Required Documents before proceeding

- Photo in JPG format
- Signature in JPG format
- Degree Certificate in PDF format
- Experience Certificate in PDF format
- Fees receipt in PDF format: How to Pay Fees is available at the upload document page (You can get receipt after payment then upload it while uploading documents)

How to Apply:

Step 1: All Details of the advertisement is on the university website on gbu.edu.in/career page.

For Notification, Detail Advertisement, Syllabus and General T&C use link below.

https://gbu.edu.in/administrator-staff/



• Ref. Image 1.0 Detail advertisement page

Go to https://career.gbu.edu.in/ to apply directly

• Ref. Image 2.0 Apply Page



Step 2: Click on Apply for post you want to apply

OR

Click on View all to see all advertisement lists and Apply

• Ref Image 2.0 Apply page

	Current Opening Know your worth and apply for job	that qualify your life		Track Application
	Non-Teaching Teaching	Project Positions		eg : 12365478
	Accounts Officer Apply	ICT Officer Apply	Assistant Engineer- (Civil) Apply	Date of Birth eg : dd/mm/yyyy (bb/ww/ywy)
button to apply	Assistant Engineer- (Electrical) Apply	Section Officer Apply	Dy Section Officer Apply	Submit
	Head Clerk Apply	Lab Technician Apply	Office Assistant Apply	
	View All Find Application No	Find Confirmation No.		
	Click on View All to see Last date and			
	list view of posts <u>Ref. Image 2.1</u>			

List of Advertisements with Last date

• Ref. Image 2.1

Home	Home > Online Application								
List of	f Current Advert	isement							
Select A	dvertisement by Depo	artment: Non-Teaching ~							
Sr.No	Advt No	Title	Start on (dd/mm/yyyy)	Ends on (dd/mm/yyyy)	Contact Info. Advertisement				
1	ADM/01/01/2023	Accounts Officer	08/01/2024	29/01/2024 16:00:00		Apply			
2	ADM/01/02/2023	ICT Officer	08/01/2024	29/01/2024 16:00:00		Apply			
3	ADM/01/03/2023	Assistant Engineer- (Civil)	08/01/2024	29/01/2024 16:00:00		Apply			
4	ADM/01/04/2023	Assistant Engineer- (Electrical)	08/01/2024	29/01/2024 16:00:00		Apply			
5	ADM/01/05/2023	Section Officer	08/01/2024	29/01/2024 16:00:00		Apply			
6	ADM/02/06/2023	Dy Section Officer	08/01/2024	29/01/2024 16:00:00		Apply			
7	ADM/02/07/2023	Head Clerk	08/01/2024	29/01/2024 16:00:00		Apply			
8	ADM/02/08/2023	Lab Technician	08/01/2024	29/01/2024 16:00:00		Apply			
9	ADM/02/09/2023	Office Assistant	08/01/2024	29/01/2024 16:00:00		Apply			

Step 3: Fill all the details and save

• Ref. Image 3.0

← → Ø 😫 career.	gbu.edu.in/Application.aspx?PostID=y2m8Mf%2FQNal%3D				Guest :		
	GUJARAT BIOTECHNOLOGY UNIVERSITY			Home Online Applications			
	Application				GUARAN BIOTRCH/PROST UNIVERSITY		
	Home > Application Personal Details						
	Accounts Officer Advertisement No. : ADM/01/01/2023		NOTE : \rightarrow * indicates mandatory field.				
	Personal Details						
	Title Surname*	First Name *	Father / Husband Name *	Mother Name *			
	Mr. Y Surname	First Name	Father / Husband Name	Mother Name			
	Gender* O Male O Female O Transgender	Birth Date * dd/mm/yyyy (co/ww/yyyy)	Marital Staus *	ated	о. — — — — — — — — — — — — — — — — — — —		
	Mobile No *	Confirm Mobile No *	Email *	Confirm Email *			
	+91 Mobile No	+91 Mobile No	Email	Email			
	Nationality *						
	Nationality						
	Category Name *						
	Select ~						
	Communication Details						
	Communication Details						
	Present Details	Present State	Permanent Details	Same As Present Permanent State	-		
	Select ~	Select	 Select 	Select ~			
	Present District	City/Village/Landmark *	Permanent District	City/Village/Landmark*			
	Select v	Present City	Select v	Permanent City			
	Present Address *		Permanent Address *				
	Present Address		Permanent Address	Permanent Address			
			k				
	Pincode/Zipcode *		Pincode/Zipcode *				
	Pin Code		Pin Code				

*Note: To add your Educational and Experience details fill in the details and click on the ADD button to add if you do not click on the add button error shows add detail.

• Ref. Image 3.1

Qualification Detail	Percentage	Class	Institute Name and Exam Bod	State Y	Passing Year	No of Trials	Last Trial Seat No	
Select	•][Select	•] [ADD
Bachelor Of Commerc	e 98	Distinction	Gujarat	Gujarat	1998	1	123	Delete
Experience Detail	Organization / Com	pany Name	Designation	Salary	From Date (DD/MM/YYYY)	To (DD	Date /мм/үүүү)	
Select ~	CompanyName		Designation	Salary	01/01/2024	4 d	ld/mm/yyyy	Add
Experience Name Required	Company Name Require	id ad?	Designation Required	Salary Required				

After Save you will get the below screen of your submitted application

	Application
I and a second	
	Home > Application Personal Details
	MR.Your Name
	The application for the post of Office Assistant has been accepted online with application number Your Application number
	The application can be amended / supplemented using this number. Upload your Document, photograph and signature sample in JPG format using this number. This number will not be used after confirming the application.
	Your application will be considered valid only ofter mondatory confirmation on this website

*<u>Note</u>: This is only submitted application number you need to upload document and fees process then confirm the application.

Step 4: Upload Document and Pay fees

- Go to Upload Document/Photo/Signature/Fees
- Upload Document and Follow the Fees process.
- Ref. Image 4.0

	Upload Docun	nent / Photo / S	ignature / Fees F	Receipt
	Home → Upload Document / Photo / Signa	ature / Fees Receipt		
	Name user a Test	Application Number ADM/01/02/2023/5	Birth Date (dd/mm/yyyy) 23/08/1984	
	Upload Photograph: •			
	Note : Quality of Photograph should be G Note : File size maximum limit is 100 kb. Choose File No file chosen Piecse Upload Photograph	ood Enough to Be Identifiable and Acceptable.		
	Upload Signature: •			
	Note : Please Sign on White Paper with Do Note : File size maximum limit is 100 kb. Choose File No file chosen Please Upload Signature	rrk Pen and Scan it in JPG format.		
	Degree Certificate •			
	Note : PDF file format only. Choose File No file chosen Please Upload Bachelor Degree Certificate			
	Experience Certificate *			
ees Payment	Note : PDF file format only. Choose File No file chosen Please Upload Experience Certificate			
\	Payment Details : How To Pay	The Fees		
	Payment Link : Click Here			
	Reference no Reference no should be start from DU	action Amount Transaction Date (DD/MM/YYYY)	Transaction Slip Supported Format(.pdf)	Submit
	Reference no Selec	ct v dd/mm/yyyy	Choose File No file chosen	Submit

- Click on How to Pay The Fees for steps of payment
- Click on "Click Here" to proceed with fees payment
- > After fees payment fill details and upload the receipt
- * <u>Note:</u>

Link for

After uploading the receipt if you can't see your uploaded document <u>Press Ctrl + F5 to</u> refresh the page

Ref. Image 5.0

GUJARAT BIOTECHNOLOGY DIVEOPSITY	Click on Confirm Application	Home	Online Applications ~
Confirm Applicatio	n		Edit Application Upload Document / Photo / Signature / Fees Confirm Application Print Application Form Find Application Number Find Confirmation Number
Home > Confirm Application			All the second
Application Number Birth Application Number Bir	Date (dd/mm/yyyy) th Date		

• Verify the mobile and email with OTP

Application Number Submit

• Ref. Image 5.1

Confirm Appl	ication			RIOTECH POLISET UNIVERSI Y
			the same	
Home > Confirm Application				
Application Number ADM/01/02/2023/+ (* your application no	Birth Date (dd/mm/yyyy) 23/08/1984			
Verify Your Mobile Number An 6-digit Code Has Been Sent To **123 : Mobile Otp	Change	Verify Your Email An 6-digit Cade Has Been Sent To abc@r Email Otp	gmail.com <u>Chong</u>	12
Request Mobile OTP Verify Otp		Request Email OTP Verify Otp	l	
Application for Post ICT Officer Address asdf	Application Number ADM/01/02/2023/* District GANDHINAGAR	Name Jser a Test PinCode 123465	Mother Name b State GUJARAT	
Mobile No **123	Gender Male	Birth Date 23/08/1984	Category General	

Birth Date

> You will get confirmation email with application number

Step 6: Print Application

You can Print your Application	Click on Print Application form to print	łome	Online Applications ~ Apply
Print Application			Edit Application Upload Document / Photo / Signature / Fees Confirm Application Print Application Form Find Application Number Find Confirmation Number
Home > Print Application Application Number B ADM/01/02/2023/• Submit	Sirth Date (dd/mm/yyyy) 23/08/1984		

*Note: If in your print copy of application shows blank educational and experience detail, Please Edit and fill the details then Save, And Print Again, <u>No Need to reconfirm it</u>.