



## Guru Gobind Singh Indraprastha University

SECTOR -16C, DWARKA, NEW DELHI-110078

Website :www.ipu.ac.in

Pers./11566

Dated: 19<sup>th</sup> November 2020

### EMPLOYMENT NOTICE

Guru Gobind Singh Indraprastha University is a dynamic growth oriented organization established to facilitate and promote higher studies & research in emerging areas of higher education with focus on professional education. The University proposes to fill-up a **post of Controller of Examinations on tenure appointment of five years on direct or on deputation basis** by inviting applications in PB-4 of Rs.37,400-67,000 with GP of Rs. 10,000/- (Pay Level : 14)

#### Eligibility qualifications & experience

- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor alongwith experience in educational administration.

OR

Comparable experience in research establishment and/ or other Institutions of higher education,

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

**Desirable:** 5 years experience of examination system in a University or Board.

**Mode of Recruitment:** The tenure appointment of 05 years with extendable basis on good performance shall be made either through direct recruitment or on deputation basis or on intra university transfer basis.

**Age limit for direct recruitment:** Preferably below 55 years.

**Last Date for Submission of Application is 11<sup>th</sup> December, 2020 upto 5.00 PM.**

**Brig. P K Upmanyu**  
Joint Registrar (Personnel)

### General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should apply through proper channel enclosing a certificate from that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. Failure to provide the same shall make them ineligible for consideration to the post. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
7. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
9. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
12. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.

13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
15. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
21. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 11<sup>th</sup> December 2020 upto 5:00 p.m.** The University will not be responsible for any postal delay or loss.
22. The envelope containing application should be superscribed as "Application for the post of Controller of Examinations on tenure appointment basis".



**Brig. P K Upmanyu**  
**Joint Registrar (Personnel)**



14. Educational Qualifications: (Attach duly attested copies)

Examination	Division/ Grade	% age of marks	University/ Board	Year of Passing/ Award	Subjects
10 <sup>th</sup> Class or equivalent					
10+2 or equivalent					
<b>Graduation</b> Specify name of degree					
<b>Post Graduation</b> Specify name of degree					
Ph. D. / M.Phil or PG-Degree etc.					
Any other					

15. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of work	Reasons for leaving (wherever applicable)
		From	To	Total (year & Month)				

16.

Language(s) Known (Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			

17. Present Basic Pay: Rs. \_\_\_\_\_ in the Pay Scale of Rs. \_\_\_\_\_

18. Basic Pay acceptable: Rs. \_\_\_\_\_

19. Period required for joining, if selected: \_\_\_\_\_

20. Any other relevant information you wish to give in support of your candidature:

\_\_\_\_\_

\_\_\_\_\_

Contd..3

21. Name and address of two persons (other than relatives) to whom references can be made:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

**Date:**

**Place:**

**Signature of the candidate**

23. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date :**

**Place:**

**Signature & Seal of the employer**