



**SARVAJANIK  
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

**SARVAJANIK UNIVERSITY**  
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India  
Contact: 9979102021/9712930321  
Email: [admin@sarvajanikuniversity.ac.in](mailto:admin@sarvajanikuniversity.ac.in)  
[info@sarvajanikuniversity.ac.in](mailto:info@sarvajanikuniversity.ac.in)

**Notification No.: SU/2026-ADV-0001**

**Position: Principal**

**Application Deadline for Principal Post: 10-06-2026, 6:00 PM**

**Please go through the entire instructions before filling the online application form**

### **I. Application Process**

- 1. Offline Only:** Interested candidates must apply offline using PDF attached on career portal of Sarvajanik university at [www.sarvajanikuniversity.ac.in](http://www.sarvajanikuniversity.ac.in). Also send filled application through mail at [hr@sarvajanikuniversity.ac.in](mailto:hr@sarvajanikuniversity.ac.in)
- 2. Profile Building:** Candidates must meticulously complete all required fields, including Personal Information, Educational Qualifications, Work Experience, Research Details etc. All mandatory documents and certificates must be attached in the format specified by the portal. Applicants are responsible for ensuring that all information provided is accurate, complete, and truthful; any discrepancies may lead to disqualification/rejection of application.
- 3. Finality of Submission:** Once an application is confirmed/submitted, **no edits or modifications** will be permitted. Incomplete or unconfirmed applications will be summarily rejected.
- 4. Multiple Posts:** Candidates wishing to apply for more than one position must submit a **separate application and supporting documents** for each post.
- 5. Technical Support:** For software-related issues, contact [hr@sarvajanikuniversity.ac.in](mailto:hr@sarvajanikuniversity.ac.in) during working hours (10:00 AM – 5:30 PM). Requests must be made at least 5 days before the application deadline.

### **II. Documentation & Technical Specifications**

#### **1. Digital File Requirements**

- Format & Size:** All supporting evidence (Educational Qualifications, Mark Sheets, Experience Certificates, and Disability Certificates) must be uploaded only in PDF format. Each individual file must not exceed 512 KB.
- Clarity:** Ensure all scanned documents are legible. Blurry or unreadable scans may lead to the rejection of the application during the initial screening.



## 2. Systematic Pagination & Referencing

- **Sequential Numbering:** All self-attested additional documents must be assigned sequential page numbers starting from the first attachment after the application form.
- **Portal Integration:** Candidates must cross-reference these page numbers in the specific "Evidence/Page No." fields provided in the online portal to facilitate the screening committee's verification.

## 3. Identity & Professional Credentials

- **Identity Proof:** A self-attested copy of a Government-issued photo ID (Aadhaar Card, PAN Card, or Passport) is mandatory for profile validation.
- **Equivalence Certificates:** As per UGC norms, candidates with degrees from foreign universities must upload an Equivalence Certificate issued by the Association of Indian Universities (AIU).

## 4. Research Portfolio (For Associate Professor & Professor)

In alignment with UGC/AICTE standards for assessing research impact, candidates must prepare the following for the interview stage:

- **Professor Applicants:** One full set of their Top Ten (10) research papers published in UGC-CARE listed, Scopus, or Web of Science indexed journals.
- **Associate Professor Applicants:** One full set of their Top Seven (7) research papers from the same categories.
- **Evidence of Impact:** It is highly recommended to include the cover page of the journal and the page showing the ISSN/Impact Factor for each paper.

## 5. Physical Verification Dossier

- **Document Set:** Candidates must maintain a comprehensive "Physical Dossier" containing the original documents and one set of self-attested photocopies.
- **Interview Requirement:** This dossier will be strictly verified against the online submission at the time of the Personal Interview. Any discrepancy between the digital upload and the physical document will result in immediate disqualification.

## III. Eligibility & Norms



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1. **Eligibility Norms:** Eligibility norms are as per **UGC Regulations 2018, AICTE Notifications 2024**, and relevant statutory body norms including subsequent amendments.
2. **Reckoning Date:** Eligibility, age, and experience will be calculated as of the last date of application (**30-04-2026**).
3. **Minimum Marks:** The requirement of **55% marks** (or an equivalent grade) will be strictly determined by actual marks without rounding off or grace marks.
4. **Language:** While the medium of administration is English, knowledge of the **Gujarati language** is essential and highly desirable.

#### **IV. Selection & Interview**

1. **Shortlisting:** Mere possession of minimum qualifications does not guarantee an interview call. The University reserves the right to shortlist candidates based on merit and institutional requirements.
2. **Communication:** Interview call letters and status updates will be available **only via the candidate's user portal** and registered email. No separate correspondence will be sent to ineligible or non-shortlisted candidates.
3. **In-Service Candidates:** Applicants currently employed in Government, Autonomous Bodies, or PSUs must upload a **No Objection Certificate (NOC)** or produce it at the time of the interview.
4. **Travel Allowance:** No TA/DA or local conveyance will be provided for attending the screening test or interview.

#### **V. General Terms & Conditions**

1. **Verification of Conduct:** Candidates must not have been found guilty of misconduct by a previous employer or convicted of any offense by a Court of Law.
2. **Fake Degrees:** Degrees from institutions declared fake or derecognized by the UGC will disqualify the candidate.
3. **Right to Modify:** The University reserves the right to:
  - Withdraw or cancel the advertisement (partly or wholly).



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- Increase or decrease the number of positions.
  - Modify/cancel an appointment if an inadvertent mistake is detected at any stage.
4. **Disqualification:** Any form of canvassing or providing false information will lead to immediate disqualification and, if appointed, dismissal from service without notice.
5. **Jurisdiction:** In case of any dispute, the decision of the Provost/Vice-Chancellor of Sarvajanik University is final. All legal matters fall under the jurisdiction of **Surat, Gujarat.**

  
I/C Registrar

Sarvajanik University, Surat

