Advertisement for Senior Officer

"Tribhuvan" Sahkari University (TSU) was established through an Act of Parliament in 2025 as an Institution of National Importance dedicated to advancing technical education, management education, training, research, and capacity building in the cooperative sector. Guided by the vision of "Sahkar Se Samriddhi" (Prosperity through Cooperation), TSU seeks to emerge as a leading center of excellence for cooperative education and research in India.

Applications are invited for the following position:

NAME OF THE POST	**SENIOR OFFICER (HR and Recruitment)**
Number of Position	01
Classification	Group – B
Consolidated Pay	88,000/- Per Month (Equivalent to Level – 8)
Whether selection post or non-selection	Selection
Age limit	35 Years
Educational and other qualifications required:	**Essential Qualification:** i. Master's Degree or equivalent in any discipline from any recognised University/Institute. ii. Three years' experience in a supervisory/mid-level management in HR and related roles in any Government, Autonomous Bodies, Higher Educational Institutions, Public Sector Undertakings or holding equivalent HR position in any reputed private organisations/ consultancy firms. iii. Proficiency in Human Resource Management Systems (HRMS), database management, noting, drafting, and preparation of minutes. iv. Excellent organisational, administrative drafting, and communication skills.
Method of recruitment	Contractual

INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. **Only Online Applications through the University Website https://tsu.ac.in/careers/careers.php will be accepted. The portal of online application will remain open up to 23:59 hrs on 22 November 2026.**
3. The date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of the online application.
4. **The above position shall be for a period of three years contract on consolidated pay.**
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. 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.
8. Incomplete applications in any respect will not be considered, and no correspondence will be made in this regard.
9. 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).

10. 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.
11. Matriculation or Higher Secondary School Examination Certificate issued by the concerned board is considered as valid proof of age.
12. 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 reason whatsoever. (iii) To increase/decrease the number of posts.
13. 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.
14. 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.
15. 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.
16. 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.
    (a). The University will conduct a Screening Test for the purpose of shortlisting the candidates as per the requirements. Call letters for attending the screening test/interview will be sent only to the shortlisted candidates through email.
    (b). No correspondence will be entertained with applicants who are not shortlisted to be called for an interview.
17. Selection for all the posts 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.
18. The prescribed qualifications are minimum, and the mere fact that a candidate possesses the same does not create any right in his/her favour for being called for an interview/screening test.
19. Selected Candidates may have to undergo such training and pass such examinations as may be prescribed by the University from time to time.
20. Candidates already in service must submit No Objection Certificate and Vigilance Clearance Certificate from their employer at the time of Interview/Document Verification. Candidates in service of Government/ Semi Government/PSUs should have NOC obtained from his/ her employer or he/she has to intimate his/her employer in advance about his/her application according to rules of the concerned employer in this behalf.
21. Canvassing in any form on behalf of or by any candidate will disqualify him/her from being considered.
22. Selected candidates may be placed at any of the Campuses of the University. Such appointment is transferable across all Campuses.
23. Call letters and other correspondence for attending the interview/test, etc., will be sent to the eligible candidates by email only.
24. 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.
25. Candidates in their own interest are advised to check regularly the University website www.tsu.ac.in. They should also regularly check their email account for the latest updates pertaining to the selection process, including Spam folders.

26. Amendments/changes, if any, in the advertisement shall be published only on the University website www.tsu.ac.in.
27. No TA/DA will be paid by the TSU for attending the Interview/Written Test/Screening Test.
28. 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.
29. The character of a person 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 a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
30. No person shall be recruited unless he/she is mentally and physically fit and free from any physical defect that is likely to interfere with the efficient 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 a recognized hospital as specified by the University.
31. 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.
32. In case of any dispute/ambiguity in the advertisement or in the selection process, the decision of the University shall be final.
33. In case of any dispute, suit, or legal proceeding against the University, the jurisdiction shall be restricted to the Courts of Gujarat, Anand/Ahmedabad.
34. 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 fulfil 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 the form, appearance in document verification/interview/test will not create any right whatsoever for the post.
35. For any queries, the applicant may enquire via e-mail at recruitment@tsu.ac.in
36. Click to apply:https://tsu.ac.in/careers/careers.php

Sd/-
Registrar TSU, Anand