modification in application will be taken into consideration.

- c. Application will be accepted sent only by Registered AD.
- d. Candidate is required to download and print the Application Form from <http://www.kcg.gujarat.gov.in> website and fill all the details carefully in the same form. Application form Filled along with necessary documents of proof **(duly self-attested by the candidate)** such as School Leaving Certificate, Marksheet of Graduation and Post-Graduation, Degree Certificate of Graduation and Post- Graduation, Experience Certificate etc. on or before 12/07/2017, time 18:00 hrs by Registered AD on the following Address. Kindly note that after the prescribed time limit application will not be accepted and will not be taken into consideration in any ways. The candidate will not be allowed to make any changes in the filled form afterwards and If the candidate makes any mistake in the form intentionally or unintentionally, that application will not be taken into consideration and candidature of such person will be cancelled. The responsibility of the same will be that of the Candidate. **Applications submitted in person at KCG will not be acceptable.**
- e. Candidate is also required to fill the Google Form by clicking the link mentioned/given on the Website. The Application is valid and acceptable only if the Candidate has filled the online Google Form and has sent the physical copy of Application Form along with necessary documents to KCG. So the candidate is required to take both the matters into consideration for application for any post.
- f. It is mandatory for the Applicant to give his/her Email Id & Mobile Number in the application form which should not be changed till the completion of recruitment process. So that necessary instructions and information can be sent to the candidate easily in various circumstances.
- g. A Candidate can apply for maximum three posts. So Candidate has to choose maximum three options for various posts while filling up the application form. Form of the candidate who will choose more than three options will not be accepted and such form will be cancelled.
- Regarding Recruitment on various contractual posts, all details/instructions will be available on KCG website from time to time.
 - If any of the candidate will not remain present in any of the selection procedure on the specified date and time at the venue candidature for selection of such candidate will be abolished automatically. The decision of the Committee will be final and abiding in all matters.

Document verification:

- Document verification will be done during or whenever required. Disciplinary action will be taken against the Applicant who tries to produce forged/bogus/invalid documents or where original documents are found to have been tampered with, such application form will be cancelled and the decision of the Selection Committee will be taken as final and abiding.
- Applicants who submit false / incorrect/ wrong information in the online application will be disqualified. If the information given by the Applicant is found to be false / incorrect / wrong or erroneous then he/she will be disqualified either at the time of recruitment or at any subsequent stage during Government service in future and no claim for service in this regard will be considered. The decision of Chairman of the Selection Committee will be taken as final and abiding.
- Applicants may contact **Help Line** number from 10:30 am to 6:30 pm for any help or difficulty arising in submitting application.
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