



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Established by the Govt. of NCT of Delhi)
Sector-16 C, Dwarka, New Delhi – 110 078

Employment Notice

Guru Gobind Singh Indraprastha University invites applications on prescribed format from eligible and willing candidates to fill-up the following post on Direct Recruitment basis.

Sr. No.	Nomenclature of post	Total No. of Posts	Mode of Rectt./ Remarks
1.	Jr. Assistant PB-1 of Rs.5200-20200 with GP-Rs.1900/-	30# (16-UR, 08-OBC, 04-SC, 02-ST)	Direct

Out of 30 posts of Jr. Assistant 01 post (Backlog post) is reserved for PWD, i.e., Persons with Disability (Locomotor Disability or cerebral palsy).

For further details/ information regarding qualification, experience, age, general instructions, application form etc., kindly visit University's website, viz., www.ipu.ac.in. Last date for submission of application is 22nd June, 2015 (Monday).

Note : Candidates, who have already applied for the post of Junior Assistant earlier against the Advertisement dated 14.05.2013/ Employment Notice of the May, 2013 need not apply afresh.


Registrar



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Established by the Govt. of NCT of Delhi)

Sector-16 C, Dwarka, New Delhi – 110 078

Website : www.ipu.ac.in

EMPLOYMENT NOTICE

Guru Gobind Singh Indraprastha University is a dynamic growth oriented organization established to facilitate and promote studies and research in emerging areas of higher education with focus on professional education. The University proposes to fill up the following non-teaching post by Direct mode of recruitment :

Sr. No.	Nomenclature of post	Total No. of Posts	Mode of Rectt./ Remarks
1.	Jr. Assistant PB-1 of Rs.5200-20200 with GP-Rs.1900/-	30# (16-UR, 08-OBC, 04-SC, 02-ST)	Direct

Out of 30 posts of Jr. Assistants 01 post (Backlog post) is reserved for PWD, i.e., Persons with Disability (Locomotor Disability or cerebral palsy).

The Recruitment Rules for the post are as under:

JUNIOR ASSISTANT

(PB-1 : Rs. 5,200-20,200 with GP Rs.1,900/-)

Eligibility qualifications & experience:

Direct recruitment

- (a) Sr. Secondary School Certificate (10+2) with at least 55% marks or equivalent from a recognized Board/ University/ Institution

OR

Three years Bachelor's Degree from a recognized University with 55% marks.

- (b) Data Entry Speed of 8000 key depressions per hour in English on computers.

Age limit for Direct Recruitment: Preferably below 30 years, relaxable in case of SC/ST/OBC/ PH/Departmental Candidates as per Govt. rules.

NOTE*:

- (i) The University reserves the right to fill or not to fill posts advertised, no correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
- (ii) Relaxation for the reserved category personnel for age and educational criteria shall be provided as per Govt. Rules.
- (iii) The number/ category of posts may vary at the actual time of interview, and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
- (iv) The University reserve the right to shortlist the candidates by determining any criteria for Test/ Interview.
- (v) Reservation for posts shall be as per Govt. of NCT of Delhi policies.
- (vi) The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by competent authority duly authorized by the Central/ State Government.
- (vii) **Prescribed application form along with General instructions, relevant details regarding educational qualification, experience required for the post advertised can be downloaded from the University's website i.e. <http://www.ipu.ac.in>.**
- (viii) Incomplete applications, Applications not in prescribed format and those received after due date or application form not accompanied by the requisite processing fee (if applicable), shall not be considered and will be rejected without assigning any reason and no claim for refund of fee shall be entertained, in any case.
- (ix) Application Form must also be accompanied by attested 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.). An application, without the said documents is likely to be rejected during the course of screening.
- (x) 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.
- (xi) Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- (xii) The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should apply through proper channel and submit their 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier.
- (xiii) Canvassing in any form will be treated as disqualification.
- (xiv) 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.

- (xv) 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.
- (xvi) No documents will be accepted or considered by the University after submission of application form by the candidates and no subsequent request for its change will be considered or granted.
- (xvii) No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
- (xviii) Any dispute with regard to this recruitment will be subject to the Courts/ Tribunals having jurisdiction over Delhi.
- (xix) The application, on the prescribed form, duly filled in, accompanied by a demand draft (No other mode of payment will be accepted by the University) of **Rs.500/-** (exempted for candidates belonging to Scheduled Castes, Scheduled Tribe and PWD (Persons With Disabilities) categories) drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University" payable at New Delhi, complete in all aspects, should be submitted in the University or sent by Speed-post, so as to reach to **Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078** latest by **22nd June, 2015 at 05.00 p.m.** The University will not be responsible for any postal delay or loss.
- (xx) For General Instructions and Guidelines please refer page no. 3 of application form.
- (xxi) The envelope containing application should be super scribed as "**Application for the post of Junior Assistant**".

***Candidates, who have already applied for the post of Junior Assistant earlier against the Advertisement dated 14.05.2013/ Employment Notice of the May, 2013 need not apply afresh.**


Registrar



Last date: 22.06.2015

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT

- 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 Demand Draft/ Pay Order (if not exempted).
 4. Attach copies of all the mark-sheets/degree(s)/certificates.

Space for
self attested
Photograph

1. Post applied for :
2. Bank Demand Draft No.: Date:
(If applicable) (Please write your Name, Post Applied for..., Address & Contact No. etc. on the backside of DD/PO)
3. Name & address of the Issuing bank
4. Candidate's name in full :
5. Address for correspondence
6. Permanent residential address:
7. (a) Telephone No. (with STD Code) : PIN CODE:
(b) Mobile No. :
(c) Fax No. (with STD code) :
8. E-mail address :
9. Date of Birth : (DD) (MM) (YYYY)
Age as on 22.06.2015: Years Months Days
10. Father's/ Husband's name:
11. Marital status: 12. Sex:
13. Nationality :
14. Category (Gen./OBC/ SC/ST/PWD*):
15. Designation & complete postal Address of current employer PIN
16. Name and address of two persons (other than relatives) to whom references can be made:
i.)
ii.)

17. Educational Qualifications: (Attach duly attested copies)

Examination	Division/ Grade	% age of marks	University/ Board	Passing/ Award Yr.	Subjects
Matric /SSC/ 10 th Class					
10+2 or equivalent					
* Graduation or equivalent					
* Post Graduation or equivalent					
* Ph. D./ M.Phil or PG-Degree etc.					
* Any other					

* **Indicate Degree/ Diploma Awarded/ Obtained**

18. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of work
		From	To	Total (year & Month)			

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

20. Recommendation of the employer (to be submitted by those who are in employment) –

Date:

Place:

Signature & Seal of the employer

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. 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.
3. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclosed a certificate from that Government organization stating no Vigilance or Disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
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. 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.
7. University reserves the right of not filling any post without assigning any reason.
8. 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.
9. All appointments shall be made on temporary basis. The claim for permanent employment shall be considered as per rules of University.
10. 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.
11. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
12. No applicant having more than one living wife/husband is eligible for appointment.
13. Incomplete/unsigned applications/application without photograph/application not in prescribed proforma and those received after closing date or without requisite fees (if applicable) in the form of demand draft shall be rejected and no claim for refund of fee shall be entertained in any case.
14. 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.
15. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
16. In case of SC/ST/OBC/PWD/ Ex-Serviceman Category, the applicant should be in possession of appropriate certificate issued by competent authority.
17. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
18. Canvassing in any form shall attract disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

----- The End -----