

GUJARAT URBAN DEVELOPMENT MISSION

General Rules / Instructions to the candidates applying for the Recruitment of State Mission Management Unit (SMMU) & City Mission Management Unit -CMMU under various schemes of Central Govt. of India

1. **Application Process:** Candidates have to submit the application furnished in provided application form on GUDM's website along with the documents mentioned in upcoming points through **RPAD/ SPEED POST/ COURIER in the name and address as under, within 15 (Fifteen) Days (including government/ public holidays) of the publication of the advertisement:**

Application should be submit in the name of,

**“Additional Chief Executive Officer,
Gujarat Urban Development Mission (GUDM),
Gandhinagar”**

**Address: “Karmyogi Bhavan”, Block-1, Ground Floor,
Sector-10A, Gandhinagar – 382010**

2. List of documents to attach with Application Form
 - i. Updated Resume
 - ii. SSC Mark-sheet
 - iii. HSC Mark-sheet
 - iv. Transcript/ Mark-sheets of Graduation/ Post Graduation
 - v. Degree Certificate of Graduate/ Post Graduate
 - vi. Experience Certificate
 - vii. SSC (10th) Leaving Certificate
 - viii. Recent passport size photo
 - ix. Photo Identity Proof (Any one of the following; Aadhaar Card, Driving License, Election card, Passport, PAN Card, etc.)
 - x. Address Proof (Any one of the following; Aadhaar Card, Driving License, Election card, Passport, Ration Card, Electricity Bill, Gas Bill etc.)
3. Incomplete Applications or Applications not as per the General Rules/ Instructions mentioned herein will be rejected right away and the candidate shall not be allowed further to participate in the recruitment process. Applications shall be reached to the office of Gujarat Urban Development Mission on or before the office hours 6:10 PM of 25th January 2021. Any application will not be considered after the same time.
4. Maximum age limit for any post should not exceed 35 years as on 25th January 2021 for all the posts mentioned in the advertisement.
5. **Selection process:** Application submitted by the candidates will be scrutinized first by the office of Gujarat Urban Development Mission, based on the pre-decided criteria of experience & qualification. Based on the scrutiny of the applications, only the qualified candidate will be contacted for the further process of interview.

6. For all the positions, the candidate must have the basic knowledge of computer & MS office.
7. At the time of interview, selected candidates have to come up with duly filled application form attached with one photo copy of all documents as mentioned above. Selected candidates will be required to show the original documents as mentioned above for verification.
8. Candidates should apply in the prescribed Application Form to be downloaded from the GUDM Website (www.gudm.org) in A4 size paper. Self-attested recent passport size photo is to be pasted on Application Form.
9. Candidates must furnish the self-attested photocopies of all testimonials/ certificates issued by the competent authority along with the application. Candidates should enclose self-attested photocopy of the age proof, photo ID proof and address proof certificate with the application.
10. Candidates are advised in their own interest that they should not furnish any particulars/ documents/ information that is/ are false, tampered with or fabricated and should not suppress any material information while submitting the application. Such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable (i) to be disqualified from the recruitment process for which he/ she is a candidate and (ii) for termination of service, if he/ she has already joined.
11. Candidate with experience in Government/ Semi-Government sector will be given preference.
12. Candidate will have to appear for the interview at the interview center (will be provided afterwards-after the completion of 1st stage of scrutiny) at his/ her own risks and expenses and GUDM will not be responsible for any injury or losses etc. of any nature.
13. Any decisions related to the recruitment such as change in the number positions and acceptance or rejection of the application, etc. taken by the authority will be the final decision and the same shall be acceptable to all without any discrepancy. Authority will not be liable to entertain any type of explanation or clarification regarding the vacancies / advertisement / recruitment or applications.