



# Guru Gobind Singh Indraprastha University

(Established by the Govt. of NCT of Delhi)

Sector-16C, Dwarka, New Delhi – 110 075

Website : [www.ipu.ac.in](http://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 posts by direct/ deputation mode of recruitment:

Sr. No.	Nomenclature of post	No. of posts	Remark
1.	<b>Dy. Registrar</b> PB-3 of Rs.15600-39100 with GP of Rs.7600/-	03	On deputation basis
2.	<b>Administrative Officer*</b> PB-3 of Rs.15600-39100 with GP of Rs.5400/-	01	On deputation basis failing which by direct rectt.
3.	<b>Section Officer*</b> PB-2 of Rs.9300-34800 with GP of Rs.4800/-	01	On deputation basis failing which by direct rectt.

(\* ) For IGIT, a constituent college of GGSIP University (at Kashmere Gate Campus).

The Recruitment Rules for the posts are as under:

### **1) Eligibility qualifications & Experience for the post of Dy. Registrar:**

Officers holding analogous posts in Govt. depts. on regular basis; or

Atleast five years regular service in a post carrying the PB-3 of Rs.15,600-39,100 with GP of Rs.6,600/- (Pre-revised- Rs.10,000-15,200); or

Atleast eight years regular service in a post carrying the PB-3 of Rs.15,600-39,100 with GP of Rs.5,400/- (Pre-revised- Rs.8,000-13,500).

**Age Limit** : Not exceeding 56 years

**Period of deputation:** The initial period for deputation shall be for two years and there is a possibility for absorption as per the provisions.

### **2) Eligibility qualifications & Experience for the post of Administrative Officer:**

Ph.D. with Master's degree with atleast 55% marks or equivalent grade of 'B' in the UGC seven point scale with minimum three years experience in the related field in PB-2 Rs.93,00-34,800 with Grade Pay of Rs.4,800/- or equivalent.

**Or**

Good academic record plus Master's degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale with minimum six years experience in the related field in PB-2 Rs.9,300-34,800 with Grade Pay of Rs.4,800/- or equivalent.  
Desirable: Certificate/ diploma in Computer Application.

**Age limit:** Not exceeding 56 years for deputation basis and preferably below 35 years for direct recruitment.

**3) Eligibility qualifications & Experience for the post of Section Officer:**

i) Master's degree with atleast six years of experience in the related field in PB-2 of Rs.9300-34800 with GP of Rs.4200 or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution;

**Or**

Bachelor's degree with 55% marks with at least eight years of experience in the related field in the PB-2 of Rs.9300-34800 with GP of Rs.4200 or in an equivalent status having total comparable emoluments in a University/ Govt. Deptt./ autonomous body/ public sector undertaking/ educational institution.

ii) Good working knowledge of computer applications.

**Age limit:** Not exceeding 56 years for deputation basis and preferably below 35 years for direct recruitment.

**Note:**

- (i) Applications on the Prescribed Form (available on the website) complete in all respect should reach to the Incharge (Pers), Room No. 115, Administrative Block, GGS Indraprastha University, Sector-16C, Dwarka, New Delhi-110 075 latest by 26<sup>th</sup> July, 2011, through proper channel.
- (ii) Incomplete applications and those received after due date shall not be entertained.
- (iii) Relaxation of 5% marks shall be awarded for SC/ST candidates.
- (iv) Age relaxation as per Govt. rule for SC/ ST/ PWD/ OBC etc. candidates.
- (v) The number of posts may vary at the discretion of the University.
- (vi) The persons already in employment in a Govt. Deptt. /Autonomous Body should apply through proper channel and on selection they can be permitted to be on deputation, if they so desire and the parent department agrees, on the standard terms & conditions of deputation.
- (vii) Prescribed application form along with relevant details can be downloaded from the University website <http://www.ipu.ac.in>

**REGISTAR**

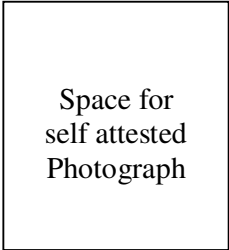


**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR-16C, NEW DELHI-110075**

Last date: 26.07.2011

**APPLICATION FORM FOR NON-TEACHING POSTS**

- 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 copies of the qualifying degree(s)/certificates only.



1. Post applied for : 1. Deputy Registrar  
2. Administrative Officer  
3. Section Officer

2. Candidate's name in full :

3. Father's/ husband's name:

4. Marital status:  5. Sex:

6. Permanent residential address:   
  
  
PIN

7. Address for correspondence:   
  
  
PIN

8. (a) Telephone No. (with STD Code) :    
(b) Mobile No. :   
(c) Fax No. (with STD code) :

9. E-mail address :

10. Date of Birth :  (Day)  (Month)  (Year)

11. Nationality :

12. Category (SC/ST/Physically Handicapped (PH)/ Gen.):

13. Designation & complete postal address of current employer :   
  
 PIN

14. Educational Qualifications:

Examination	University/ Board	Year of Passing/ Award	Division	% age of marks/ grade	Subjects
Matric /SSC/ 10 <sup>th</sup> Class					
10+2 or equivalent					
*Graduation or equivalent.....					
* Post Graduation or equivalent.....					
Any other					

\* **Indicate Degree Awarded**

15. Experience (Please start with the latest):

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

16.

Language(s) Known (Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			
(iv)			

17. Name and address of two persons (other than relatives) to whom references can be made:

1.

2.

18. 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**

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

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**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. 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. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
14. In case of SC/ST/OBC/PWD Category the applicant should be in possession of appropriate certificate issued by competent authority.
15. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
16. The envelope should be super scribed as “Application for the post of .....”.
17. Canvassing in any form shall attract disqualification.
18. No enquiry personal or in writing for recruitment shall be entertained.
19. Legal disputes shall be subject to jurisdiction of Delhi Courts.