



Gujarat University

Accredited with A+ Grade by NAAC
(Established in 1949 under the Gujarat University Act)
Navrangpura, Ahmedabad – 380009, Gujarat



EMPLOYMENT NOTICE — GUJARAT UNIVERSITY, CENTRE FOR PROFESSIONAL COURSES

(A Self-financed Department [HPP] managed by Gujarat University)

Website: www.gucpc.in | Apply online: recruitment.gucpc.in

Advertisement Ref. No: GUCPC/STAFF/RECRUITMENT/007/2026-27

Advertisement for the Non-Teaching posts on 11-month tenure-based Contract Basis

The Non-Teaching Department at Gujarat University runs professional programmes aligned with academic and industry requirements.

Date of Commencement of Online Application

Tuesday, 05 May 2026

Last Date of Online Application

Sunday, 24 May 2026

Important Instructions

1. The interested applicants are requested to apply preferably from a computer rather than from a cellphone to avoid errors of data input.
2. Application for the said job does not give the applicant the right to claim for presence in the interview.
3. The intimation to remain present for further process will be given to the candidate at the email address provided by the applicant.
4. In case of failure to remain present in the interview, the applicant does not have any right to claim another date or interview or a refund of the application fee.
5. No Travel Allowance or any other allowances will be given to the applicant for attending the interview.
6. Eligible candidates shall be called for the interview.
7. Gujarat University, Centre for Professional Courses, is a Self-Financed Department of Gujarat University and does not fall under the Right to Information Act.
8. The applicant will be completely responsible for any wrongful details or information provided in the online application portal. The employer has the right to disqualify such applications and the applicant's candidature.
9. The appointment will be on 11 (Eleven) months contract basis. One month's prior notice from both the candidate as well as from the employer is necessary in case of cancellation or termination of the contractual appointment.
10. Minimum 8 hours of work every day. 2nd and 4th Saturday off as per Gujarat University rules. (Subject to change as per Gujarat University rules and time-to-time orders and instructions).
11. Other applicable Terms and conditions shall be discussed with the selected candidate before appointment.

Advertisement for Non-Teaching Vacancies

Advertisement Ref. No. GUCPC/STAFF/RECRUITMENT/007/2026-27 | Posts: 17 | Total Vacancies: 29

Sr. No.	Specialization / Sub-Domain	Designation	No. of Vacancies	Eligibility, Skills & Desirable Criteria	Consolidated Salary per Month
1	Administrative Posts	Placement Manager	1	<p>Minimum Qualification: Bachelor's degree in Management / HR / Business Administration / Commerce / Engineering / Science or related discipline from a recognized university.</p> <p>Experience: Minimum 1 year of relevant experience in placement, corporate relations, career services, or HR functions.</p> <p>Desirable: MBA (HR/Marketing) preferred. Prior experience in educational institution placement cell and proficiency in digital outreach preferred.</p>	Rs. 50,000 (Fixed consolidated monthly salary)
2	Administrative Posts	Admission Counsellor Cum Marketing/Branding and Sales Head	1	<p>Minimum Qualification: Minimum Master's degree from a recognized university.</p> <p>Experience: Minimum 5 years of experience in academic admission counselling in colleges, universities, or academic organizations.</p> <p>Desirable: Master's specialization in Marketing preferred. Excellent communication skills in English, Gujarati and Hindi. Strong counselling ability, target-oriented approach, innovation in marketing campaigns, leadership skills, computer proficiency, documentation and office management skills.</p>	Rs. 50,000 (Fixed consolidated monthly salary)
3	Administrative Posts	Accountant	1	<p>Minimum Qualification: M.Com OR B.Com with Post Graduate Diploma in Finance or related field from a recognized university.</p> <p>Experience: Minimum 8 years relevant experience in accounting, finance, fee reconciliation, GST/TDS, Tally, Excel and administrative support required.</p> <p>Desirable: Proficiency in Tally and tax filing (GST/TDS) preferred.</p>	Rs. 33,000 (Fixed consolidated monthly salary)

Sr. No.	Specialization / Sub-Domain	Designation	No. of Vacancies	Eligibility, Skills & Desirable Criteria	Consolidated Salary per Month
4	Administrative Posts	Assistant Accountant cum Admin	1	<p>Minimum Qualification: M.Com OR B.Com from a recognized university.</p> <p>Experience: Minimum 2 years relevant experience in accounting, Tally, GST/TDS, fee reconciliation, Excel and administrative support preferred.</p> <p>Desirable: Proficiency in Tally and tax filing (GST/TDS) preferred OR CA foundation or related courses.</p>	Rs. 25,000 (Fixed consolidated monthly salary)
5	Administrative Posts	Senior Administration Executive	1	<p>Minimum Qualification: Master's degree from a recognized university.</p> <p>Experience: Candidates must have at least 5 years of relevant experience or industry experience after obtaining the qualifying degree.</p> <p>Desirable: Relevant institutional/university experience preferred.</p>	Rs. 30,000 (Fixed consolidated monthly salary)
6	Administrative Posts	Junior Administration Executive	2	<p>Minimum Qualification: Any Graduate.</p> <p>Experience: Candidates must have at least 2 years of relevant experience or industry experience after obtaining the qualifying degree.</p> <p>Desirable skills: Relevant institutional/university experience with office administration, documentation, student support, email drafting, records, University Correspondence and coordination skills preferred.</p>	Rs. 25,000 (Fixed consolidated monthly salary)
7	Administrative Posts	Job Trainee – Admin	5	<p>Minimum Qualification: Any Graduate.</p> <p>Experience/skills: Fresher candidates with communication skills, telecalling, counselling support, student follow-up, office records and basic computer skills.</p> <p>Desirable: Relevant institutional/university experience preferred.</p>	Rs. 18,000 (Fixed consolidated monthly salary)

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8	Administrative Posts	Job Trainee - Accounts	1	<p>Minimum Qualification: B.Com or related degree from a recognized university.</p> <p>Experience: Freshers with basic knowledge of accounting practices are eligible.</p> <p>Desirable: Candidates with practical exposure to accounting tools and financial processes will be preferred.</p>	Rs. 18,000 (Fixed consolidated monthly salary)
9	Technical Posts - IT / ERP	IT/IMS Coordinator	1	<p>Minimum Qualification: Master's degree in Computer Science / IT / AI-ML / Data Science or related technical field.</p> <p>Experience: Minimum 5 years experience in university AND/OR 2 years experience managing ERP / IMS / CRM systems.</p> <p>Essential Skills/Tools: ERP implementation, workflow automation, Python, AI automation, data management, networking and cybersecurity fundamentals.</p> <p>Desirable: Experience in developing and maintaining ERP/IMS systems preferred.</p>	Rs. 40,000 (Fixed consolidated monthly salary)
10	Technical Posts - IT / ERP	Technical Assistant / IT Support	7	<p>Minimum Qualification: Bachelor's degree in Computer Science / IT / Computer Applications / Computer Engineering or related IT field.</p> <p>Experience: Minimum 1 year experience in IT support, networking, system administration or lab management.</p> <p>Essential Skills/Tools: Hardware troubleshooting, OS installation, networking, software installation, lab maintenance and technical support.</p> <p>Desirable: Knowledge related to A+, Network+, Linux preferred.</p>	Rs. 30,000 (Fixed consolidated monthly salary)

Sr. No.	Specialization / Sub-Domain	Designation	No. of Vacancies	Eligibility, Skills & Desirable Criteria	Consolidated Salary per Month
11	Technical Posts - IT	Job Trainee - Lab Assistant	2	<p>Minimum Qualification: Bachelor's degree / diploma in IT, Computer Science, Computer Applications or related technical field.</p> <p>Experience: Freshers may apply. Basic technical exposure in computer lab support, software installation or hardware troubleshooting preferred.</p> <p>Essential Skills/Tools: Computer lab support, software installation, basic hardware troubleshooting, system maintenance and student support.</p> <p>Desirable: Candidates with hands-on computer lab exposure will be preferred.</p>	Rs. 18,000 (Fixed consolidated monthly salary)
12	Technical Posts - Studio / New Media & Entertainment	Senior Camera Operator	1	<p>Minimum Qualification: Master's degree in Visual Communication / Mass Communication OR graduate from reputed Film School / Media Institute.</p> <p>Experience: Minimum 10 years experience in camera operation, studio/live production, NDI workflows and multi-camera environments.</p> <p>Essential Skillset Required (Minimum 4 skillsets are required): NDI camera systems, PTZ/IP cameras, DSLR/mirrorless/broadcast cameras, live production workflow, multi-camera setup, OBS/TriCaster, streaming, framing, focus, exposure, white balance and basic networking.</p> <p>Desirable: Knowledge of Premiere Pro / DaVinci Resolve, green screen workflows, virtual sets, podcast/live event production, data backup, workflow discipline and student mentoring is desirable.</p>	Rs. 50,000 to Rs. 60,000 (Fixed consolidated monthly salary)

Sr. No.	Specialization / Sub-Domain	Designation	No. of Vacancies	Eligibility, Skills & Desirable Criteria	Consolidated Salary per Month
13	Technical Posts - Studio / New Media & Entertainment	Junior Camera Operator	1	<p>Minimum Qualification: Bachelor's degree in Visual Communication / Mass Communication OR graduate from reputed Film School / Media Institute.</p> <p>Experience: Minimum 3 years experience in camera operation / live production. Exceptional fresh graduates with strong hands-on NDI portfolio may be considered.</p> <p>Essential Skillset Required (Minimum 2 skillsets are required): NDI camera systems, PTZ/IP cameras, DSLR/mirrorless/broadcast cameras, live production workflow, multi-camera setup, OBS/TriCaster, streaming, framing, focus, exposure, white balance and basic networking.</p> <p>Desirable: Knowledge of Premiere Pro / DaVinci Resolve, green screen workflows, virtual sets, podcast/live event production, data backup, workflow discipline and student mentoring is desirable.</p>	Rs. 20,000 to Rs. 30,000 (Fixed consolidated monthly salary)
14	Technical Posts - Studio / New Media & Entertainment	Video Editor	1	<p>Minimum Qualification: Bachelor's degree in Visual Communication / Mass Communication / Film & Media OR graduate from reputed Film School / Media Institute OR equivalent professional experience with strong portfolio.</p> <p>Experience: Minimum 8–10 years experience in video editing, live production and TriCaster-based workflows.</p> <p>Essential Skillset Required (Minimum 4 skillsets are required): TriCaster workflow, multi-camera editing, live production footage handling, audio-video sync, Adobe Premiere Pro, DaVinci Resolve, Final Cut Pro, media management and broadcast delivery.</p> <p>Desirable: Experience in studio shows, podcasts, live events, broadcast production and strong storytelling ability preferred. Candidates must undergo practical video editing test.</p>	Rs. 30,000 to Rs. 50,000 (Fixed consolidated monthly salary)

Sr. No.	Specialization / Sub-Domain	Designation	No. of Vacancies	Eligibility, Skills & Desirable Criteria	Consolidated Salary per Month
15	Technical Posts - Studio / New Media & Entertainment	Senior Studio Technician	1	<p>Minimum Qualification: Bachelor's degree / diploma in Media Technology, Electronics, Sound Engineering, Film/TV Production, Audio-Visual Technology or related field.</p> <p>Experience: Minimum 5 years experience in studio technology, lighting, cabling, equipment maintenance or audio-visual production support.</p> <p>Essential Skillset Required (Minimum 4 skillsets are required): Audio/video/network cabling, XLR/TRS/HDMI/SDI/LAN/NDI patching, studio lighting, DMX basics, power distribution, signal flow, equipment maintenance, labelling and inventory management.</p> <p>Desirable: Hands-on studio setup, live production support, troubleshooting, preventive maintenance, safe equipment handling and faculty/student support preferred.</p>	Rs. 30,000 to Rs. 40,000 (Fixed consolidated monthly salary)
16	Technical Posts - Studio / New Media & Entertainment	Junior Studio Technician	1	<p>Minimum Qualification: Bachelor's degree / diploma in Media Technology, Electronics, Sound Engineering, Film/TV Production, Audio-Visual Technology or related field.</p> <p>Experience: 0-2 years experience or hands-on training in studio setup, lighting assistance, cabling, equipment handling or audio-visual production support.</p> <p>Essential Skillset Required (Minimum 2 skillsets are required): Audio/video/network cabling, XLR/TRS/HDMI/SDI/LAN/NDI patching, studio lighting, DMX basics, power distribution, signal flow, equipment maintenance, labelling and inventory management.</p> <p>Desirable: Hands-on studio setup, live production support, troubleshooting, preventive maintenance, safe equipment handling and faculty/student support preferred.</p>	Rs. 20,000 to Rs. 25,000 (Fixed consolidated monthly salary)