



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16-C, DWARKA, NEW DELHI – 110078

No.F.1 (4)(3)/2022/P-III/ 458

Dated: 08th April, 2022

EMPLOYMENT NOTICE

The University invites applications in prescribed format to fill-up the following posts on consolidated remuneration, initially, for a period of one year. The consolidated remuneration will be commensurate with the Educational qualifications and experience.

Sr. No.	Name of Posts	Mode of Recruitment	No. of Posts	Pay
1	Senior Content Writer	On visiting/ part-time basis	01	On Consolidated remuneration
2	Assistant (Hardware Maintenance)	On Contract	01	On Consolidated remuneration

The Recruitment Rules of the aforesaid posts are as under:

1. Senior Content Writer: -

Eligibility qualifications & experience:

Essential Qualifications :

- Having good academic record and Master's in English from a recognized University or equivalent
- P G Diploma in Advertising and Public Relations or P G Diploma in Journalism

Desirable: At least 5 years Work Experience in Advertising/ Digital Media Function.

2. Assistant (Hardware Maintenance)

Eligibility qualifications & experience:

- Bachelor's degree with at least 55% marks from a recognized University or equivalent.
- Diploma in Computer Hardware and Networking
- At least Three (03) years experience in Computer Hardware Maintenance and networking.

Important Note:

- The eligible candidates are required to submit the application form on prescribed format (attached) alongwith supported educational documents and testimonial at **E mail: recruitment@ipu.ac.in upto 16.04.2022 (Saturday) upto 17.00 hrs.**
- The Interview will be held on 18.04.2022 from 11.00 AM onwards.


Brig. P. K. Upmanyu (Retd.)
In- Charge (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 Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should apply through proper channel enclosing a certificate from that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their ACR/APAR of last five years and 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. Failure to provide the same shall make them ineligible for consideration to the post. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, University reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
7. 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.
8. Update (if any) pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of the applicant to visit the university website to their convenient.
9. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
10. The University reserves the right to withdraw advertised posts 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.
11. 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.
12. Services shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
13. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.

14. In case of engagement of Retired Officers, the remuneration will be fixed as per Government/ University Rules.
15. No applicant having more than one living wife/husband is eligible for appointment.
16. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
17. 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.
18. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
19. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
20. Canvassing in any form shall be treated as disqualification.
21. No enquiry personal or in writing for recruitment shall be entertained.
22. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
23. **The application, in the prescribed format duly filled in, complete in all respects, alongwith supported educational documents and testimonial in attachment will be sent on E-Mail: recruitment@ipu.ac.in, latest by 16th April, 2022 (Saturday). The University will not be responsible for any delay or loss.**
22. **The Subject of the E-mail should be clearly mentioned as "Application for the post of Senior Content Writer (On Visiting / Part-time basis)/ Assistant (Hardware Maintenance) on Contract basis.**