



Recruitment Advertisement No: NFSU/NON-ACADEMIC/09/2025

Dated: 18.12.2025

ADVERTISEMENT FOR VARIOUS NON-ACADEMIC POSITIONS

National Forensic Sciences University, an Institution of National Importance under the aegis of the Ministry of Home Affairs invites online applications from Indian Nationals possessing the required academic qualifications and relevant work experience for Direct Recruitment to the following positions.

Sr. No	Name of the Post	Pay Level	Total Posts	UR	EWS	OBC-NCL	SC	ST	**Person with Benchmark disabilities
Non-Academic Posts									
1.	Deputy Registrar	12	07	03	01	03	-	-	01
2.	Assistant Registrar	10	09	05	01	02	01	-	
3.	Deputy Engineer (Civil)	9	01	01	-	-	-	-	
4.	Assistant Engineer (Civil)	8	03	02	-	01	-	-	
5.	Assistant Engineer (Electrical)	8	02	02	-	-	-	-	
6.	Statistical Assistant	5	05	04	-	01	-	-	
Library Cadre Posts									
7.	Assistant Librarian	10*	01	01	-	-	-	-	
8.	Library Assistant	4	03	03	-	-	-	-	

* Academic Pay

** Suitability of Posts for PwBD category for Sr. No. 01 above will be as per Notification issued by the Ministry of Social Justice, Department of Empowerment of persons with Disabilities dated 04th January, 2021. PwBD reservation is **horizontal** and will be adjusted against the respective categories (UR/EWS/OBC/SC/ST) as per Government of India norms.

- (a) Blindness and Low Vision (B, LV)
- (b) Deaf and Hard of Hearing (D, HH)
- (c) Locomotor Disability including OA, OL, BA, BL, CP, LC, Dw, AAV, MDy
- (d) Autism Spectrum Disorder (ASD), Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI)
- (e) Multiple Disabilities from amongst persons under (a) to (d), including Deaf-Blindness.

For details regarding the online application, educational qualifications, experience, other essential requirements and terms & conditions, please visit the University's Website Career Section: https://nfsu.ac.in/Regular_Recruitment.

Candidates are instructed to go through the 'MINIMUM QUALIFICATION AND EXPERIENCE' and 'INSTRUCTIONS TO THE CANDIDATES' before filling out the Applications and proceeding further.

Interested and eligible candidates may submit their applications using the online SAMARTH Portal from the University's Website.

The portal for online application will be opened from **18.12.2025** (IST 12:00 PM).

The last date for submission of the online application is **18.01.2026** (IST 11:59 PM).

Sd/-
Executive Registrar
NFSU, Gandhinagar

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DETAILS OF MINIMUM QUALIFICATION AND EXPERIENCE

1.	Deputy Registrar	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be more than 50 Years of age. Provided that the upper age limit will not be applicable to candidate in the service of State or Central Government/ University/ Board/ Corporation Possess Master's Degree with at least 55% of Marks or its equivalent grade of 'B' in the UGC 7 point scale with good academic record obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be deemed as a university under section-3 of the University Grants Commission Act, 1956. Possess Nine Years of Experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education. OR 5 Years of administrative experience as Assistant Registrar or in equivalent post. Should have adequate knowledge of English, Hindi and computer proficiency.
2.	Assistant Registrar	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be more than 40 Years of age Provided that the upper age limit will not be applicable to candidates in the service of State or Central Government/ University/ Board/ Corporation Possess Master's Degree with at least 55% of the Marks or its equivalent Grade of 'B' in the UGC 7 point scale with good academic record obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be deemed as a University under section-3 of the University Grants Commission Act, 1956. Possess 3 Years of Experience in the field of <u>Procurement/ HR/ Academics/ Examinations/ Accounts and other Fields of University</u> Should have adequate knowledge of English, Hindi and computer proficiency.

3.	Deputy Engineer (Civil)	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be more than 40 Years of age Provided that the upper age limit will not be applicable to candidates in the service of State or Central Government/ University/ Board/ Corporation Possess a Bachelor Degree in Civil Engineering with at least 55% Marks or equivalent grade in the UGC 7 Point scale with good academic record obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be deemed as University under section-3 of the University Grants Commission Act, 1956 with Master Degree in Civil Engineering with Specialization in Forensic Structural Engineering. Possess at least 2 years of experience in the relevant field from Government/ Semi Government Organization/ Public Sector Undertaking/ University/ Reputed Institute recognized by the State Government with experience in handling civil work. Possess adequate knowledge of Hindi and English and Computer proficiency.
4.	Assistant Engineer (Civil)	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be less than 21 Years and more than 35 of years of age Provided that the upper age Limit will not be applicable to Candidates in the service of State or Central Government/ University/ Board/ Corporation. Possess a Bachelor Degree in Civil Engineering with at least 55% Marks or its equivalent Grade of 'B' in the UGC 7 point scale with good academic record obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956. Master Degree in Civil Engineering with specialization in Forensic Structural Engineering is desirable. Possess adequate knowledge of Hindi and English.
5.	Assistant Engineer (Electrical)	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be less than 21 Years and more than 35 of years of age Provided that the upper age Limit will not be applicable to Candidates in the service of State or Central Government/ University/ Board/ Corporation. Possess a Bachelor Degree in Electrical Engineering with at least 55% Marks or its equivalent Grade of 'B' in the UGC 7 point scale with good academic record obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956. Master Degree in Electrical Engineering is desirable. Possess adequate knowledge of Hindi and English.

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6.	Statistical Assistant	<p>The Candidates should</p> <ol style="list-style-type: none"> Not be less than 21 Years and more than 35 of Years of age Provided that the upper age limit will not be applicable to the Candidates who are in service of State or Central Government/ University/ Board/ Corporation. Possesses a Bachelor Degree in any discipline with special subject Statistics obtained from any of the Universities established or incorporated by under the Central or State Act in India or any other educational institution recognized as such or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956. Possesses adequate knowledge of Hindi and English and computer proficiency.
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7.	Assistant Librarian	<p>The Candidates should</p> <ol style="list-style-type: none"> 1. Not be more than 40 Years of age 2. Possess a Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed). 3. Possess a consistently good academic record, with knowledge of computerization of a library. 4. Besides fulfilling the above qualifications, the candidate <u>must</u> have <u>cleared</u> the <u>National Eligibility Test (NET)</u> conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or <u>who are or have been awarded a Ph.D. Degree</u> in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <i>Provided</i> that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:- <ol style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in the regular mode. b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/supported by the UGC/ICSSR/CSIR or any similar agency. <p>Note:</p> <ol style="list-style-type: none"> 1) <i>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i> 2) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8.	Library Assistant	<p>The Candidates should</p> <ol style="list-style-type: none"> 1. Not be more than 32 of Year of age 2. Possess a Bachelor's degree in Library & Information Science or equivalent from a recognized University. 3. Possess typing speed of 30 words per minute in English. 4. Possess knowledge of Computer Applications.



INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. Only Online Applications through **Samarth Portal** will be accepted. Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH APPLICATION FEES for each post separately.
3. Application Fees for Gen/EWS/OBC Category applicant: Rs.500/- + GST & transaction charges. The **Application Fee** is **NON-REFUNDABLE**. Applicant from SC/ST Category, PwBD and Women candidates are exempted from paying the application fee.
4. The date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of the online application.
5. The experience required for the post(s) shall be reckoned only from the date of acquiring the essential qualification as mentioned under 'Details of Minimum Qualification and Experience'.
6. The upper age limit will be relaxed for SC/ST/OBC/ Disabled and Ex-servicemen candidates as per GoI Rules.
7. It would be discretionary for the University not to consider candidates who are not likely to serve the University for a minimum period of 5 years from joining the University to Retirement.
8. Applicants are advised to submit the online application/s to the University well in advance without waiting for the last date to avoid any delay due to other unforeseen events or circumstances.
9. Incomplete applications in any respect will not be considered and no correspondence will be made in this regard.
10. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e., Marriage Certificate, Gazette for Name Change, Aadhaar Card).
11. The time taken by candidate to acquire in M.Phil. and / or Ph.D. degree (Full Time) shall not be considered as teaching / research experience to be claimed for appointment.
12. If called for an Interview/Document Verification, the candidate will be required to produce all the original documents relating to educational qualifications, category (SC, ST, OBC-NCL, EWS, PwBD etc.), experience, and other essential requirements, etc. at the time of the Interview/Document Verification, failing which, his/her candidature stands cancelled.
13. (i) Reservation for **SC, ST, OBC-NCL, EWS, and Persons with Benchmark Disabilities** will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mamlatdar / Mandal Revenue Officer/Equivalent authority as proof to this effect without which the application will not be considered.
- (ii) Candidates applying in the OBC category should have a valid **Non-Creamy Layer Certificate** issued on/after 01-04-2025 but not later than the last date of application as per Government of India (GoI) rules at the time of online application and at every stage of Selection Procedure.

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(iii) The candidates applying against the vacancies reserved for **EWS** must possess an Income and Asset Certificate issued by the Competent Authority issued on/after 01-04-2025 but not later than the last date of application and it should be valid as of the last date for submission of the application.

(iv) In case the candidates want to claim benefits under the **Persons with Benchmark Disabilities (PwBD)** Category, the candidates' relevant disability should be permanent in nature and not less than 40%. Proof to this effect must be enclosed with the application.

14. Matriculation or Higher Secondary School Examination Certificate issued by the concerned board is considered as valid proof of age.

15. The University reserves the right to fill or not to fill any or all the posts, without assigning any reason and no notice will be issued in this regard. The University reserves the right: (i) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. (ii) To fill or not to fill up some or all the posts advertised for any reasons whatsoever. (iii) To increase/decrease the number of posts.

16. 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 as per the University rules and regulations.

17. 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 including appointment itself.

18. 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.

19. The University reserves the right to restrict the candidates to be called for interview to a reasonable number based on qualifications and experience higher than the minimum prescribed as decided by duly constituted Scrutiny Committee(s) and approved by the competent authority.

- The University may conduct Screening Test for the purpose of short listing the candidates as per the requirements. Call letters for attending the screening test/interview will be sent only to the short- listed candidates through E-mail/ Samarth Portal.
- No correspondence will be entertained with applicants who are not short-listed to be called for an interview.
- The Interviews will be conducted in only Physical mode.

20. **Selection for the posts at Sr. No. 01, 02 and 07 will be on the basis of overall record and performance in the interview.** The University reserves the right to restrict the number of candidates to be called for interview on the basis of screening test and /or on the basis of experience. No correspondence will be entertained from the applicants who are not shortlisted for the interview.

21. **Selection for the posts at Sr. No. 03, 04, 05, 06 and 08 will be on the basis of merit of marks obtained in the written test.** The University reserves the right to restrict the number of candidates to be called for written

test on the basis of screening test and /or on the basis of experience. No correspondence will be entertained from the applicants who are not shortlisted for the written test.

22. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same does not create any right in his/her favor for being called for an interview/screening test.
23. Every person appointed permanently to a post in the University by direct recruitment, shall be on probation in such post for a period of Two Years as per University norms.
24. Selected Candidates may have to undergo such training and pass such examinations as may be prescribed by the University from time to time.
25. Candidates already in service must submit **No Objection Certificate** and **Vigilance Clearance Certificate** from their employer at the time of Interview/Document Verification. Candidate in service of Government/ Semi-Government/PSUs should have **NOC** obtained from his/ her employer or he/she has to intimate his employer in advance about his/her application according to rules of the concerned employer in this behalf.
26. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
27. Selected candidates may be placed at any of the Campuses of the University. Such appointment is transferrable across all Campuses.
28. Age of superannuation for all the positions shall be as per University norms.
29. Call letters and other correspondence for attending the interview/test, etc., will be sent to the eligible candidates by email only and will be displayed on the University website.
30. The University will not be responsible for any loss of e-mail, or loss of any communication due to the wrong address provided by the candidates.
31. Candidates in their own interest are advised to check regularly the University website www.nfsu.ac.in. They should also regularly check their email account for latest updates pertaining to the selection process including Spam folders and Samarth Dashboard.
32. Amendments/changes if any in the advertisement shall be published only on the University website www.nfsu.ac.in.
33. No TA/DA will be paid by the NFSU for attending the Interview/Written Test/Screening Test.
34. Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
35. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
36. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient

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performance of his/her official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a medical fitness certificate from the medical board as specified by the University.

37. The terms and conditions of appointment shall be communicated to the candidate in the form of an "Offer Letter" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
38. In case of any dispute/ambiguity in the advertisement or in the selection process, the decision of the University shall be final.
39. In case of any dispute, suit, or legal proceeding against the University, the jurisdiction shall be restricted to the Courts of Gujarat, Ahmedabad/Gandhinagar.
40. Before submission of application, the candidate must ensure that they have read all the instructions about the Educational Qualifications, Disciplines, Experience and other criteria and fulfills their eligibility for the post as per norms. Your candidature will remain provisional until the physical verification of the original documents by the University. Mere submission of Form, appearance in document verification/interview/test will not create any right whatsoever for the post.
41. For any queries, the applicant may enquire via e-mail on recruitment_hq@nfsu.ac.in
42. Click to apply: <https://nfsunt.samarth.edu.in>

Sd/-
Executive Registrar
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