



Guru Gobind Singh Indraprastha University
"A State University established by Govt. of NCT of Delhi"
Sector 16-C, Dwarka, New Delhi- 110078
Website: www.ipu.ac.in



No.F.1(6)(10)/2024/Estt.(NT)/ 5703

Dated the 04th September, 2025

NOTIFICATION

The Board of Management of Guru Gobind Singh Indraprastha University in its 87th meeting held on 19.06.2025 vide Agenda Item No.87.28, has approved the minor modification in the present Recruitment Rules of Non-Teaching Staff i.e. Dy. Librarian, Assistant Librarian and Senior Supervisor (Sanitary) of the University.

The approved Recruitment Rules are enclosed with this Notification.


(DR. KAMAL PATHAK)
REGISTRAR

No.F.1(6)(10)/2024/Estt.(NT)/ 5703


Dated the 04th September, 2025

Copy forwarded to the following for information & necessary action:-

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&AHS/ USMS/ USAP/ USE/ USAR/ USDI, GGSIP University.
2. Project In-charge- University School of Fire and Industrial Safety/University School of Liberal Arts/University School of Film Making/University School of AYUSH, GGSIP University.
3. Direct- Academic Affairs/Coordination/Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/Research and Development Cell/ Legal Aid/Research, Project Monitoring & Innovation/ IUIIC/ East Campus, GGSIP University.
4. Chairperson- Centralized Career Guidance and Placement Cell/ SDC/ IIQAC & NAAC, GGSIP University.
5. In-charge, Centre for Human Values and Ethics.
6. In-charge UIRC, GGSIP University.
7. Programme Coordinator-NSS Cell, GGSIP University.
8. Proctor, GGSIP University.
9. OSD to Hon'ble Vice Chancellor, GGSIP University.
10. Controller of Finance, GGSIP University.
11. Controller of Examination-I & II, GGSIP University.
12. Chief Warden, GGSIP University.
13. CVO, GGSIP University.
14. All JRs/DRs/Branch In-charge, GGSIP University.
15. Superintending Engineer (UWD), GGSIP University.
16. Project Director, UITS, GGSIP University with a request to upload the Notification on 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.


(NAVEEN KUAMR BUDHIRAJA)
ASSISTANT REGISTRAR, ESTT. (NT)

GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024
ELIGIBILITY CRITERIA FOR UIRC AND SANITATION POSTS
FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE

DEPUTY LIBRARIAN

1.	Name of the Post	DEPUTY LIBRARIAN
2.	No. of Posts	03
3.	Classification	Group A
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	Academic Pay Level 12 with rationalized entry Pay of Rs.79800 (as per 7th CPC) Pay Scale (Pre-revised) PB of Rs.15600-39100 with AGP of Rs.8000 (Next Academic Pay Level under CAS as per UGC Guidelines)
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	Direct: Not exceeding 40 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. Deputation: Not exceeding 56 years. Contract: As per University Rules.
7.	Eligibility qualifications & experience	Essential Educational Qualification: Direct: <ol style="list-style-type: none"> 1. A Master's Degree in Library Science/ Information Science/Documentation Science, with at least 55% marks or an equivalent grade in a point-scale, wherever grading system is followed. 2. Evidence of innovative library services including integration of ICT in library. 3. A Ph.D. Degree in Library Science/ Information Science/Documentation Science/ Archives and Manuscript-keeping/ Computerization of Library. 4. Eight years experience as an Assistant University Librarian/College Librarian.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No. Educational Qualification: Yes.
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	75% by Direct Recruitment & 25% by Promotion, failing which by Deputation / Contract [Feeder Cadre Post for Promotion: Assistant Librarian]



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11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<p>Promotion: Possessing the qualification as mentioned for direct recruitment and also meeting the Criteria as per UGC Norms prescribed under Career Advancement Scheme.</p> <p>Deputation: (i) Possessing the qualification as mentioned for direct recruitment. (ii) Officer holding the analogous post or working as Assistant Librarian with eight years experience at any level in Central or State Govt. University Library or Research Institutes.</p> <p style="text-align: center;">OR</p> <p>Eight years of teaching experience as Assistant/ Associate Professor in Library Science in Central or State Govt. University.</p> <p style="text-align: center;">OR</p> <p>Eight years experience as a College Librarian/ Research Institutes under Central or State Govt.</p> <p>Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p>Contract:</p> <ul style="list-style-type: none"> As per essential qualification for direct recruitment for non-retired persons as prescribed in column 7. In the case of retired Officer holding the analogous post at the time of retirement in Central or State Govt. University Library or Research Institutes. <p style="text-align: center;">OR</p> <p>Eight years experience as Assistant Librarian at any level in Central or State Govt. University Library or Research Institutes.</p> <p style="text-align: center;">OR</p> <p>Eight years of teaching as Assistant/ Associate Professor in Library Science in Central or State Govt. University.</p> <p style="text-align: center;">OR</p> <p>Eight years experience as a College Librarian/ Research Institutes under Central or State Govt.</p>
12.	Job Profile	<ol style="list-style-type: none"> To generally assist the Librarian in planning of academic and professional work in the Library. To contribute to the educational functions of the University by providing bibliographic guidance in the area of the specialization. To develop documentation programme in the concerned areas.



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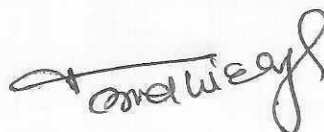
		<ol style="list-style-type: none">4. To contribute toward professional inquiry and research through publications, attending seminars and conferences.5. To develop programmes of library management for improving efficiency of the library.6. Any other duties assigned from time to time.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.



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ASSISTANT LIBRARIAN

1.	Name of the Post	ASSISTANT LIBRARIAN
2.	No. of Posts	04
3.	Classification	Group A
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	Academic Pay Level 10 with rationalized entry pay of Rs.57,700 (as per 7th CPC) (Next Academic Pay Level under CAS as per UGC Guidelines)
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	Direct: Not exceeding 40 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. Deputation: Not exceeding 56 years. Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	<p>Essential Educational Qualification & Experience:</p> <p>Direct:</p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). 2. A consistently good academic record, with knowledge of computerization of a library. 3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <p>Provided that the, candidates registered for the Ph.D., degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent</p>



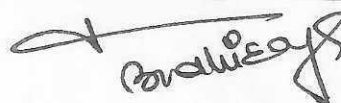
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		<p>positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in the regular mode; The Ph.D. thesis has been evaluated by at least two external examiners; Open Ph.D. viva voce of the candidate has been conducted; The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/ supported by the UGC/ICSSR/CSIR or any similar agency. <p>Note:</p> <ol style="list-style-type: none"> <i>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i> NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC/ CSIR or similar test accredited by the UGC like SLET/SET.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	<p>Age: No.</p> <p>Educational Qualification: Yes</p>
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	<p>75% by Direct Recruitment & 25% by Promotion, failing which by Deputation / Contract</p> <p>[Feeder Cadre Post for Promotion: Senior Professional Library Assistant]</p>
11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<p>Promotion:</p> <p>Possessing the qualification as mentioned for direct recruitment with eight years regular service as Senior Professional Library Assistant in Pay Level 08.</p> <p>Deputation:</p> <p>Holding analogous post or having eight years experience as Senior Professional Library Assistant or equivalent post in Pay Level 08 with essential qualification as per direct recruitment.</p>



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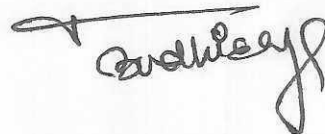
		<p>Period of deputation: The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p>Contract:</p> <ul style="list-style-type: none"> • As per essential qualification for direct recruitment for non-retired persons as prescribed in column 7. • In the case of retired Officer holding the analogous post at the time of the retirement in Central or State Govt. University Library or Research Institutes. <p align="center">OR</p> <p>Eight years experience as Senior Professional Library Assistant or equivalent post in Pay Level 08, preceding to his/her retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> 1. To interact with the academic community of the University in order to determine their requirements of reading materials and acquires the same for the library. 2. To classify the documents bringing out their contents in class numbers provides reference services and documentation services to the faculty members, research scholars and students. 3. Prepare bibliographies and indexes. - Act as the liaison between the Librarian/Deputy Librarian and staff for communication purposes and supervise the activities of section. 4. To attend correspondence relating to the section. 5. Any other duties assigned from time to time.
13.	Composition of DPC or Selection Committee	As per University Ordinance/Rules/Orders.



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SENIOR SUPERVISOR (SANITARY)

1.	Name of the Post	SENIOR SUPERVISOR (SANITARY)
2.	No. of Posts	01
3.	Classification	Group C
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	Pay Level 04 (as per 7 th CPC) Pay Scale (Pre-revised) PB-1 of Rs.5200-20200 with GP of Rs.2400
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	Essential Educational Qualification: Contract: <ol style="list-style-type: none"> 1. Bachelor Degree from any Govt. recognized University/ Institute. 2. Diploma in Sanitary Inspector from a Government recognized Institute. 3. Atleast 5 years experience of working as Sanitary Supervisor in the Pay Level of 02 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/Recognized Educational Institutions of Higher Studies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable. Educational Qualification: Not Applicable.
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	Promotion / Contract [Feeder Cadre post for Promotion: Supervisor (Sanitary)]
11.	In case of recruitment by promotion/ deputation/contract/ absorption, grades from which promotion/ deputation/contract/ absorption to be made	Promotion: At least 5 years experience of working as Sanitary Supervisor in the Pay Level of 02.



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12.	Job Profile	<ol style="list-style-type: none">1. To supervise the work of Sanitary Supervisor/Sanitary Workers for the cleaning of campus as per the scope of work laid down in the sanitation tender.2. To ensure that the attendance register in the prescribed sanitation activity is maintained on day to day basis.3. To ensure that the inventory register of sanitation items (receipt and issue) are properly maintained.4. To ensure that the personnel details of sanitation workers in Aadhar card, address, mobile number and police verification are maintained and kept safely.5. To ensure that the whole University complex is sanitized properly everyday as per the sanitation schedule.6. Any other work as may be assigned by the Competent Authority.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

