



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
Constituent College Of Guru Gobind Singh Indraprastha University
Kashmere Gate, Delhi-110006.



ADVERTISEMENT

Applications are invited for the post of EPBAX Operator on contract basis for Indira Gandhi Institute of Technology, Kashmere Gate, Delhi, a constituent college of Guru Gobind Singh Indraprastha University.

The eligibility qualification and experience for the said post is as under:-

- (i) Bachelor degree from a recognized University or equivalent with minimum 55% marks
Or
Senior Secondary School Certificate with Science with at least 55% marks or equivalent and at least 02 years of experience in the related field in a University/educational institution/Govt. department/autonomous body/public sector undertaking.
- (ii) Telephone Operator course from a recognized institution.
Or
- (iii) Ex-Serviceman having Senior Secondary School Certificate with at least 50% marks or equivalent.
Appropriate professional experience in the Armed Forces, of which at least two years experience in operating/handling of telephone equipments.

A consolidated salary will be paid as per University norms. The last date for submission of application is 17.09.2012.

The application should be submitted in the prescribed format (attached) at the following address:-

E-mail ID : principal_igit@rediffmail.com

Address:-

Principal,
Indira Gandhi Institute of Technology,
(Old GGSIP University campus),
Kashmere Gate,
Delhi- 110006

(Vijay Kumar)
Asstt. Registrar, IGIT



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
(A constituent college of Guru Gobind Singh Indraprastha University)
Kashmere Gate, Delhi-110403

APPLICATION FORM FOR NON- TEACHING POSTS

Photograph

- Note: 1. Fill in all the information in block letters only.
2. Attach separate sheet in case of insufficient space in any column.
3. Attach attested copies of all degree(s)/certificates of qualification/ Experience only.

1. **Post applied for** : **EPBAX Operators (On Contract Basis)**
2. **Full Name of Candidate** :
(in Block letters)
3. **Date of Birth** :
4. **Father's/ Husband's Name** :
5. **Marital Status** :6. **Sex** :
7. **Permanent Residential Address** :
.....
8. **Address for Communication** :
.....
9. (a) **Telephone No. (with STD Code)** :
(b) **Mobile No.** :
(c) **Fax No. (with STD Code)** :
10. **E-mail Address** :
11. **Educational Qualifications** :
12. **Nationality** :
13. **Category** :
14. **Designation & complete postal Address of current Employer** :
.....PINí í í í í í í í í í ..
16. **Educational Qualifications** :

Examination	University /Board	Year of passing/ award	Division	% of marks/grade	Subject
Matric/SSC/ 10th					
10+2 or Equivalent					
Graduation or equivalent*					
Post Graduation*					
Any other					

(* Please indicate the name of degree awarded)

17. Typing/ Data Entry Speed : English : _____w.p.m : Hindi _____w.p.m

18. Experience (Please start with the latest) :

Name of the institution/organization	Post held and scale	Period		Nature of work	Last basic pay (in Rs.)	Reason for leaving (wherever applicable)
		From	To			

19. Language(s) Known :

20. Name and address of two persons (other than relatives) to whom reference can be made.

1.

2.

21. Certified that the information given by me in the application form is complete and correct to the best of my knowledge and 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)

22. Recommendations of the employers (to be submitted by those who are in employment)

Date :

Place :

Signature & Seal of the employer

General Instructions and Guidelines

1. Separate application form is to be submitted for each post.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
3. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc are required to submit application through proper channel or submit a no objection certificate from present employer. However, those in private employment may submit application directly. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for interview.
5. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
6. University reserves the right of not filling any post without assigning any reason.
7. 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.
8. All appointments shall be made on temporary basis.
9. The claim for permanent employment shall be considered as per rules of University.
10. Completed application forms shall be submitted along with a demand draft/pay order of appropriate amount as mentioned in the advertisement drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University" payable at "Delhi".
11. Application forms not accompanied by the requisite processing fee, shall not be considered and will be rejected without assigning any reason.
12. In case an applicant is not short-listed, no claim for refund of cost of application or processing fee shall be entertained.
13. 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.
14. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
15. No applicant having more than one living wife/husband is eligible for appointment.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. In case of SC/ST/OBC/PH Category the applicant should be in possession of appropriate certificate issued by competent authority.
18. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
19. Canvassing in any form shall attract disqualification.
20. No enquiry personal or in writing for recruitment shall be entertained.
21. Legal disputes shall be subject to jurisdiction of Delhi Courts.