



# Guru Gobind Singh Indraprastha University

(A State University established Govt. of NCT of Delhi)

SECTOR -16C, DWARKA, NEW DELHI-110078

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

F.No. 1(4)(1)/Rectt./2026/322

Dated:05.1.2026

## EMPLOYMENT NOTICE

Online Applications are invited to fill-up various Non-Teaching posts on Short Term Contract Basis initially for a period of six months which is further extendable subject to the requirement to the University and performance of the Officer/Official so appointed during the initial period of contract, in the University as per following details:

S.No.	Name of Post	Pay Level	No of post advertised	Mode of Recruitment
1.	Community Dental Officer	L-10	01	On Short Term Contract Basis initially for a period of six months
2.	Dental Assistant	L-2	01	On Short Term Contract Basis for a period of six months

\*The posts advertised may vary as per requirements of the University.

To apply online, click the following link/Scan QR code

<https://ipunt.samarth.edu.in>



### 1. Eligibility, Educational Qualification, Age & Job Profile:-

As per relevant Recruitment Rules (Annexure-A).

### 2. Pay: - As per University rules.

**IMPORTANT NOTE:** - Only online submitted applications alongwith its hardcopy with annexure will be accepted. Separate applications should be filled in online mode only for each posts followed by submission of print out of filled application form alongwith relevant supporting documents as an annexure, failing which the application (s) is /are liable to be rejected.

The Opening Date and Closing Date for receipt of online application(s) and its hardcopy with annexure are as under:-

**Opening Date for Submission of Online applications: - 05<sup>th</sup> January, 2026 (18:00 hrs.)**

**Closing Date for Submission of Online applications: - 19<sup>th</sup> January, 2026 (Till 23.50 hrs.)**

**Closing Date for receiving of hard copy of Applications: - 27<sup>th</sup> January, 2026 (Till 17:00 PM)**

**NOTE:**

1. Modifications, if any, pertaining to this advertisement like eligibility and educational qualifications, interview dates, requisite documents etc. will be uploaded and updated on University website. The Candidates are advised to visit University website [www.ipu.ac.in](http://www.ipu.ac.in) time to time.
2. This advertisement must be read with General Terms & Conditions enclosed alongwith this advertisement.
3. The Number of post(s) are indicative and may vary.
4. The appointment on Short Term Contract, may be extendable subject to performance and the requirement of the University. The appointment on Short Term Contract may also be terminated with one-month notice on joining of regular staff.



(P R Santhanam)  
Deputy Registrar (Recruitment)

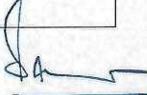
## **GENERAL INSTRUCTIONS FOR CANDIDATES**

1. The numbers of posts are tentative and may vary as per requirement of University.
2. The educational qualification(s), 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.
3. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
4. The clear scanned copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/ Ex-Serviceman certificate (in case claiming benefit of reservation, fee exemption & age relaxation etc.) must be uploaded online at the time of submitting online application in support of their candidature followed by submission of hardcopies as mentioned in the advertisement. No "password protected document"/ "document not legible" will be uploaded at the Smarath Portal.
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. The shortlisted candidate will be called for Document Verification on scheduled date and time as informed by the University on University website as well as through e-mail. At the time of Document Verification, candidates should carry all their original documents and testimonials for verification along with a hardcopy of duly filled-in application form submitted in online mode with a copy of all educational qualifications, reprints of working experience certificates/last pay drawn etc. for submission.
7. Merely calling the candidate in interview/skill test does not entail for selection to the advertised post(s).
8. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website [www.ipu.ac.in](http://www.ipu.ac.in) It is in the interest of the applicant to visit the university website to their convenient.
9. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
10. 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.
11. The number of post advertised is indicative and the University reserves the right not to fill any post and may decrease or increase the number of post.
12. The University reserves the right to withdraw advertised post at any time without assigning any reason.
13. 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.

14. 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.
15. The University will verify the antecedents of the applicant at the time of verification of documents/ at the time of appointment or any time during the tenure of the service. In case it is found that the document/ information submitted by the candidates is false/ forged/ fabricated/ falsified or the candidate has suppressed/ concealed any relevant information, his/ her candidature shall be liable to be cancelled or services of the applicant shall be terminated without prejudice to any other action initiated by the University. Further, appropriate legal action under applicable law shall also be initiated against the applicant.
16. In case of any inadvertent mistake on part of the University, in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves the right to modify / withdraw/ cancel any communication made to the applicants.
17. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of the relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein.
18. No documents shall be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change shall be considered or granted.
19. Canvassing/ enquiry in any form will be treated as disqualification.
20. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
21. The candidate should not have been convicted by any Court of Law.
22. Candidates having Educational Qualification from Foreign University shall submit equivalence certificate from relevant statutory body like UGC/AICTE/AIU etc.
23. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview/document verification.
24. No enquiry personal or in writing for recruitment shall be entertained.
25. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
26. The printout of duly filled online application alongwith copy of educational qualifications/ experience etc. complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Recruitment), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078** latest by **27<sup>th</sup> January, 2026 by 5.00 pm**. The University will not be responsible for any postal delay or loss.

27. The envelope containing application should be superscribed as applicable in the following format.

Application for the post of _____ (On Short Term Contract Basis) in the Guru Gobind Singh Indraprastha University (GGSIPU)
Name of the applicant:
CIPN No.:
Category:
Address:
Mobile No:

  
**(P.R. Santhanam)**  
**Deputy Registrar (Recruitment)**

## COMMUNITY DENTAL OFFICER

1.	Name of the Post	<b>COMMUNITY DENTAL OFFICER</b>
2.	No. of Posts	01
3.	Classification	Group A
4.	Pay Scale/ Pay Band/Grade Pay/Pay Level	Pay Level 10 (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-Revised) PB-3 of Rs.15600-39100 with GP Rs.5400
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age Limit	<b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<p><b>Essential Educational Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>1. MDS in Public Health Dentistry with at least five years' post-doctoral dental experience as Senior Resident / Associate Professor / Dental Officer / Research Associate in Dentistry in Pay Level 10 or equivalent in a recognized Central Govt./ State Govt./ Autonomous Bodies, Hospital/ Dispensary approved by the Regulatory Authority.</li> <li>2. Diploma or Degree in Health Care Management.</li> <li>3. Experience in community outreach program or mobile dental services.</li> <li>4. Registered with any State Dental Council.</li> </ol> <p><b>Note:</b> However, the appointee shall be entitled for Non Practicing Allowance and other perks and privileges as per the rules of the Central/ State Government.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Essential Qualification: Not Applicable
9.	Period of Probation, if any	Not applicable
10.	Mode of Recruitment	Deputation/ Contract

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<p><b>Deputation:</b> Officer holding analogous post or regular basis.</p> <p><b>Contract:</b></p> <ol style="list-style-type: none"> <li>1. Essential Educational Qualification &amp; Experience as per Column No.7.</li> <li>2. Officers retired from Central/ State Government Service/ Autonomous Government Organization/ Public Sector Undertaking/ Government Educational or Research Institution / Health Services with five years regular service as Dental Officer in Pay Level 10 as per 7<sup>th</sup> CPC, preceding to his/ her retirement.</li> </ol>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. Efficient Management of Dental OPD.</li> <li>2. Procurement of medicines from Pradhan Mantri Jan Aushadhi Kendra. In the event non-availability, from local chemist after observing the codal formalities.</li> <li>3. Verification/ Processing of dental claim bill as per DGHS/ GGS IP University Rule.</li> <li>4. To update the policies and rules related to medical facility.</li> <li>5. Contributing clinical expertise to patient care.</li> <li>6. Performing administrative duties and risk management.</li> <li>7. Verifying complex diagnoses and facilitating treatment plans.</li> <li>8. Hiring, supervising and mentoring healthcare professionals.</li> <li>9. Referring cases to empanelled hospital.</li> <li>10. To lay down standard operating procedure for shifting of the seriously sick patient to the appropriate hospital under proper medical care.</li> <li>11. Any other work as assigned by the Competent Authority.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No. 28

## DENTAL ASSISTANT

1.	Name of the Post	<b>DENTAL ASSISTANT</b>
2.	No. of Posts	01
3.	Classification	Group C
4.	Pay Scale/ Pay Band/Grade Pay/Pay Level	Pay Level 02 (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-1 of Rs.19900-63200 with GP Rs.1900
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age Limit	<b>Contract:</b> As per University Rules
7.	Eligibility Qualifications & Experience	<p><b>Essential Educational Qualification &amp; Experience:-</b></p> <ol style="list-style-type: none"> <li>1. 10+2 with Science (Physics/Chemistry/Biology) from a recognized Board or University.</li> <li>2. One year working experience under a registered Dental Surgeon or from a Govt./Govt. recognised Hospital/Private Dental Clinics.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Three years experience in Govt./Govt. recognised Hospital/Private Dental Clinics as Nursing Orderlies.</li> </ol> <p><b>Note :</b> Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9.	Period of Probation, if any	Not applicable
10.	Mode of Recruitment	Contract
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable

12.	Job Profile	<ol style="list-style-type: none"> <li>1. Assisting the patient for dental treatment and management.</li> <li>2. Passing instruments during the procedure.</li> <li>3. Holding suction devices.</li> <li>4. Exposing dental radiographs.</li> <li>5. Taking impressions.</li> <li>6. Disinfecting, and preparing patient treatment area.</li> <li>7. Preparing, sterilizing and storing instruments and equipment.</li> <li>8. Maintaining work area asepsis throughout the procedure.</li> <li>9. Make patients comfortable in the treatment area.</li> <li>10. Provide empathy and reassurance to anxious patients.</li> <li>11. Prepare and sterilize dental instruments and equipment for procedures.</li> <li>12. Maintain strict infection control protocols for patient safety.</li> <li>13. Dispose of hazardous waste and maintain a clean treatment environment.</li> <li>14. Prepare dental materials and instruments needed for procedures.</li> <li>15. Hand instruments to the dentist during procedures and assist with chair side tasks.</li> <li>16. Keep the patient's mouth dry and clear during procedures.</li> <li>17. Position and prepare patients for dental X-rays.</li> <li>18. Ensure patient and operator safety during X-ray procedures.</li> <li>19. Assist in taking dental impressions for various purposes.</li> <li>20. Maintain accurate patient records, treatment notes and X-ray images.</li> <li>21. Update patient charts and input data into the practice management system.</li> <li>22. Schedule follow-up appointments as instructed by the dentist.</li> <li>23. Clean and maintain dental equipment and instruments.</li> <li>24. Arrange for equipment repairs and replacements as needed.</li> <li>25. Monitor inventory of dental supplies and request restocking.</li> <li>26. Provide patients with oral hygiene instructions and post-treatment care.</li> <li>27. Any other work as assigned by the Dental Officer.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No. 28