



Guru Gobind Singh Indraprastha University

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

SECTOR -16C, DWARKA, NEW DELHI-110078

Email : recruitment@ipu.ac.in

F.No.1(4)(5)/2024/Rectt./2141

Dated: 06.01.2025

EMPLOYMENT NOTICE

ADVERTISEMENT FOR NON-TEACHING POSITIONS OF LIBRARIAN AND TRAINING & PLACEMENT OFFICER (ON DEPUTATION/ CONTRACT RECRUITMENT BASIS) IN GGSIPU

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 testimonials, failing which the application (s) is /are liable to be rejected.

Link to apply online: <https://ipunt.samarth.edu.in/index.php/site/login>

The Opening Date and closing date for receipt of online applications and its hardcopy with annexure are as under:-

Opening Date for Submission of Online applications: - 06th January, 2025 (Monday)

Closing Date for Submission of Online applications: - 6th February, 2025 (Thursday)

Closing Date for receiving of hard copy of Applications:- - 13th February, 2025 (Thursday)

Online Applications are invited to fill-up the following Non-Teaching posts in the University as per following details:

S.No.	Name of Post	Pay Level	No. of Posts Advertised	Mode of Recruitment as per Recruitment Rules
1.	Librarian	At Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-	01	Deputation/ Contract
2.	Training & Placement Officer	L-10	02 01-For Dwarka Campus 01 for Surajmal Vihar East Campus	Deputation/Contract

Note : The number of posts advertised is indicative and the University reserves the right not to fill up any post and may decrease or increase the number of posts.

APPLICATION FEE:

Rs.1,500/- for UR/ OBC/ EWS candidates and Rs. 1000/- for SC/ ST/ PwD candidates separately for each category of post on Contract basis. No fee required in case of Appointment on Deputation.

ELIGIBILITY AND EDUCATIONAL QUALIFICATION:

As per enclosed Recruitment Rules as annexed in the following pages.

IMPORTANT NOTE:

1. Modifications, if any, pertaining to this advertisement like 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 time to time.
2. This advertisement must be read with General Instructions enclosed alongwith this advertisement.
3. The Number of posts is indicative and may vary.
4. Relaxation for SC/ST/OBC/PWD shall be as per Govt. norms wherever applicable.
5. On appointment on Contractual basis, the initial appointment will be for a period of one year which may be extendable subject to performance and the requirement of the University. The contract appointment may also be terminated with one month notice on joining of regular staff.
6. On appointment on Deputation basis, the initial appointment will be for a period of three years.
7. For any query, please contact at E-mail: recruitment@ipu.ac.in and 011-25302194.



(P R Santhanam)
Deputy Registrar (Recruitment)

GENERAL INSTRUCTIONS

1. The numbers of posts are tentative and may vary as per requirement of University.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should submit through proper channel enclosing a certificate from the Government organization stating No Vigilance or Disciplinary case is pending or contemplated against them and also submit a No Objection Certificate from present employer at the time of interview. Failure to provide the same shall make them ineligible for consideration to the post.
3. 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.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. The 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 submitted at the time of Document verification/ Interview.
6. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website www.ipu.ac.in It is in the interest of the applicant to visit the university website to their convenient.
7. 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.
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 University reserves the right to withdraw advertised post 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. No applicant having more than one living wife/husband is eligible for appointment.
13. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
14. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
15. Canvassing in any form will be treated as disqualification.
16. No enquiry personal or in writing for recruitment shall be entertained.
17. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

18. 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 13th February, 2025 (Thursday) by 05:00 PM.
19. The envelope containing application should be superscribed as “**Application for the post of _____ on Deputation/ Contract as applicable.**”

GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024
ELIGIBILITY CRITERIA FOR UIRC POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

LIBRARIAN

1.	Name of the Post	LIBRARIAN
2.	No. of Posts	01
3.	Classification	Group A
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	Academic Pay Level 14 with rationalized entry Pay of Rs. 1,44,200 (as per 7th CPC)
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	Deputation: The maximum age limit shall not exceed 56 year. Contract: As per University Rules.
7.	Eligibility qualifications & experience	Essential Educational Qualification: 1. 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. 2. A Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years experience as a College Librarian in Central or State Govt. University.
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	Deputation, failing which by Contract
11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	Deputation: Officer holding analogous post on regular basis; OR Working as a Librarian with ten years experience at any level in Central or State Govt. University

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		<p>Library or Research Institutes; OR Ten years of teaching experience as Assistant/ Associate Professor in Library Science in Central or State Govt. University; OR Ten years experience as a College Librarian/ Research Institutes under Central or State Government; AND Possessing the essential qualification as prescribed in column 7.</p> <p>Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p>Contract:</p> <ul style="list-style-type: none"> • As per essential qualification for non-retired persons as prescribed in column 7. • In the case of retired Officer holding analogous post at the time of the retirement in Central or State Govt. University Library or Research Institutes, holding the analogous post; <p style="text-align: center;">OR</p> <p>Ten years experience at any level in Central or State Govt. University Library or Research Institutes;</p> <p style="text-align: center;">OR</p> <p>Ten years experience of teaching as Assistant/ Associate Professor in Library Science in Central or State Govt. University;</p> <p style="text-align: center;">OR</p> <p>Ten years experience as a College Librarian/ Research Institutes under Central or State Govt.;</p> <p style="text-align: center;">AND</p> <p>Possessing the essential qualification as prescribed in column 7.</p>
12.	Job Profile	<ol style="list-style-type: none"> 1. Overall superintendence of University Library. 2. To supervise and coordinate the work of University Library system. 3. To provide instructions to new members in the Library. 4. To plan book acquisition programme of the library and select books for order in consultation with the heads of the requisitioning Schools/User

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		<p>Department.</p> <ol style="list-style-type: none"> 5. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other colleges and institutions. 6. To develop programme of library management for improving the efficiency of the library. 7. General correspondence relating to financial matter. 8. To assess the efficacy of the Library Management programmes implemented to improve the efficiency of the Library services. 9. To conduct annual audits for the loss of the books, adequacy of number of volumes and titles, adequacy of books for book bank and disposal of the old books not in use. 10. To assess, in consultation with the heads of the various Schools of the University, the requirement of latest online and off-line journals and periodicals, etc. 11. Any other works as assigned by the Competent Authority.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

TRAINING AND PLACEMENT OFFICER

1.	Name of the Post	TRAINING AND PLACEMENT OFFICER
2.	No. of Posts	02
3.	Classification	Group A
4.	Pay Level	Pay Level 10 (as per 7 th CPC) Pay Scale (Pre-revised) PB-3 of Rs.15600-39100 with GP of Rs.5400
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	Deputation: Not exceeding 56 years. Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	Essential Educational Qualification: Contract: <ol style="list-style-type: none"> 1. MBA in Human Resource with 55% marks or an equivalent grade point in the grade point scale from a recognized Indian University/Institute. 2. Atleast four years' experience in industry / corporate sector with exposure to human resource management disciplines. Preferably in the areas of Training/Placement in a University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/Recognized Educational Institutions of Higher Studies or big corporate having annual turnover of more than 50 crores.
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	Deputation / Contract
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officer holding analogous post on regular basis. OR Five years experience in Pay Level 08 on regular basis in any University/Govt. Departments/

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		<p>Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</p> <p>Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p>Contract:</p> <ul style="list-style-type: none"> • As per essential qualification for non-retired persons as prescribed in column 7. • In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10 carrying the same job profile, preceding to their retirement. <p style="text-align: center;">OR</p> <p>Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with seven years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> 1. Arranging, internships and training for the students of the University in reputed establishment. 2. Arranging placements of the University students in reputed organizations/companies. 3. Coordinating industry-interaction, seminars and workshops. 4. Maintenance of databases of placements, internships and companies. 5. Regular interaction with students and companies. 6. Any other works as may be assigned by the University.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.