

Gujarat State Allied and Healthcare Council

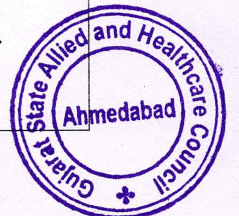
GSAHC/Advertisement/1249/2026
Ground Floor, Near Post Office,
Opp. Cancer Hospital, Civil Hospital Campus,
Asarwa, Ahmedabad-380016
Dt.21/09/2026

VACANCY NOTICE

Subject: - Engagement of Staff in Gujarat State Allied and Healthcare Council.

The Gujarat State Allied and Healthcare Council is seeking application from qualified candidate for the above-mentioned post purely on a contractual basis. The eligibility for the above post is as under: -

No.	Post	Details
1	Legal Assistant (01)	Education Qualification (a) Candidate should have passed a LLB degree obtained from any recognized University. (b) Candidate having 3 to 5 years of experience as legal assistant will be preferable (c) Possess the basic knowledge of computer application (d) Professional Legal skills in drafting submissions and proficiency in language. (e) Working knowledge of MS Office, computer handling & internet browsing. (d) Possess adequate knowledge of Gujarati and English Age: - should not be above 60 years Remuneration Rs.30,000/- per month
2	I. T. Assistant (01)	Education Qualification (a) Candidate should have passed a Msc. IT/ B.E Computer /B.E. IT degree obtained from any recognized University. (b) Possess the knowledge of computer application, software, website etc. (c) Possess adequate knowledge of Gujarati and English. Age: - should not be above 35 years Remuneration Rs.30,000/- per month
3	Data Entry Operator / Jr. Clerk (02)	Education Qualification (a) Candidate should have passed a bachelor's degree obtained from any recognized University. (b) Have adequate knowledge of Gujarati or English or both (c) Possess the basic knowledge of computer application Age: - should not be above 30 years Remuneration Rs.26,000/- per month
4	Peon/Sweeper (01)	Education Qualification (a) Must have passed 10 th class from a recognized school. Age: - should not be above 33 years Remuneration Rs.21,100/- per month



2. Timings:

- 2.1 The working hours of the GSAHC Offices, Ahmedabad, will be the same as observed by the Health & Family Welfare Department, Government of Gujarat.
- 2.2 The Council shall remain closed on all national and other holidays declared as such by the Government of Gujarat.
- 2.3 Punctuality is of utmost importance. Consultants/staff should maintain the time of arrival, but in case of contingency, 15-minute grace time period may be given.
- 2.4 The Staff shall have to work as per the working hours of the Council. However, depending on the exigency of work, staff may be required to come early or sit late to complete the time bound work or attend office on holidays/02nd and 04th Saturdays/Sundays. No extra remuneration or fee shall be payable if work requires late sitting or coming holidays/02nd and 04th Saturdays/Sundays. Staff will be required to mark his/her attendance in the Biometric Attendance System installed at the Council.

3. Term of Engagement:

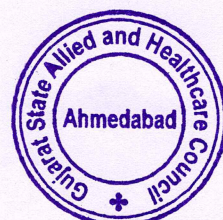
- 3.1 Contract Agreement: GSAHC offers initially 11-month contract which is extendable subject to performance, funding, or need where s/he is hired. The contract can be terminated by GSAHC or a staff within 30 days of the notice period or payment in lieu thereof.
- 3.2 Annual increase in remuneration up to the maximum of 6% will be permissible depending upon performance.
- 3.3 Deduction of Tax at sources. The income tax or any other Tax liable to be deducted as per prevailing rate under the relevant rules will be deducted before effecting payment, for which TDS certificates will be issued by the council.

4. Exit Procedure:

- 4.1 **Resignation process:** A staff, who wishes to submit her/his resignation, has to submit the same in hard copy, addressed to Reporting Authority, GSAHC. It is mandatory to serve a notice period of 30 days.
- 4.2 No Leave is permitted during the notice period.

5. Leave Rules:

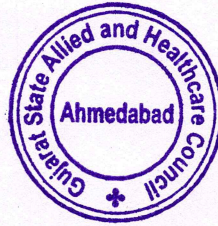
- 5.1 **Leave:** - Consultants/staff will be eligible for 12 days leave in a calendar year.
- 5.2 **Leave Sanctioning Authority Procedure:** Leave at GSAHC is sanctioned by Secretary or as per the delegated power.



6. **Mode of Selection:** Initial screening/shortlisting of applications received through online mode will be done by the Council with reference to the qualifications and experience possessed by the applicants. Weightage by way of marks will be given to the candidates on the basis of a marking scheme based on possessing qualifications and experience. A list of "Shortlisted candidates" to be called for "Interview" will be prepared on the basis of marks obtained by the candidates for their qualifications & experience. Only suitable candidates will be called for Interview.

7. **How to Apply:** Willing candidates are requested to send their application in the prescribed format attached as Annexure (complete in all respects) along with the requisite documents till 09/10/2026. Application without the duly filled prescribed proforma will be summarily rejected. The application in the prescribed format, along with all requisite documents, shall be sent in hard copy through RPAD/Speed Post to the following address:

Gujarat State Allied and Healthcare Council
Ground Floor, Near Post Office,
Opp. Cancer Hospital, Civil Hospital Campus,
Asarwa, Ahmedabad – 380016.



Nishal Shah
Chairperson
GSAHC



Gujarat State Allied and Healthcare Council

Proforma for application

1. Name of the position applied for:
2. Name of the candidate in full:
3. Father/Husband Name:
4. Address for correspondence:
5. Mobile No.:
6. Email address:
7. Permanent Address:
8. Date of birth and present age (As on crucial date)
9. Attested copy of Aadhar Card/ Voter Id./Passport/DL:
10. Educational Qualifications:

Sr No.	Qualification	Board University	Year Passing	Max. Marks	Marks Obtained	Percentage (%)

11. Details of employment:

Post held	Name of Organization	From	To	Nature of duties performed

12. Please attached self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, etc.

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The informational details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the applicant Name: (in capital letters)

Date:

Place.

