



Guru Gobind Singh Indraprastha University

SECTOR -16C, DWARKA, NEW DELHI-110078

Website:www.ipu.ac.in

EMPLOYMENT NOTICE

The University invites applications in prescribed format to fill-up **posts of various non-teaching staff for East Campus, Surajmal Vihar, on Deputation/ Contract basis.**

For further details/ information regarding **qualification, experience, general instructions, application form etc., kindly visit University's website, viz., www.ipu.ac.in.** Last date for submission of application is **30th November, 2021 upto 5:00 p.m.**



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16 C Dwarka, New Delhi-110078

Website: www.ipu.ac.in

F.No. 1(4)(15)/2021/Pers./ 164

Dated: 18th November, 2021

EMPLOYMENT NOTICE

The University invites applications in prescribed format to fill-up the following posts on Deputation and Contract basis (under Ordinance-14 of GGSIPU Act) for East Campus of GGSIP University at Surajmal Vihar:

| S.No | Name of the Post and Pay Scale of the post | No. of posts | Mode of recruitment |
|------|--|--------------|---------------------|
| 1. | Deputy Librarian (Level 12 as per 7 th 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/-) | 01 | On Deputation |
| 2. | Assistant Registrar (Pay Level: 11, PB-3: Rs. 15600-39100 GP: Rs. 5400/- (Pay Level: 10) (Rs. 6600/-) | 03 | On Deputation |
| 3. | Section Officer (Level 8 as per 7 th CPC, pre-revised pay scale PB-2 of Rs.9,300- 34,800/- with GP of Rs. 4,800/-) | 02 | On Deputation |
| 4. | Technical Assistant (Level-6 PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- (Pre-revised-Rs. 5000-150-8000) | 05 | On Contract |
| 5. | Stenographer (Level 4 as per 7 th CPC, pre-revised pay scale PB-1 of Rs.5,200- 20,200/- with GP of Rs. 2,400/-) | 01 | On Contract |
| 6. | Laboratory Assistant Grade-II (Level 2 as per 7 th CPC, pre-revised pay scale PB-1 of Rs.5,200- 20,200/- with GP of Rs. 1,900/-) | 10 | On Contract |

*Number of posts may vary.

Important Note :

1. There is no prescribed application fee.
2. Last date of submission of application form is 30th November, 2021 by 5:00 p.m.

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

1. DEPUTY LIBRARIAN

Pay: (Level 13 A/ Level 12 as per 7th 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/-)

Eligibility qualifications & experience:

- i) A Master's Degree in library science/information science/ documentation science, with at least 55% marks on 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.

2. ASSISTANT REGISTRAR

Pay: PB-3: Rs. 15600-39100 GP: Rs. 5400/- (Pay Level: 10) (Rs. 6600/- Pay Level: 11) on completion of 8 years regular service subject to completion of training criteria specified by UGC and meeting other eligibility criteria).

Eligibility qualifications & experience:

i) Deputation:

a) Officers holding analogous posts in Centre/ State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/Educational Institution on regular basis in Pay Band 3 of Rs. 15600-39100/-with GP of Rs. 5400/- (Level: 10 as per 7th CPC)

OR

Officers holding analogous posts in Centre/State Government Department/ Autonomous body/ Public Sector Undertaking Government/Educational Institution on regular basis at least 03 years experience in Pay Band 2 of Rs. 9300-34800/- with GP of Rs. 4800/- (Level: 8 as per 7th CPC)

b) Good working knowledge of Computer Operations and Office Procedure

3. SECTION OFFICER

(a) PB-2: Rs.9,300-34,800 with GP: Rs.4,800/- (Pay Level-08)

(b) GP Rs. 5,400/- in PB3 (Rs. 15600-39100)on completion of four years of regular service as Section Officer in GP Rs.4800/-, subject to fulfilling other eligibility criteria

Eligibility qualifications & experience:

(i) Deputation:

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

OR

At least with six years service at the level of General Assistant in PB-2 Rs.9300-34800 with GP of Rs.4200/.

(b) Good working knowledge of Computer Application.

Age limit for Direct Recruitment: Not exceeding 35 years

4. TECHNICAL ASSISTANT

Pay: PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- (Pre-revised-Rs. 5000-150-8000) (Pay Level-06)

Eligibility qualifications & experience:

(i) Direct Recruitment:

(a) MCA/ M.Sc/ Bachelor of Engineering with atleast of 55% marks from a recognized University or equivalent

OR

BCA/ B.Sc./ Diploma in Engg. with 55% marks from a recognized University/ Board or equivalent with at least three years experience in the related field in PB 1 of Rs.5,200-20,200 with GP of Rs.2,400/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.

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

Contract: As per direct recruitment

Age limit for Direct Recruitment: Not exceeding 30 years.

5. STENOGRAPHER

Pay: PB-1 of Rs 5,200-20,200 with GP of Rs.2,400/- (Pre-revised-Rs.4000-100-6000) (Pay Level-04)

Eligibility qualifications & experience:

(i) Direct recruitment:

- (a) Bachelor's degree with atleast 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 atleast 8000 key depressions per hour.
- (d) Certificate/Diploma in computer applications of atleast six months duration from a reputed institution.

Contract: As per direct recruitment

Age limit for Direct Recruitment: Preferably below 35 years.

6. LABORATORY ASSISTANT-II

Pay: PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- (Pre-revised-Rs.4000-100-6000) (Pay Level-02)

Eligibility qualifications & experience:

(i) Direct recruitment:

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

OR

Secondary (10th) with atleast 55% marks and ITI in a science/ technology discipline from a recognized Board 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.

Last date of submission of application form 30th November, 2021 by 5:00 p.m.

**Brig. P.K. Upmanyu (Retd.)
Consultant (Recruitment)**

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 ACR/APAR of last five years and '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. Update (if any), pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of applicant to visit the university website to their convenient.
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 form, duly filled in, complete in all aspects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Recruitment), Room No. 21, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078** latest by 30th November ,2021 by 5.00 PM. The University will not be responsible for any postal delay or loss.
23. The envelope containing application should be superscribed as "Application for the post of in the discipline of"



**Brig. P.K. Upmanyu (Retd.)
Consultant (Recruitment)**

Last date: 30.11.2021



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078

APPLICATION FORM FOR NON-TEACHING POSTS

Space for
self attested
Photograph

- Note:**
1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach copies of all the mark-sheets/degree(s)/certificates.
 4. There is no application fee required.

AADHAR NO. OF CANDIDATE

1. Post applied for :
2. Candidate's name in full :
3. Address for correspondence

PIN CODE:
4. Permanent residential address:

PIN CODE:
5. (a) Telephone No. (with STD Code) :
(b) Mobile No. :
(c) Fax No. (with STD code) :
6. E-mail address :
7. Date of Birth : (DD) (MM) (YYYY)
Age as on Last Date: Years Months Days
8. Father's/ Husband's name:
9. Marital status: 10. Sex:
11. Nationality :
12. Category (Gen./OBC/ SC/ST/PWD*): Religion
* Persons With Disabilities
13. Designation & complete postal Address of current employer

 PIN

14. Educational Qualifications: (Attach duly attested copies)

| Examination | Division/ Grade | % age of marks | University/ Board | Year of Passing/ Award | Subjects |
|--|--------------------|-------------------|-------------------|------------------------------|----------|
| 10 th 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:

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