



**Guru Gobind Singh Indraprastha University**  
'A State University established by the Govt. of NCT of Delhi'  
**Sector – 16C Dwarka, New Delhi – 110078**  
**(Coordination Branch)**

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F.No.: GGSIPU/Coord./79<sup>th</sup> BOM/2023/ 593

Dated: 16<sup>th</sup> May 2023

**NOTIFICATION**

The Board of Management, GGSIP University in its 79<sup>th</sup> meeting held on 28.04.2023 vide Agenda Item No. 79.22 approved the revised Recruitment Rules for the appointment to the post of Deputy Registrar and Assistant Registrar in the GGSIP University.

A Copy of the Revised Recruitment Rules for the appointment on the post of Deputy Registrar and Assistant Registrar in the GGSIP University is enclosed as Annexure 'A'.

  
(Sunita Shiva)  
Registrar

F.No.: GGSIPU/Coord./79<sup>th</sup> BOM/2023/ 593

Dated: 16<sup>th</sup> May 2023

To,

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&PMHS/ USMS/ USAP/ USE/ USAR/ USDI, GGSIP University
2. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development/ Legal Aid / Research Project Monitoring & Innovation/ IUIIC/ CCGPC/ In-Charge (East Campus), GGSIP University.
3. Project In-charge – SLA/ SFM/ SFIS
4. Chairperson – CHVE/ SDC/ IIQAC & NAAC, GGSIP University
5. Librarian, GGSIP University
6. In-charge UIRC, GGSIP University
7. Programme Coordinator- NCC/NSS Cell, GGSIP University
8. Proctor, GGSIP University
9. Controller of Finance, GGSIP University
10. Controller of Examination (I & II), GGSIP University
11. Chief Warden, GGSIP University
12. CVO, GGSIP University
13. All JRs/ DRs/ Branch In-charge(s), GGSIP University
14. Advisor UWD, GGSIPU
15. In-Charge, UITS, GGSIP University with a request to upload the notification in the University website.

**Copy for information of the Competent Authority:**

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.

  
(Shikha Agarwal)  
Dy. Registrar (Coordination)

Recruitment Rules as approved by Board of Management in its 79<sup>th</sup> meeting held on 28.04.2023 vide Agenda Item No. BM 79.22.

<b>DEPUTY REGISTRAR(S)</b> PB-3: Rs. 15600-39,100 GP: Rs. 7,600/- (Pay Level: 12) (Rs. 37,400-67,000 with GP of Rs. 8,700/- (Pay Level: 13) after completing 05 years service as Deputy Registrar on the basis of selection process)	<b>DEPUTY REGISTRAR(S)</b> PB-3: Rs. 15600-39,100 GP: Rs. 7,600/- (Pay Level: 12) (Rs. 37,400-67,000 with GP of Rs. 8,700/- (Pay Level: 13) after completing 05 years service as Deputy Registrar on the basis of selection process)
<b>Eligibility qualifications &amp; experience</b>	<b>Eligibility qualifications &amp; experience</b>
<p><b>(i) Direct recruitment:</b></p> <p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,  <b>OR</b>            Comparable experience in research establishment and/or other institutions of higher education,  <b>OR</b>            05 years of administrative experience as Assistant Registrar or in equivalent post.</p>	<p><b>No Change</b></p>
<p><b>Desirable:</b></p> <p>(a) At least 3 years experience in Rs. 6600/- Grade Pay in Pay Band 3 of Rs. 15,600-39,100/- (Level: 11 as per 7<sup>th</sup> CPC) in equivalent cadre in Group A in Govt. department/ University/ Educational Or Research Institutions.</p> <p>(b) Good working knowledge of Computer Operations and Office Procedure.</p>	<p><b>No Change</b></p>
<p><b>(ii) Promotion:</b></p> <p>25% by promotion from the post of Assistant Registrars with Master's Degree and minimum 04 years service in the Grade Pay of Rs. 6600/- (Sr. Scale). If no employee is found eligible, posts may be filled through deputation / contract basis.</p> <p><b>Note:</b> Promotion and financial upgradation process by DPC shall include an interview</p>	<p><b>No Change</b></p>
<p><b>(iii) Deputation:</b></p> <p>Officers on Centre/ State Government</p>	<p><b>No Change</b></p>

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<p>service/ Autonomous Government organizations/ University/ Educational or Research Institution holding analogous posts in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 7600/- (Level: 12 as per 7<sup>th</sup> CPC) OR Pay Band 4 of Rs. 37,400-67,000- with Grade Pay of Rs.8,700/-</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers on Centre/ State Government Service/ Autonomous Government organizations / University/ Educational or Research Institution with 03 years experience in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 6600/- (Level: 11 as per 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers on Centre/ State Government Service/ Autonomous Government organizations with 09 years of administrative experience as Assistant Registrar or in equivalent post in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 5400/- (Level: 10 as per 7<sup>th</sup> CPC)</p>	
<p><b>(iv) Contract:</b></p> <p>Officers having served in Centre / State Government Service/ Autonomous Government Organisations with minimum nine years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs. 8,700/-.</p>	<p><b>(iv) Contract :</b></p> <p>Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution holding analogous post in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 7,600/- (Level: 12 as per 7<sup>th</sup> CPC) preceding to their retirement.</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution with 05 years experience of working in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs.6,600/- (Level: 11 as per 7<sup>th</sup> CPC) preceding to their retirement.</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution with 10 years of administrative experience as Assistant Registrar or in Pay Band-3 of Rs. 15,600-39,100/- with GP of Rs. 5,400/- (Level: 10 as per 7<sup>th</sup> CPC) preceding to their retirement.</p>

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<p><b>Note:</b> 75% of the posts may be filled through Direct recruitment / deputation / contract basis.</p> <p><b>Age limit for Direct Recruitment:</b> Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules</p>	<b>No Change</b>
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<p><b>ASSISTANT REGISTRAR(S)</b> PB-3: Rs. 15600-39,100 GP: Rs. 5,400/- (Pay Level: 10) (Rs. 6,600/- (Pay Level: 11) on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria).</p>	<p><b>ASSISTANT REGISTRAR(S)</b> PB-3: Rs. 15600-39,100 GP: Rs. 5,400/- (Pay Level: 10) (Rs. 6,600/- (Pay Level: 11) on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria).</p>
<b>Eligibility qualifications &amp; experience</b>	<b>Eligibility qualifications &amp; experience</b>
<p>(i) Direct recruitment</p> <p>(a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>If required, written test may be conduct.</p>	<b>No Change</b>
<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>At least three years' experience in supervisory or equivalent cadre in a Group B post in a Government Department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.</li> <li>LL.B or MBA or CA/ICWA or MCA or M. Phil. / Ph.D. qualification.</li> <li>Good working knowledge of Computer Operations and Office Procedure.</li> </ol>	<b>No Change</b>
<p>(ii) <b>Promotion:</b></p> <p>50% by promotion from the post of Private Secretary and Section officer with ratio (1:3) with minimum 05 years services in the grade rendered after appointment thereto on regular basis, failing which by deputation/ contract basis.</p> <p><b>Note:</b> Promotion and Financial upgradation process by DPC shall include an interview</p>	<b>No Change</b>
<p>(iii) <b>Deputation:</b></p> <p>(a) Officers holding analogous posts in Centre/ State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/ Educational Institution on regular basis in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs.</p>	<p>(iii) <b>Deputation :</b></p> <p>(a) Officers holding analogous posts in Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution on regular basis</p>

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<p>5400/- (Level: 10 as per 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers holding analogous posts in Centre/ State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/ Educational Institution on regular basis at least 03 years experience in Pay Band 2 of Rs. 9,300-34,800/- with GP of Rs. 4800/- (Level: 8 as per 7<sup>th</sup> CPC)</p> <p>(b) Good working knowledge of Computer Operations and Office Procedure</p>	<p>in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 5400/- (Level: 10 as per 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>Officer working in Pay Band 2 of Rs. 9300-34800/- with GP of Rs. 4800/- (Level: 8 as per 7<sup>th</sup> CPC) in Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution on regular basis with at least 03 years experience</p> <p>(b) Good working knowledge of Computer Operations and Office Procedure</p>
<p>(iii) <b>Contract:</b></p> <p>Officers having served in Centre/ State Government Service/ Autonomous Government Organizations with minimum eight years experience on administrative assignments, preceding their retirement , with minimum Grade Pay of Rs. 5400/-.</p>	<p>(iii) <b>Contract :</b></p> <p>Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution holding analogous post in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 5,400/- (Level: 10 as per 7<sup>th</sup> CPC) preceding to their retirement.</p> <p style="text-align: center;"><b>OR</b></p> <p>Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Educational or Research Institution with at least 04 years experience of working in Pay Band 2 of Rs. 9,300-34800/- with GP of Rs. 4800/- (Level-8 as per 7<sup>th</sup> CPC), preceding to their retirement.</p>
<p><b>Note:</b> 50% of the post may be filled through Direct recruitment / deputation / contract basis.</p> <p><b>Age limit for Direct Recruitment:</b> Not exceeding 45 years, relaxable in case of SC/ ST/ OBC/PH/ Department Candidates as per Govt. rules.</p>	

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