



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi-110078

Website : [www.ipu.ac.in](http://www.ipu.ac.in)

F.No. 1(6)(22)/2019/Pers./6826

Dated : 02/01/2020

## EMPLOYMENT NOTICE

Sl. No.	Name of the Post and Pay Scale of the post	No. of post and mode of recruitment
1.	Deputy Registrar (Level 12 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 7,600/-)	04* (On Deputation/Direct/Contract basis)
2.	Deputy Librarian (Level 13 A/ Level 12 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-4 of Rs. 37,400 – 67,000/- with GP of Rs. 9,000/- / PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 8,000/-)	02 (On Deputation/Direct)
3.	Section Officer (Level 8 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-2 of Rs. 9300 – 34800/- with GP of Rs. 4800/-)	02 (On Deputation/Direct/Contract basis)
4.	Professional Library Assistant (Level 6 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-2 of Rs. 9300 – 34800/- with GP of Rs. 4200/-)	04 (On Direct/ Contract basis)
5.	Stenographer (Level 4 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-2 of Rs. 5200 – 20200/- with GP of Rs. 2400/-)	12 (On Direct/Contract basis)
6.	Laboratory Assistant Grade - II (Level 2 as per 7 <sup>th</sup> CPC, pre-revised pay scale PB-1 of Rs. 5200 – 20200/- with GP of Rs. 1900/-)	15 (On Direct/Contract basis)

\* number of posts may vary.

The Recruitment Rules of the aforesaid posts are as under :-

### 1. DEPUTY REGISTRAR(S)

Level-12 as per 7<sup>th</sup> CPC (Pre-revised PB-3 : Rs.15600-39,100 GP : Rs. 7,600/- (Rs.37,400-67,000 with GP of Rs.8,700/- after completing 05 years service as Deputy Registrar on the basis of selection process))

### Eligibility qualifications & experience:

#### (i) Direct recruitment:

- PhD with Master's degree with at least 55% marks or equivalent grade of 'B' in the UGC seven point scale;
- Six years administrative experience as Assistant Registrar.

OR

Contd. ...P-2

Nine years experience as Assistant Professor (Lecturer) in a College/University with experience in educational administration and/ or other institutions of higher education/ comparable experience in the research establishment

OR

Master's degree with at least 55% marks or its equivalent Grade of 'B' in the UGC seven point scale ;

Ten years experience at the level of Assistant Registrar or equivalent post in educational administration/ comparable experience in the research establishment and/ or other institutions of higher education or Central/State Govt.

**Desirable:** Good working knowledge of Computer Operations and Office Procedure.

(ii) **Deputation:** Officers on Centre/State Govt service/ Autonomous Govt organizations with administrative experience of minimum nine years and holding analogous posts in Grade Pay of Rs 7600/-.

(iii) **Contract:** Officers having served in Centre/State Govt. service/ Autonomous Govt. organizations with minimum nine years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs 8700/-.

**Age limit for Direct Recruitment:** Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

## 2. DEPUTY LIBRARIAN

Level 13 A/ Level 12 as per 7<sup>th</sup> CPC (Pre-revised pay scale PB-4 of Rs. 37,400 – 67,000/- with GP of Rs. 9,000/- / PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 8,000/-)

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science /Documentation Science/ Archives and manuscript keeping/computerization of library.

## 3. SECTION OFFICER

Level-8 as per 7<sup>th</sup> CPC (pre-revised PB-2: Rs.9,300-34,800 with GP : Rs.4,800/-)

### Eligibility qualifications & experience:

#### (i) **Direct recruitment:**

- (a) Master's degree with at least 55% marks with
- (b) Three years of experience in the related field in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking;

OR

- (a) Bachelor's degree with 55% marks
- (b) with at least five years of experience in the related field in the PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. Deptt./ autonomous body/ public sector undertaking.
- (c) Good working knowledge of Computer Operations.

Contd. ....P-3

(ii) **Deputation:**

- (a) Officers holding analogous posts in Govt. depts./ autonomous institutions on regular basis;

**OR**

At least six years service at the level of General Assistant in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/-

- (b) Good working knowledge of Computer Operations.

- (iii) Contract: As per direct recruitment.

**Age limit for Direct Recruitment:** Not exceeding 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

**4. PROFESSIONAL LIBRARY ASSISTANT:**

Level-6 as per 7<sup>th</sup> CPC (PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/-)

**Direct Recruitment**

**Eligibility qualifications & experience :**

- (i) M.L.I.Sc. or equivalent from a recognized University with minimum 55% marks with at least two years of experience in the related field in PB-1 of Rs.5200-20200 with GP of Rs.2400/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.

**OR**

B.L.I.Sc. with 55% marks or equivalent from a recognized University with at least three years of experience in the related field in PB-1 of Rs.5200-20200 with GP of Rs.2400/- in a University/ Govt. department/ autonomous body / public sector undertaking/ recognized educational institution.

**Desirable:** Degree or diploma in computer application or multimedia or technical communication, editing and publication work.

**Age limit for Direct recruitment:** Preferably below 35 years

**5. STENOGRAPHER**

Level-4 as per 7<sup>th</sup> CPC (pre-revised PB-1 of Rs.5,200-20,200 with GP of Rs.2,400/-)

**Eligibility qualifications & experience:**

(i) **Direct recruitment:**

- (a) Bachelor's degree with at least 55% marks from a recognized University or equivalent.  
(b) Shorthand speed of 80 wpm in English or 60 wpm in Hindi.  
(c) Data Entry Speed of at least 8000 key depressions per hour.  
(d) Certificate/Diploma in computer applications of at least six months duration from a reputed institution.

(ii) **Contract:** As per direct recruitment

**Age limit for Direct Recruitment:** Preferably below 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

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**6. LABORATORY ASSISTANT GRADE -II**  
(Level-2, PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/-)

**Eligibility qualifications & experience :**

**(i) Direct recruitment:**

(a) 10+2 with Science subject with atleast 55% marks from a recognized Board or equivalent.

**OR**

Secondary (10<sup>th</sup>) with atleast 55% marks and ITI in a science/technology discipline from a recognized Board/ institution or equivalent.

**OR**

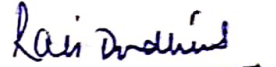
Bachelor's Degree in Science/computer applications from a recognized University or equivalent.

b) Certificate/Diploma in computer applications of at least six months duration from a reputed institution.

(ii) **Contract:** As per direct recruitment

**Age limit for Direct Recruitment:** Not exceeding 30 years, relaxable in case of SC/ST/OBC/PH/Departmental candidates as per Govt. rules.

**Last date of submission of application form : 17 February, 2020**

  
Registrar



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					
Graduation Specify name of degree .....					
Post Graduation 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**

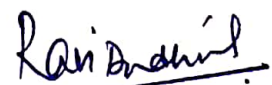


## General Instructions and Guidelines

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. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per Government norms.
5. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.



14. No applicant having more than one living wife/husband is eligible for appointment.
15. 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.
16. 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.
17. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
18. No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
19. Canvassing in any form shall be treated as disqualification.
20. No enquiry personal or in writing for recruitment shall be entertained.
21. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
22. 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 17<sup>th</sup> February 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 ....."

  
Registrar