

F. No.1(4)(4)/Rectt./2025/16

Dated: 16th April, 2025

EMPLOYMENT NOTICE

Subject: Engagement of 01 Retired State Govt./Central Govt. Officer as Advisor cum Consultant in Guru Gobind Singh Indraprastha University purely on Short- Term Contract basis.

Guru Gobind Singh Indraprastha University invites online applications (as per Link given below) from eligible Retired State Govt./Central Govt. Officers to engage one Advisor cum Consultant on Consolidated salary as per University rules/ policy against a vacant post of Pay Level : 14. The appointment shall be purely on short term contract basis for a period of six months which is further extendable subject to the requirement of the University and performance of the officers so appointed during the initial period of contract.

To apply online, click the following link/Scan QR code

<https://ipunt.samarth.edu.in>



1. Eligibility & Experience

The persons retired in the Pay Level-13 or 14 and should have vast experience in dealing with various departments of the Govt., well conversant in noting/drafting, liaisoning and coordination with other departments of the Govt. having capability to deal and plan in multiple fields in a coordinated, cohesive and efficacious manner.

2. **Age:** Less than 69 years on the last date of submission of application for the post of Advisor cum Advisor cum Consultant.
3. **Pay:** The Advisor cum Consultant will be paid all inclusive consolidated salary as per University rules/ policy depending upon the qualification, past experience etc.
3. **Duties:** The selected Advisor cum Consultant will be required to work extensively in coordination and in liaison with all the concerned officers under single window system of the University working in East Campus and also assigned the work in any manner connected/associated with upcoming North Campus at Narela. The duties will entail regular monitoring of the progress of the Narela Project, administrative functioning of East Campus and provide input/progressive report to the Hon'ble Vice Chancellor. The Advisor cum Consultant will also be required to attend important meetings in the State Govt. and to coordinate with the Department of Higher Education/other

departments of the Govt. of NCT of Delhi in connection with pending issues relating to East Campus/Narela Campus to have logical and conclusive results. From time to time, the Advisor cum Consultant will also be required to visit the site of project/work and submitting evaluation report. However, the job location of the Advisor cum Consultant can be anywhere in two Campus i.e. Narela or East Campus, Surajmal Vihar of the University depending upon nature of duties assigned to the Advisor cum Consultant from time to time. Apart from that any other works, as may be deemed appropriate may also be assigned to him/her by the Competent Authority.

The details of Opening Date and closing date for receipt of online applications and its hardcopy alongwith copy of educational qualifications/ experience/Last pay slip/PPO etc. as annexure are as under:-

Opening Date for Submission of Online applications: - 16th April 2025 (Wednesday)

Closing Date for Submission of Online applications: - 11th May 2025 (Sunday) till 23.50 hrs.

Closing Date for receiving of hard copy of Applications: - 16th May 2025 (Friday) upto 5.00 PM


16.4.2025
Deputy Registrar (Recruitment)

General Instructions and Guidelines

1. The number of posts may vary at the discretion of the University and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
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. Printout of online submitted Application Form must 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. No claim for refund of cost of application or processing fee shall be entertained.
7. Merely calling the candidate in interview does not entail for selection to the advertised post.
8. 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.
9. 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.
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 online application form. If there was change of name at any stage of time, original name may also be mentioned.
12. 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.
13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/application and those received in University after closing date will be rejected without assigning any reason.
15. 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.

16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
21. The printout of duly filled online application alongwith copy of educational qualifications/ experience/Last pay slip/PPO etc. complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Recruitment), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 16th May, 2025 (Friday), by 5:00 p.m.** The University will not be responsible for any postal delay or loss.
22. The envelope containing application should be superscribed as **“Application for the post of Advisor Cum Advisor cum Consultant “on Contract”**”.