

Drs Kiran & Pallavi Patel Global University (KPGU)

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

1. The application form in MS Word format should be downloaded from the university website www.kpgu.ac.in and the typed/ handwritten copies of the application should be submitted. The application form available for download from the website is only a pro forma and the applicants are advised to retype it leaving at least 1.5 inches margins on both sides of the paper and using at least 12-point Times New Roman or Arial font. If the space provided in any column is found insufficient, information may be supplied on a separate sheet indicating the Enclosure number at the suitable place.
2. The applicants must submit a duly filled-in application in TWO COPIES (1 ORIGINAL & ONE PHOTOCOPIES) along with copies of all relevant certificates and documents. Each application should be bound by tags only (without metal staples and no spiral/plastic binding). The application form that is not signed or is without the necessary supporting enclosures is liable to be rejected. The University will not entertain any communication in this matter.
3. The envelope containing the application must be super-scribed with the name of the post applied for.
4. The candidates who have in response to the earlier advertisement of KPGU must apply afresh under this advertisement.
5. **The candidates desiring to apply for more than one post must submit separate applications for each post.**
6. The candidates must possess the required qualifications as per existing norms of statutory bodies/ council/ UGC on the date of the advertisement. Any additional qualifications, experience, honors, and other achievements gained by the candidate during the period between the last date of application and the date of conducting the interview will not be taken into consideration
7. While filling up the details in the application form, the candidate must state the percentage of marks, division/grade, and the subject/s offered at the various examinations. Subject specialization, if any, should also be mentioned clearly.
8. A relaxation of 5% from 55% to 50% of the marks at the Master's level will be provided for the SC/ST category.
9. The candidates must enclose self-attested copies of all MARK-SHEETS/ GRADE-SHEETS and passing certificates of examinations passed by them, i.e., Higher Secondary or equivalent,

bachelor's/master's degree, diploma/certificate courses, M.Phil./Ph.D., etc. In the absence of the attested copies of the relevant mark-sheets/certificates etc., the application will be considered incomplete and the applicant may not be called for a personal interview.

10. The candidates shall have to produce the original copies of all certificates and documents attached at the time of the interview for verification.
11. Each application for a teaching post should be accompanied by an application form fees of Rs. 500/- (Rs. 250 for SC/ST candidates) through online mode. This amount shall not be accepted in cash, money order, and postal order. The application fee is non-refundable and no inquiries will be entertained in this regard. Details of the bank for making the payment is given below.

Sr. No.	Particulars	Bank Details
1	Name of the University	Drs. Kiran & Pallavi Patel Global University
2	Bank Name	Canara Bank
3	Branch Name	Varnama, Vadodara-391243
4	Bank Account No.	120861805151
5	IFSC Code	CNRB0003426

12. A candidate, who knowingly or willfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and, if appointed, will be liable to dismissal from service without prior notice.
13. If the space against any item in the application form is insufficient, full particulars should be given on a sheet of paper that should be attached to the application, entering at the appropriate place a reference to the sheet attached.
14. The candidate must intimate the Registrar, the Drs. Kiran & Pallavi Patel Global University (KPGU), Vadodara any change in his correspondence or permanent address after the submission of the application form.
15. Canvassing, directly or indirectly, will be treated as a disqualification.
16. No application will be considered which is received after the last date for the receipt of applications. Any kind of fee paid by the applicant is non-refundable and no correspondence in this respect will be entertained. Late receipt on account of postal delay will be the prerogative of the University.
17. If the number of candidates possessing minimum qualifications is large, the University

reserves the right to short-list the candidates on the merit-based criteria for the purpose of calling for a personal interview. The University reserves the right not to fill up any or all of the advertised posts and no claim can be made against the same by any applicant.

18. The candidates, if called for an interview, shall have to attend the interview at their own expense.
19. The University reserves the right to fill in or not to fill in any post or to alter the number of posts in any cadre or in any / all the subject or make any amendments.
20. The selected candidates may be posted in any Department / Faculty / Section of the University.
21. The candidates already employed in any organization should enclose with their application a salary certificate showing pay, D.A., and other allowances being paid by their employers. The same should also be produced at the time of the interview. Unless an authentic document/certificate showing the present basic pay and details of all kinds of other allowances is produced, no request for higher starting pay can be entertained.
22. The applicant should ensure that his/her application is submitted to the Registrar, Drs. Kiran & Pallavi Patel Global University (KPGU), Vadodara either in person or by Registered Post / Speed Post / Courier on or before the last date prescribed.
23. The candidate will be initially appointed on probation for a period of one year and shall be confirmed on satisfactory performance as per norms prescribed by the University.
24. In case of any inadvertent error in the process of selection - which may be detected at any stage and even after the issuance of the appointment letter -the University reserves the right to modify/withdraw/cancel any communication made to the candidate with regard to his appointment.
25. All the details in the instructions are subject to correction or alteration.