

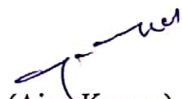
MOST URGENT
TIME BOUND

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(Personnel Branch)

Sub: Advertisement for inviting applications for non- teaching posts (on deputation basis / contract basis).

Please find enclosed herewith a brief advertisement for inviting applications for Deputy Finance Officer, Deputy Registrar, Assistant Registrar, Executive Engineer, Assistant Finance Officer (on deputation basis/contract basis) with last date for submission of applications as 8th January, 2020 upto 5:00 p.m.

You are requested to kindly upload the same on University website.


(Ajay Kumar)
Assistant Registrar (Personnel- II)

Incharge- Server Room

UO No. F. F.1(6)(22)/2019/Pers.1/6171

Dated: 06th Dec., 2019



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi-110078

Website : www.ipu.ac.in

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

Dated : 6th Dec. 2019

EMPLOYMENT NOTICE

S. No.	Name of the Post and Scale of the post	No. of posts and mode of recruitment
1.	Deputy Finance Officer Level 12 as per 7 th CPC (pre-revised pay scale PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 7,600/-)	01 (On Deputation basis)
2.	Deputy Registrar Level 12 as per 7 th CPC (pre-revised pay scale PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 7,600/-)	02 (On Deputation basis)
3.	Assistant Registrar Level 10 as per 7 th CPC (pre-revised pay scale PB – 3 of Rs. 15,600 – 39,100/- with GP of Rs. 5400/-)	02 (On Deputation basis)
4.	Executive Engineer Level 11 as per 7 th CPC (pre-revised pay scale PB-3 of Rs. 15,600 – 39,100/- with GP of Rs. 6,600/-)	01 (On Deputation/ Contract basis)
5.	Assistant Finance Officer Level 10 as per 7 th CPC (pre-revised pay scale PB – 3 of Rs. 15,600 – 39,100/- with GP of Rs. 5400/-)	02 (on Deputation basis)

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

1. DEPUTY FINANCE OFFICER

Pay Level 12 as per 7th CPC (Pre-revised PB-3 : Rs.15600-39,100 GP : Rs. 7,600/-)

Eligibility qualifications & experience:

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

2. DEPUTY REGISTRAR(S)

Pay Level 12 as per 7th CPC (Pre-revised PB-3 : Rs.15600-39,100 GP : Rs. 7,600/-)

Eligibility qualifications & experience:

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/-.

3. ASSISTANT REGISTRAR(S)

Pay Level 10 as per 7th CPC (PB-3 : Rs.15600-39,100 GP : Rs. 5,400/-)

Deputation:

(a) Officers holding analogous posts in Central/State Govt. depts./ autonomous body/ public sector undertaking/ Govt. educational institution on regular basis;

Or

At least five years service in PB-2 of Rs.9,300-34,800 with GP of Rs.4,800/-- (Pre-revised - Rs.6,500-10,500)

(b) Good working knowledge of Computer Operations and Office Procedure.

4. EXECUTIVE ENGINEER:

Pay Level 11 as per 7th CPC (Pre-revised PB-3 of Rs.15600-39100 with GP-Rs.6600)

Eligibility qualifications & experience:

Deputation

Officer holding analogous posts in Government Departments or Autonomous Bodies with qualification of B.E./B.Tech. in Civil/Electrical with 50% marks from any recognized University and with six years experience in the grade as Asstt. Engineer with GP of Rs.5400/-

Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age limit: Preferably below 56 years

5. ASSISTANT FINANCE OFFICER

Pay Level 10 as per 7th CPC (Pre-revised PB-3 of Rs. 15,600-39,100 with GP of Rs.5,400/-)

Eligibility qualifications & experience:

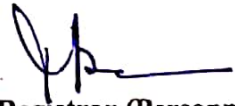
Deputation:

Officers holding analogous posts on regular basis;

or

At least three years service in PB-2 of Rs.9,300-34,800 with GP of Rs.4,800/- (Pre-revised - Rs.7,500-12,000) as Asstt. Accounts Officer or equivalent.

Last date of submission of application form : 08th January 2020



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 8th January 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


Joint Registrar (Personnel)

06/12/19

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