



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Established by Government of NCT of Delhi)

KASHMERE GATE : DELHI-110403

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.      | Assistant Registrar<br>PB-Rs.15600-39100 & GP of Rs.5400     | 4     | 3  | -  | -  | 1   | Direct                 |
| 2.      | Producer-Print<br>PB-Rs.15600-39100 & GP of Rs.5400          | 1     | 1  | -  | -  | -   | Direct                 |
| 3.      | Assistant Producer-Print<br>PB-Rs.9300-34800 & GP of Rs.4600 | 1     | 1  | -  | -  | -   | Direct                 |
| 4.      | Assistant Producer-Radio<br>PB-Rs.9300-34800 & GP of Rs.4600 | 1     | 1  | -  | -  | -   | Direct                 |
| 5.      | Section Officer<br>PB-Rs.9300-34800 & GP of Rs.4800          | 3     | 2* | -  | -  | 1   | Direct /<br>Deputation |
| 6.      | Jr. Assistant<br>PB-Rs.5200-20200 & GP-Rs.1900               | 14    | 6  | 2  | 1  | 5   | Direct                 |

\* On deputation basis with possibility of absorption as per the provisions.

## **Eligibility Qualifications & Experience for various positions:**

### **1. Assistant Registrar: PB-Rs.15600-39100 + GP of Rs.5400/- (03-UR & 01-OBC)**

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.

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 minimum 6 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:** Preferably below 35 years.

### **2. Producer-Print: PB-Rs.15600-39100 + GP of Rs.5400/-(01-UR)**

1. Master's Degree in Journalism/ Mass Communication with minimum 55% marks  
OR  
Master's Degree in any discipline with minimum 55% marks and Degree or Diploma in Journalism/ Mass Communication with minimum 55% marks.
2. Proficiency in English and Hindi
3. Minimum Five years experience in production of print material like magazine, newspaper or teaching/ training in print production
4. Knowledge of current Indian and World affairs
5. Acquaintance with contemporary thought and major developments in media

#### ***Desirable :***

- a. Experience as a Journalist/ media professional
- b. Experience of writing for the print and electronic media
- c. Experience of teaching/ training in media subjects
- d. Aptitude for research
- e. Ability to instruct the students in print production and editing

**Age limit:** Preferably below 35 years

**3. Assistant Producer – Print: PB-Rs.9,300-34,800 with GP of Rs.4,600/- (01-UR)**

1. Bachelor's Degree of a recognized university with minimum 55% marks
2. Atleast one year diploma in Computer with specialization in DTP/ designing software
3. Proficiency in English & Hindi
4. Excellent knowledge of computer with good speed in English and Hindi typing
5. Knowledge of print media software like Quark Express, Photoshop, CorelDraw, Indesign, PageMaker.
6. Minimum 3 years experience in print production

***Desirable:***

- a. Experience as a layout/design/production supervisor
- b. Experience of designing and laying out newsletter and other literature, newspapers/ periodical
- c. Ability to instruct the students in Print production, editing and pagemaking by using DTP software.

**Age limit:** Preferably below 35 years

**4. Assistant Producer – Radio: PB-Rs.9,300-34,800 with GP of Rs.4,600/-(01-UR)**

1. Bachelor's Degree of a recognized university with minimum 55% marks
2. Atleast one year diploma in Mass Communication/ Electronic Media/ Radio Production
3. Proficiency in English & Hindi
4. Knowledge of computer and the recording and editing of programmes
5. Minimum 3 years experience in Radio programme production

***Desirable:***

- a. Experience of writing and production for the electronic media
- b. Working experience in a broadcasting organization/ production house
- c. Ability to instruct the students in production of audio and video programmes

**Age limit:** Preferably below 35 years

**5. Section Officer: PB-Rs.9,300-34,800 with GP of Rs.4,800/-(01-OBC on direct & 02-UR on deputation with possibility of absorption as per the provisions)**

- i) Master's degree with atleast six 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. 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.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/ educational institution.

- ii) Good working knowledge of computer applications.

**Criteria for deputation:**

- i) Officers holding analogous posts in Govt. deptts. on regular basis; **or**

Atleast with six years service at the level of General Assistant in the PB-2 Rs.9300-34800 with GP of Rs.4200/-. ii) Good working knowledge of Computer Application.

**Age limit:** Preferably below 35 years for direct applicant and not exceeding 56 years on deputation basis as on the last date of receipt of application.

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

(i) Bachelor degree from a recognized University or equivalent with minimum 55% marks

OR

Sr. Secondary School Certificate with atleast 55% marks or equivalent and at least 02 years of experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- in an equivalent status having comparable total emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.

(ii) Data Entry Speed of atleast 8000 key depressions per hour.

**Desirable:** Certificate/Diploma in computer applications of atleast six months duration from a reputed institution.

**Age limit for direct recruitment:** Preferably below 30 years

**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) Prescribed application form along with relevant details can be obtained from the University's website <http://www.ipu.ac.in>
- (v) 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 30<sup>th</sup> November, 2010**. 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.

**Dr. Bhaskar P. Joshi**  
Registrar



11. E-mail address

12. Date of Birth :   h

13. Nationality :

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

15. Designation & complete postal address of current Employer :   
  
 PIN

16. Educational Qualifications :

| Examination                            | University/<br>Board | Year of<br>passing/<br>award | Division | %age of<br>marks/<br>grade | Subject |
|--|----------------------|------------------------------|----------|----------------------------|---------|
| Matric /SSC/<br>10 <sup>th</sup> Class |                      |                              |          |                            |         |
| 10+2 or<br>equivalent                  |                      |                              |          |                            |         |
| Graduation or<br>equivalent*           |                      |                              |          |                            |         |
| Post<br>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.

18. Experience (Please start with the latest) :

| Name of the<br>institution/organization | Post held and<br>Pay scale | Period |    | Nature of<br>work | Last basic<br>pay (in Rs.) | Reason for<br>leaving<br>(wherever<br>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)

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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. 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.