



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

F.No. 1(4)(07)/Rectt./2025/243

Dated: 07.11.2025

EMPLOYMENT NOTICE

Online Applications are invited to fill-up various Non-Teaching posts in the University as per following details and the online application form is available on the GGSIP University website www.ipu.ac.in

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

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



S.No.	Name of Post	Pay Level	No of post advertised	Mode of Recruitment
1.	Media Officer	L-10	UR-01	On Contract
2.	Programmer	L-8	UR-01	On Contract
3.	Creative Graphic Designer	L-8	UR-01	On Contract
4.	Network Engineer	L-7	UR-01	On Contract

*The posts advertised may vary as per requirements of the University. The reservation for PwBD category will be as per norms.

Application Fee:

Rs. 1500/- for UR/OBC/EWS and Rs. 1000/- for SC/ST/ PwBD candidates separately for each category of post. If a candidate is applying for more than one post, he/she should submit separate fee for each application.

1. Eligibility and Educational Qualification:

As per enclosed Recruitment Rules as annexed-"A".

- 2. Age for Contract appointment**– As per University Rules.
- 3. Pay:** - Consolidated Salary per month as per University rules.
- 4. Job Profile:** - As mentioned in the recruitment rules.

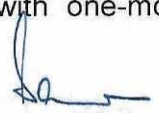
IMPORTANT NOTE: - Only online submitted applications alongwith its hardcopy with annexure will be accepted. Separate applications should be filled in online mode only for each posts followed by submission of print out of filled application form alongwith relevant supporting documents as an annexure, 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:	- 10 th November, 2025 (18:00 hrs.)
Closing Date for Submission of Online applications:	- 1 st December, 2025 (Till 23.50 hrs.)
Closing Date for receiving of hard copy of Applications:	- 8 th December, 2025 (Till 05:00 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 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. In case of Contract appointment, 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.


(P R Santhanam)

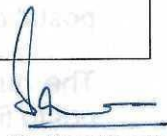
Deputy Registrar (Recruitment)

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. 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.
6. 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.
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 post advertised is indicative and the University reserves the right not to fill any post and may decrease or increase the number of post.
9. The University reserves the right to withdraw advertised post at any time without assigning any reason.
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. The University will verify the antecedents of the applicant at the time of 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.
13. 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.

14. 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.
15. Canvassing/ enquiry in any form will be treated as disqualification.
16. Candidature of applicant shall be subject 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/document verification.
18. No enquiry personal or in writing for recruitment shall be entertained.
19. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
20. 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 8th December, 2025 by 5.00 pm.** The University will not be responsible for any postal delay or loss.
21. The envelope containing application should be superscribed as applicable in the following format.

Application for the post of _____ (On 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)

GGS INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024
ELIGIBILITY CRITERIA FOR MEDIA / PUBLIC RELATION POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

MEDIA OFFICER

1.	Name of the Post	MEDIA OFFICER
2.	No. of Posts	01
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: 1. Master's degree with minimum 55% marks in Mass Communications/Journalism and Mass Communications / Public Relations/Digital Marketing or related field(s). 2. Minimum five years Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools in Pay Level-08. 3. Proficiency in MS office - Excel, Power Point & Word. Desirable: 1. Ability to work in a fast-paced, high pressure environment. 2. Excellent Multi-tasking, analytical, project management, time-management, team management and communication (written and verbal) skills. 3. In addition to English, proficiency in the Hindi language (Read, Write & Speak) is expected. 4. Knowledge of handling various digital tools, etc.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable

Amal Kaur

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ELIGIBILITY CRITERIA FOR MEDIA / PUBLIC RELATION POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

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/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies. 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. Contract: • Having essential and desirable qualifications as prescribed in Column 7. • In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertakings/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement. OR Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution with five years' Post Masters' work experience in Digital Communication and Social Media Management including experience in Digital Analytics & Social Media Reporting, Designing and implementing successful digital marketing campaigns, SEO/SEM, Google Analytics and CRM software, photo, video and text editing tools having served in Pay Level 08 post, preceding to his/her retirement.
12.	Job Profile	1. Assist in communication efforts in University (internal & external) and develop PR campaign & media relations strategies of University. 2. Editing/Uploading promotional publications/

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		materials (like brochures, videos, Social media posts etc.), drafting of press releases. 3. To promote effective strategic communications & facilitating shared vision development and awareness. 4. Co-ordinate & guide University for planning implementing monitoring communication & outreach programmes. 5. Identification of bottlenecks & ensuring resolution on communication issues. 6. Any other responsibilities as assigned by University from time to time including organizing of events in a professional way. Effective tracking of media coverage for University etc.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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ELIGIBILITY CRITERIA FOR UITS POSTS
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PROGRAMMER

1.	Name of the Post	PROGRAMMER
2.	No. of Posts	05
3.	Classification	Group B
4.	Pay Level	Pay Level 08 (as per 7 th CPC) Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	Direct: Not exceeding 40 years, relaxable in case of SCs/STs/OBC/PwD candidates as per Govt. Rules. Deputation: Not exceeding 56 years. Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	Essential Educational Qualification: Direct: 1. Bachelor's Degree in Computer Science / Computer Engineering or Information Technology or MCA or equivalent qualification with 55% from any recognized university/institute. 2. Three years working experience in Information Technology in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Recognized Educational Institutions of Higher Studies, etc. Desirable: Experience should be in the areas of programming, servers configuration, storage systems, backup systems, C/C++/JAVA, design and Validation, databases: MySQL/ORACLE with PHP, etc., foundation and practices under Windows/LINUX/UNIX, computer networks platforms from a recognized public/ PSUs/ Private Organization of repute.

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

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	Two years
10.	Mode of Recruitment	Direct / Deputation / Contract.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Holding analogous post on regular basis. OR Two years in Information Technology in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Recognized Educational Institutions of Higher Studies, etc. 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. Contract: - As per essential and desirable qualifications for non-retired persons as prescribed in column 7. - In case of Officer 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 08 preceding to their retirement. OR Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 06 carrying the same job profile, preceding to their retirement.

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12.	Job Profile	1. Update and expand the existing programs/ software. 2. Test programs for errors and fix the faulty lines of computer code. 3. Create, modify & test code or scripts in software that simplify Software developments. 4. Writing and testing codes for new programmes in coordination with System Analyst, System Administrator, Senior System Analyst (Web designing, Mobile Application for university and Cyber Security, Malware Protection). 5. Coding, debugging, designing and testing computer structures, writing computer instructions, management of Database system, editing source code, profiling and analyzing algorithms etc. 6. Providing technical support. 7. Any other work as assigned by the University.
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

CREATIVE GRAPHIC DESIGNER

1	Name of Post	CREATIVE GRAPHIC DESIGNER
2	Number of Posts	01
3	Classification	Group B
4	Scale of Pay	Pay Level 08 (as per 7 th CPC) Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5	Whether Selection Post or Non Selection Post	Not Applicable
6	Age Limit	Direct: Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. Deputation: Not exceeding 56 years. Contract: As per University Rules.
7	Eligibility Qualifications & Experience	Essential Educational Qualification: Direct: 1. Master Degree in Graphic Design, Fine Arts or in a related field from a recognized University with five years of work experience in Graphic Design or in related field. OR Bachelor Degree in Graphic Design, Fine Arts or in a related field from a recognized University with eight years of work experience in Graphic Design or in related field. 2. He / she should be proficient in design software like Adobe Photoshop, Illustrator, Design, etc. and the latest softwares available in the relevant field.
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	Two years
10	Mode of Recruitment	Direct / Deputation / Contract
11	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/	Deputation: Officer holding analogous post on regular basis.

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

	contract/ absorption to be made	OR Three years of regular service in relevant field in Pay Level 07 or five years of regular service in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies. 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. Contract: • As per essential and desirable qualification for non-retired persons as prescribed in column 7. • Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertakings/ Government Undertakings /Government Educational or Research Institutions holding analogous post in relevant field in Pay Level 08 or equivalent, preceding to their retirement.
12	Job Profile	1. He / she will be responsible for creating visual content that communicates our brand and message across multiple platforms. 2. Collaborate with our marketing and product teams to design graphics that resonate with our audience and drive engagement, ensuring all design elements align with our brand identity. 3. Create visual concepts based on project briefs. 4. Design logos, branding materials, and advertisements. 5. Develop layouts and graphics for websites, social media, and email campaigns. 6. Produce print materials such as brochures, posters, and product packaging. 7. Work with marketing teams to create visual content for campaigns. 8. Collaborate with developers to ensure designs are feasible for websites and apps. 9. Create info graphics and data visualizations. 10. Edit and touch up photos for use in marketing materials. 11. Stay updated with design trends and best practices to ensure cutting-edge visuals. 12. Ensure all designs meet technical requirements

Qualify

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		for both print and digital formats. 13. Experience with motion graphics or video editing tools like Adobe after Effects or Premiere Pro. 14. Familiarity with User Interface (UI) and User Experience (UX) design principles. 15. Strong project management skills and ability to handle multiple design projects simultaneously. 16. Generate high-resolution graphics, illustrations, and layouts that meet both creative and technical standards. 17. Any other work as may be assigned by the Competent Authority.
13	Composition of DPC or Selection Committee	As per University's Ordinance No.28.



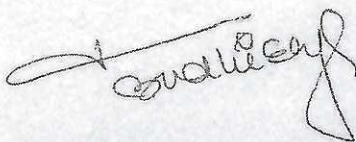
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NETWORK ENGINEER

1.	Name of the Post	NETWORK ENGINEER
2.	No. of Posts	01
3.	Classification	Group B
4.	Pay Level	Pay Level 07 (as per 7 th CPC) Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4600
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	Direct: Not exceeding 35 years, relaxable in age in case of SC/ST/OBC/PwD candidate as per Govt. Rules. Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	Essential Educational Qualification: Direct: 1. Bachelor Degree in Computer Science / Computer Engineering or Information Technology or MCA or equivalent qualification with 55% from any recognized university/institute. 2. Three years experience of Computer Network Administration/Maintenance of a campus wide larger computer network preferably with fibre optic backbone links in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Private Organization/ Recognized Educational Institutions of Higher Studies, etc. OR 1. Any Graduate from a recognized University/Institute with CCNA and CCNP Certificate. 2. Five years experience of Computer Network Administration/Maintenance of a campus wide larger computer network preferably with fibre optic backbone links in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Private Organization/

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		Recognized Educational Institutions of Higher Studies, etc. Desirable: Experience in servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Computer Networks.
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	Two years
10.	Mode of Recruitment	Direct / Contract
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Contract: - As per essential and desirable qualifications for non-retired persons as prescribed in column 7. - In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertakings/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06, preceding to their retirement. OR Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertakings/ Government Undertakings/ Government Educational or Research Institution holding analogous post with one year service in Pay Level 04 carrying the same job profile, preceding to their retirement.
12.	Job Profile	- To establish & maintain network performance, build net configurations & Connections. - Troubleshoot the network problems & IP address. - To establish networking environment by designing System configurations & directing system installation. - Maximizes performance by troubleshooting



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		network problems & outages & scheduling upgrades, configuring the router & updating the data services and network equipments. 5. To collaborate with network architects on network optimizations. 6. Secure network systems by monitoring access and establishing the desired network tills / equipments. 7. Accomplishes information system and University mission by completing related activities as needed by the University. 8. To ensure a secure transfer of data over internal and external networks with backup network data as well as document network support activities. 9. Evaluate and optimize the network performance and user support. 10. Any other work assigned by the University.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

