

No: NFSU-DGGI Project/Contract_Recruit/128 /2025

Date: 25/06/2025

**WALK-IN-INTERVIEW FOR THE ADMINISTRATIVE STAFF (Contractual) FOR
PROJECT EXECUTION COMMITTEE OF DGIT & DGGI PROJECT**

National Forensic Sciences University, an Institute of National Importance, Gandhinagar, has scheduled Walk-in Interview are also scheduled for the following temporary posts for the administrative work of the NFSU Project Execution committee for NFSU-DGIT and NFSU-DGGI Project.


Administrative Staff				
Sr. No.	Position	No of Post	Location	Consolidated Pay per month
1	Clerk, NFSU-DGIT Project	01	Gandhinagar	₹ 26,000 /-
2	Clerk, NFSU-DGGI Project	01	Gandhinagar	₹ 26,000 /-
3	Multi Tasking Staff (MTS)	01	Gandhinagar	₹ 18,000 /-

For more details pertaining to the required educational qualification, experience and other essential requirements, please refer below.

The date of the walk-in interview will be on 14th July 2025

Venue – National Forensic Sciences University, Sector 9, Gandhinagar, Gujarat

Reporting Time – 1000 Hrs.


Project Head,
NFSU-DGGI Project
Gandhinagar, NFSU

Detailed Eligibility Criteria

Clerk	<p>i. Age: Not exceeding 35 years,</p> <p>ii. Educational Qualification:</p> <p>a) A degree from a recognised University or equivalent.</p> <p>b) Working knowledge of computers including use of office suites and databases.</p> <p>iii. Language: Should have adequate knowledge of English and Hindi.</p> <p>iv. Should have cleared CCCP+.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Computer Basic Knowledge • Knowledge of local language (Gujarati) • Experience in administrative work • Immediate Joining
Multi Tasking Staff (MTS)	<p>i. Age: Not exceeding 25 years,</p> <p>ii. Educational Qualification & Experience:</p> <p>The candidates must have passed the Matriculation Examination or equivalent from a recognised Board</p> <p>iii. Language: Should have adequate knowledge of Gujarati, English and Hindi.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of local language (Gujarati) • Immediate Joining

Additional Information

1. The candidate must be a citizen of India.
2. The prescribed essential qualifications/experience indicated is bare minimum which is required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to avail the position.
3. The University shall verify the antecedents 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.
4. If information given in an application is found to be incorrect/ false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated with immediate effect.
5. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the University

- reserves the right to modify/withdraw/cancel any communication made to the candidates.
6. Wherever grading or any other system than the percentage is followed, the result of the candidate should be converted into a percentage on the basis of the percentage conversion table declared by the concerned university.
 7. Under the term 'good academic record' the candidates must have obtained at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, or an equivalent degree from an Indian / Foreign University; and at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian / Foreign University.
 8. Candidates will receive no correspondence regarding the conduct or result of the interview and reasons for not being called for interview. Every communication shall be made to this effect on the official website at: www.nfsu.ac.in
 9. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
 10. Selection of candidates will be made through interviews. The university reserves the right to restrict the number of candidates to be called for interview on the basis of screening tests and /or on the basis of experience the number of applications received in response to this advertisement is large. No correspondence will be entertained from the applicants who are not shortlisted for the interview.
 11. Candidate should attach one set of self-certified documents (degree/mark sheet/experience certificate, etc.) at the time of Interview.
 12. All the original certificate(s) must be shown to the selection committee at the time of interview.
 13. The posts listed above are temporary positions on contractual basis for **12 months** and may be extended for further period after carrying out necessary review / assessment.
 14. Upon selection, the candidates will be required to sign a Non-disclosure Agreement with the department.
 15. In Service candidates, shall have to submit relieving order from their earlier employer at the time of joining if he / she is selected for the Project.
 16. The University reserves the right to increase or decrease the positions and fill or not to fill positions in any of the above and/or any other specialization(s).
 17. All qualifications must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution (wherever applicable). The courses offered by Autonomous Institutions should be equivalent to the relevant course approved / recognized by Association of Indian University (AIU).
 18. Candidates called for interview to fill a vacancy for scientific post, may be considered for lower post if they are otherwise found suitable.
 19. If found that the candidate is not progressing as desired, the University has the complete authority to expel the appointee at any time.
 20. Candidates are advised to visit the website of NFSU (<https://www.nfsu.ac.in/career>) regularly for updates. Amendments, corrigenda (if any), will be placed on the University website only.