



Guru Gobind Singh Indraprastha University

SECTOR -16C, DWARKA, NEW DELHI-110078

Website: www.ipu.ac.in

F.No. 1(4) (13)/2021/P-III/ 4393

Dated: 27th September, 2021

Inviting Applications for Photographer On Contract

Applications are invited in prescribed format for appointment of One Photographer on Contract basis, initially for a period of one year.

1. Qualification –

- (i) Graduate in Mass Communication from the recognized university with minimum 55% marks or Post Graduate in Mass Communication from the recognized University.
- (ii) Diploma in Photography from the recognized University/Institutes.

2. **Experiences:** At least 05 years experience of photography.

3. **Age** –Below 35 years as on closing date.

4. **Remuneration:-** Consolidated salary as per University rules.

5. **Last Date to Submit the applications : - 04.10.2021 by 5.00 PM**

Note :

1. Candidates are advised to visit University's website, viz. www.ipu.ac.in for further details and updates regarding qualifications, experience, general instructions and guidelines, age, applications form, last date and interview dates etc. This advertisement must be read accordance with General terms & conditions uploaded with this advertisement.
2. The qualification mentioned in earlier advertisement appeared earlier on University Website on 15.09.2021 vide no. F.No. 1(4) (13)/2021/P-III/ 4023 i.e. "Three years Diploma in Photography from the recognized University/Institutes" has been relaxed as Diploma in Photography from the recognized University/Institutes.
3. The candidates who have already applied against the advertisement appeared earlier on University Website on 15.09.2021 vide no. F.No. 1(4) (13)/2021/P-III/ 4023 need not to apply afresh.

(Sushil Kumar)
Joint Registrar (Personnel)

14. Educational Qualifications: (Attach duly attested copies)

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

15. 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	Reasons for leaving (wherever applicable)
		From	To	Total (year & Month)				

16.

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

17. Present Basic Pay: Rs. _____ in the Pay Scale of Rs. _____

18. Basic Pay acceptable: Rs. _____

19. Period required for joining, if selected: _____

20. Any other relevant information you wish to give in support of your candidature:

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

1. _____

2. _____

22. 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

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

Date:

Place:

Signature & Seal of the employer

GENERAL TERMS AND CONDITIONS

1. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
2. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
3. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
4. The modifications, if any, pertaining to this advertisement like qualifications, interview dates requisite documents etc. will be uploaded and updated on University website. The Candidates are advised to visit University website www.ipu.ac.in time to time. The University reserves the right to withdraw advertised post 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.
5. The educational qualification(s), experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
6. No column of application should be left blank. Strike out those columns, which are not applicable.
7. **Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate. An application, without the said documents is likely to be rejected during the course of screening.**
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. No claim for permanent employment shall be considered by the University.
10. Employment of the University shall be governed by the rules and regulations, service conditions in the Statute/ Ordinance of the University, as may be notified by the University from time to time.
11. No applicant having more than one living wife/husband is eligible for appointment.
12. Incomplete/unsigned application/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 without assigning any reason and no claim for refund of fee shall be entertained in any case.
13. 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.
14. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
15. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
16. Canvassing in any form will be treated as disqualification.

17. No enquiry personal or in writing for recruitment shall be entertained.
18. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
19. The modifications, if any, pertaining to this advertisement like qualifications, interview dates requisite documents etc. will be uploaded and updated on University website. The Candidates are advised to visit University website www.ipu.ac.in time to time.
20. The qualification mentioned in earlier advertisement appeared earlier on University Website on 15.09.2021 vide no. F.No. 1(4) (13)/2021/P-III/ 4023 i.e. *"Three years Diploma in Photography from the recognized University/Institutes"* has been relaxed as Diploma in Photography from the recognized University/Institutes.
21. The candidates who have already applied against the advertisement appeared earlier on University Website on 15.09.2021 vide no. F.No. 1(4) (13)/2021/P-III/ 4023 need not to apply afresh.
22. Applications (applied for contract basis), complete in all aspects, should be submitted in the University or sent by Speed-post, so as to reach to the **Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078** **latest by 04th October 2021 by 5.00 p.m.** The University will not be responsible for any postal delay or loss.
23. The envelope containing application should be superscribed as **"Application for the post of Photographer on Contract basis"**.