

F. No.1(4)(05)/Rectt./2025/29

Dated: 05/05/2025

**EMPLOYMENT NOTICE**

**Subject: Engagement of Advisor cum Consultant in Guru Gobind Singh Indraprastha University purely on Short- Term Contract basis initially for a period of six months.**

Guru Gobind Singh Indraprastha University invites online applications (as per Link given below) from eligible candidates for the post of Advisor cum Consultant on Consolidated salary which includes TDS, as applicable under Income Tax Act, 1961. The appointment shall be purely on short term contract basis initially for a period of six months which is further extendable subject to the requirement of the University and performance of the officers so appointed during the initial period of contract.

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

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



**1. Eligibility & Experience**

The persons should be well conversant in noting/drafting, liaisoning and coordination with departments to promote and establish strong linkages with industry to facilitate and promote through CSR programs which can collaborate with academic institutions, Governmental organizations and promote entrepreneurial skill and enhance student learning and research in a cohesive and efficacious manner.

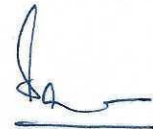
2. **Age:** Less than 60 years on the last date of submission of application for the post of Advisor cum Consultant.
3. **Pay:** The Advisor cum Consultant will be paid all inclusive consolidated salary of Rs.1,10,000/- pm which includes TDS, as applicable under Income Tax Act, 1961.
4. **Duties:** The selected Advisor cum Consultant will be required to work extensively in coordination and in liaison with all the concerned departments to enhance educational skills, fostering infrastructure development, promoting digital literacy through CSR initiatives/programs. The Advisor cum Consultant should be well conversant in the preparation of themes shaping the future of higher education and build positive image of the University. He/She will also be required to attend important meetings and to coordinate with the Central/State Governments, Department of Higher Education/other industries in promoting the overall objective of the University. He/She shall also work in tandem with other stakeholders to enhance the profile of the University and effective and efficacious steps to improve the placement of the students.

The details of Opening Date and closing date for receipt of online applications and its hardcopy alongwith copy of educational qualifications/ experience/Last pay slip/PPO etc. as annexure are as under:-

**Opening Date for Submission of Online applications: - 06<sup>th</sup> May, 2025**

**Closing Date for Submission of Online applications: - 21<sup>st</sup> May, 2025 till 23.50 hrs.**

**Closing Date for receiving of hard copy of Applications: - 28<sup>th</sup> May,2025 upto 5.00 PM**



**Deputy Registrar (Recruitment)**

### **General Instructions and Guidelines**

1. The number of posts may vary at the discretion of the University and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
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. Printout of online submitted Application Form must 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 applications 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. Merely calling the candidate in interview does not entail for selection to the advertised post.
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. Update (if any) pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of the applicant to visit the university website to their convenient.
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 online 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. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/application 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 Last Date to submit Online application is 21<sup>st</sup> May, 2025.
22. The printout of duly filled online application alongwith copy of educational qualifications/ experience/Last pay slip/PPO 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 28<sup>th</sup> May, 2025 (Wednesday), by 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 Advisor Cum Consultant "on Contract"**.