



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Established by Government of NCT of Delhi)

DWARKA: SECTOR-16C : NEW DELHI-110075

Website: <http://ipu.ac.in>

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 various non-teaching posts by direct/ deputation mode of recruitment:

Sr. No.	Nomenclature of post	Total	UR	SC	ST	OBC	Mode of recruitment
1.	Deputy Registrar PB-Rs.15600-39100 & GP of Rs.7600	1+1*	1	-	-	1	Direct/ Deputation
2.	PRO PB-Rs.15600-39100 & GP of Rs.5400	1	1	-	-	-	On contract basis
3.	Medical Officer PB-Rs.15600-39100 & GP of Rs.5400	1	1	-	-	-	On contract basis
4.	Administrative Officer PB-Rs.15600-39100 & GP of Rs.5400	1*	1	-	-	-	Direct/ Deputation
5.	Assistant Engineer (Electrical) PB-Rs.15600-39100 & GP of Rs.5400	1	-	-	-	-	Deputation/ Contract
6.	Section Officer PB-Rs.9300-34800 & GP of Rs.4800	1*	-	-	-	-	Direct/ Deputation
7.	JE (Civil) PB-Rs.9300-34800 & GP of Rs.4200	1*	-	-	-	-	Deputation/ Contract
8.	Lady Warden PB-Rs.15600-39100 & GP of Rs.5400	1	-	-	-	-	On contract basis
9.	Assistant Registrar (Security) PB-Rs.15600-39100 & GP of Rs.5400	1	-	-	-	-	On contract basis
10.	Assistant PB-Rs.5200-20200 & GP of Rs.2400	2*	2	-	-	-	Direct
11.	Jr. Assistant PB-Rs.5200-20200 & GP-Rs.1900	15	7	2	1	5	Direct
12.	Jr. Technician (Electrical) PB-Rs.5200-20200 & GP-Rs.1900	1	-	-	-	-	On contract basis

* For Indira Gandhi Institute of Technology (Kashmere Gate Campus).

NOTE:

1. The number of vacancies are indicative and may be increased or decreased.
2. The applications of the candidates for the post mentioned at Sr. No. 1, 3, 4 & 6 above, received in response to the earlier advertisement uploaded on the University website, i.e., www.ipu.ac.in will also be considered subject to the condition that they are found eligible as per the revised recruitment rules of the University contained in this advertisement. However, they are free to apply fresh in case of any additional input.

Eligibility Qualifications & Experience for various positions:

1. Deputy Registrar: PB-3-Rs.15600-39100 + GP of Rs.7600/-

On Direct quota basis:

- (a) PhD with Master's degree with at least 55% marks or equivalent grade of 'B' in the UGC seven point scale;
- (b) Six years administrative experience as Assistant Registrar.

OR

Nine years experience as Assistant Professor (Lecturer) in a College/University with experience in educational administration and/ or other institutions of higher education/ comparable experience in the research establishment

OR

Master's degree with at least 55% marks or its equivalent Grade of 'B' in the UGC seven point scale;

Ten years experience at the level of Assistant Registrar or equivalent post in educational administration/ comparable experience in the research establishment and/ or other institutions of higher education or Central/State Govt.

Desirable: Good working knowledge of Computer Operations and Office Procedure.

On Deputation:

Officers on Centre/ State Govt. Service/ Autonomous Govt. organizations with administrative experience of minimum nine years and holding analogous posts in Grade Pay of Rs.7600/-.

Age limit for Direct Recruitment: Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules. For deputation not exceeding 56 years.

2. Public Relation Officer: PB-3-Rs.15600-39100 + GP of Rs.5400/-

Direct recruitment:

- (i) Master's degree in Mass Communication/ Journalism / PR/ English & Communication Studies/ MBA (HR) with 55% marks or equivalent from an Indian University.
- (ii) At least 05 years of experience on a post carrying pay scale of Rs.15600-39100 with GP of Rs.5400/- or equivalent in public relations activities including press and electronic media, preparation of publicity material etc. preferably in a University or institution of higher education or reputed public sector.
- (iii) Excellent command of English & Hindi languages both in speaking and writing and strong communication skill.

Contract: As per Direct recruitment

Age limit for Direct recruitment: Preferably below 35 years

Medical Officer: PB-3 of Rs.15,600-39,100 with GP of Rs.5400/- –

Direct recruitment:

M.D. in an appropriate branch of Medicine with at least 02 years post doctoral experience in a recognized hospital/ dispensary.

OR

M.B.B.S. with minimum 55% marks or equivalent including completion of compulsory rotatory internship followed by atleast 05 years post degree experience in a recognized hospital/ dispensary/ nursing home.

Contract: As per Direct recruitment

Age limit for Direct recruitment: Preferably below 35 years

4. Administrative Officer (equivalent to Assistant Registrar): PB-3-Rs.15600-39100 + GP of Rs.5400/-

Direct recruitment:

(a) 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.9,300-34,800 with Grade Pay of Rs.4,800/- / Rs.4,600/- or equivalent.

Or

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

(b) Good working knowledge of Computer Operations and Office Procedure

Desirable: Good working knowledge of Computer Operations and Office Procedure.

Deputation:

(a) Officers holding analogous posts in Central/State Govt. depts./ autonomous body/ public sector undertaking/ Govt. educational institution on regular basis;

Or

At least five years service in PB-2 of Rs.9,300-34,800 with GP of Rs.4,800/-- (Pre-revised - Rs.6,500-10,500)

(b) Good working knowledge of Computer Operations and Office Procedure.

Age limit for Direct Recruitment: Not exceeding 45 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules. For deputation not exceeding 56 years.

5. Assistant Engineer (Electrical): PB-3-Rs.15600-39100 + GP of Rs.5400/-

(i) Direct recruitment (will be applicable for contract basis also)

B.E./B.Tech. in Electrical with 50% marks from any recognized University and with three years experience as Jr. Engineer with GP of Rs.4200/- .

(ii) Deputation

Officer holding analogous posts in Government Departments or Autonomous Bodies with qualification of B.E./B.Tech. in Electrical with 50% marks from any recognized University and with six years experience in the grade as Jr. Engineer with GP of Rs.4200/-

Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent.

Age limit: Preferably below 50 years, for deputation not exceeding 56 years.

6. Section Officer: PB-2-Rs.9,300-34,800 with GP of Rs.4,800/-

Direct recruitment:

- (a) Master's degree with at least 55% marks with
- (b) Three years of experience in the related field in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking;

OR

- (a) Bachelor's degree with 55% marks
- (b) with at least five years of experience in the related field in the PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. Deptt./ autonomous body/ public sector undertaking.
- (c) Good working knowledge of Computer Operations.

Deputation:

- (a) Officers holding analogous posts in Govt. deptts./ autonomous institutions on regular basis;

OR

At least with six years service at the level of General Assistant in PB-2 Rs.9300-34800 with GP of Rs.4200/-.

- (b) Good working knowledge of Computer Application.

Age limit for Direct/ Deputation: Not exceeding 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules. For deputation not exceeding 56 years.

7. Junior Engineer (Civil): PB-Rs.9,300-34,800 with GP of Rs.4,200/-

Direct recruitment: (Shall be applicable for contract/ Deputation basis also.)

B.E./B.Tech. in Civil Engineering from a recognized University with 50% marks

Or

Three year full time (or equivalent) Diploma in Civil/Structural Engineering with 50% marks from a recognized Institute with minimum one year experience in the related field.

Age limit: Preferably below 30 years. For deputation not exceeding 56 years.

8. Lady Warden: PB-Rs.15600-39100 + GP of Rs.5400/-

A female with a Post Graduate Degree with minimum 50% marks from a reputed University or institution with atleast one year experience in administration. Retired military personnel may also apply. Asstt Professors working in the University may also apply.

Desirable: At least one year experience in Hostel Management / Hospitality Management.

9. Assistant Registrar (Security): PB-3-Rs.15600-39100 + GP of Rs.5400/-

Eligibility criteria same as for Assistant Registrar/ Administrative Officer.

The following could be preferred:-

- (a) A retired Police officer of the rank of ACP or an Armed Forces Officer, retired at level of Major/Captain
- (b) Should have had exposure of dealing with security arrangements for soft targets / in Counter Terrorism Grid (in case of Army Officer) and handling campus security operations and handling of large gatherings.
- (c) Should be able to give at least one year of contract up to 65 years of age, i.e., not exceeding 64 years on date of interview.
- (d) Criteria of Post Graduation may be ignored in case of suitably experienced candidate on contract on tenure basis.

10. Assistant: PB-1-Rs.5,200-20,200 + GP-Rs.2,400/-

Direct recruitment:

- (a) Bachelor's degree with at least 55% marks from a recognized University or equivalent
- (b) At least two years of experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- in a University/ Govt. department/ autonomous body/ public sector undertaking.
- (c) Data Entry Speed of 8000 key depressions per hour in English on computers.

Age limit for Direct Recruitment: Preferably below 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules

11. Junior Assistant: PB-1-Rs.5,200-20,200 + GP-Rs.1,900/-

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

12. Junior Technician (Electrical): PB-1-Rs.5,200-20,200 + GP-Rs.1,900/-

(a) Secondary (10th) with an ITI pass in Electrician trade with a minimum 55% marks from a recognised Board / Institution.

(b) Atleast 2 years experience in the related field

NOTE:

- (i) Relaxation of 5% marks shall be awarded for SC/ ST candidates.
- (ii) The number of posts may vary at the discretion of the University.
- (iii) 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.
- (iv) **For appointments on contract basis:**
 - a. The appointment shall be purely on contract basis for a period of one year or till regular appointments are made. It shall be deemed to automatically come to an end on expiry of the said contract period unless extended/ renewed or till a regular incumbent joins the post, whichever is earlier.
 - b. The appointment can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contract appointment or for continuing contractual appointment and may be terminated even when a regular post is lying vacant.
 - c. The contract appointment shall be regulated as per relevant Ordinance of the University.
- (v) The candidate should not have been convicted by any court of law.
- (vi) Canvassing in any form will render the candidate disqualified for the post.
- (vii) If any declaration/ information furnished is found false or any material/ fact suppressed willfully, the contractual engagement shall be terminated forthwith.
- (viii) Prescribed application form along with relevant details can be obtained from the University's website <http://www.ipu.ac.in>
- (ix) The envelop containing application form should be super scribed as "Application for the post of"
- (x) The application, on the prescribed form, duly filled in, accompanied by a demand draft of Rs.500/- (exempted for candidates belonging to Scheduled Castes, Scheduled Tribe category), complete in all aspects, should be submitted in the University or sent by post, so as to reach **latest by 15th September, 2011** to the Section Officer (P-III-Recruitment), Room No. 115, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi - 110075. Incomplete applications and those received after due date or without demand draft will be rejected and no claim for refund of fee shall be entertained.

Registrar

11. E-mail address

12. Date of Birth :

13. Nationality :

14. Category (Please tick) : SC ST OBC GEN

15. Designation & complete postal address of current Employer :

 PIN

16. Educational Qualifications :

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

* Please indicate the name of degree awarded.

17. Typing/ Data Entry Speed (in w.p.m.):
 (If applicable)

English :	w.p.m.	Hindi :	w.p.m.
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18. Experience (Please start with the latest) :

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

19. Language(s) Known : (i) _____ (ii) _____

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 employer (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.