



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(Established by the Govt. of NCT of Delhi)

Sector-16 C, Dwarka, New Delhi – 110 078

Website : www.ipu.ac.in (Tel: 011-25302185, 011-25302182)

Revised Employment Notice

In continuation of earlier advertisement dated **27.07.2016**, Guru Gobind Singh Indraprastha University invites applications on prescribed format through **On-Line** mode available on University website www.ipu.ac.in from eligible and willing candidates to fill-up the following posts on Direct basis. In light of DoPT OM No. 39020/01/2013-Estt(B)-Part dated 29.12.2015 and in compliance to the orders received vide letter dated 24.01.2017 from Services Department(III), GNCTD, the University has decided to discontinue interview for recruitment to the following posts:-

S. No.	Name of Post	Pay Band & Grade Pay	Mode of Recruitment	No. of vacancies (s)* and reservation	Process of Selection (for both advertisement)**
1.	Assistant (Accounts)	PB-1 with GP Rs.2400/-	Direct	4 (UR-03, OBC-01)	Written Test
2.	Jr. Assistant	PB-1 with GP Rs.1900/-	Direct	25* (UR-12, OBC-07, SC-04, ST-02)	Written Test/ Skill Test

* Out of 25 posts of Jr. Assistant, 01 post (Backlog post) is reserved for PWD i.e. Persons with Disability (Locomotor Disability or cerebral palsy)

Note:-

1. The number of posts is tentative and may change on the University's requirement. 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, test conduct, result and reason for not being shortlisted.
2. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.

The extension period for online form filling will be from **21.08.2017 to 05.09.2017 till 4 p.m.**

c. Jain
Registrar

The Recruitment Rules for the posts are as under:

1. Assistant (Accounts) (PB-1 with GP Rs. 2400/-) - Direct recruitment

- (a) B. Com with atleast 55% marks from a recognized University or equivalent.
- (b) Two years experience of maintenance of commercial accounts in PB-I of Rs. 5,200-20,200 with GP of Rs. 1,900/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.
- (c) Working knowledge of software (s) dealing with book keeping of accounts such as Tally.

Age Limit: Not exceeding 30 years, relaxable in case of SC/ ST/ OBC/ PH/ Departmental Candidates as per Govt. rules.

2. Junior Assistant (PB-1 with GP Rs.1900/-) - Direct recruitment

- (a) Sr. Secondary School Certificate (10+2) with at least 55% marks or equivalent from a recognized Board/ University/ Institution

OR

- Three years Bachelor's Degree from a recognized University with 55% marks.
- (b) Data Entry Speed of 8000 key depressions per hour in English on computers.

Age limit for Direct Recruitment: Preferably below 30 years, relaxable in case of SC/ST/OBC/ PH/Departmental Candidates as per Govt. rules.

General Instructions and Guidelines

1. Guru Gobind Singh Indraprastha University is an Autonomous Body under Govt. of NCT of Delhi. The 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.
2. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
3. **Those candidates who have applied earlier, need not apply again and their eligibility criteria will be considered as per the earlier advertisement dated 27.07.2016. However, those who will apply referring to this revised advertisement, their eligibility criteria will be considered on the last date given in this revised advertisement for submission of their online application.**
4. **Those candidates who have applied with reference to advertisement dated 27.07.2016, if they wish to withdraw their application due to any reason, they may apply online for the same till the last date given in this revised advertisement. On receipt of online request for withdrawal, if any, the candidates will be refunded the application fee of Rs. 500/- (if paid at the time of submission of application) through online only.**
5. **After the last date of submission of online application during this extended period in the revised advertisement, neither any fresh application will be accepted nor the candidates already applied, will be permitted to withdraw.**
6. The aspiring applicants satisfying the eligibility criteria in all respects can submit their application only through **On-Line** mode. The On-line application is available on University website **www.ipu.ac.in** from **21.08.2017 to 05.09.2017 upto 4.00 PM**. No documents in Hard copy is required to be submitted to the University. **However, all applicants are advised to keep a copy of filled up downloaded Application Form, alongwith proof of payment of fees (Except exempted categories) and a copy of Admit Card as and when available for their record.**
7. **The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of applications, failing which their applications will be rejected.**
8. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.
9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for test/ interview/ further process of recruitment.
11. **The On-Line Registration will be closed by 04.00 PM on 05.09.2017. The candidature of such applicants who fail to complete the online registration by stipulated date and time will not be considered and no correspondence in this regard will be entertained.**
12. In case a candidate wishes to apply for more than one post, he/ she is required to fill in the form separately through online mode only.

13. **The candidate must ensure that their photo, signature and thumb impression should be clearly visible in preview at the time of filling of application in online mode.** If photo/ signature/ thumb impression image is displayed small or not visible in preview on website, that means photo/ signature/ thumb impression is not as per the University prescribed format and in that case, your application will be rejected, So, be careful while uploading your photo, signature and thumb impression. No subsequent request for its change will be considered or granted.
14. **Application Fee**
- i. General/ OBC candidates - Rs. 500/- (Rupees Five Hundred only)
 - SC/ ST/ PWD Candidates - Exempted
 - ii. The candidate can pay the prescribed application fee through Debit Card/ Credit Card/ Net Banking. Transaction/ Processing Fee, if any, as applicable, will be payable to the bank by the candidate.
 - iii. **Application fee once remitted shall not be refunded under any circumstances.**
 - iv. Application without the prescribed fee, wherever applicable, would not be considered and summarily rejected.
15. **Reservation for the post and Relaxation for age for the reserved category shall be provided as per the Govt. of NCT of Delhi Rules.**
- i. Candidates applying under any of the reserved category will be considered subject to submission of Caste certificate on a prescribed format issued by the Competent Authority at the time of verification of documents.
 - ii. Other Backward Classes (OBCs) for the purpose of employment under the University, shall be the castes, as defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time. The OBC candidates are required to submit their latest Non-Creamy Layer Certificate as per Govt. Notification at the time of verification of documents.
 - iii. The PWD candidates with less than 40% of relevant disability shall not be considered. Physically Disability Certificate should be issued from a duly constituted and authorized Medical Board.
 - iv. The candidates belonging to SC/ ST and OBC are free to apply as General candidates also.
16. Age criteria shall not apply in case of Departmental Candidates (GGSIPU Regular Employees) applying for Direct Recruitment.
17. In case a candidate choose 6th subject as additional subject in 10+2 examinations, marks will be counted as per following norms:
- i. A candidate must have **final Result as "Pass"** in the Sr. Secondary Exam;
 - ii. For the purpose of calculation of percentage, 5 subjects having the highest marks shall be taken into account;
18. The date of Written Test for the post(s) Assistant (Accounts) and Jr. Assistant will be notified on the University's website at www.ipu.ac.in at the Examination Centers located at Delhi/ NCR only.
19. **Candidates are advised to download their Admit Card, which will be available 7 days before the scheduled date of Written Test, from GGSIP University website www.ipu.ac.in as no admit card will be sent by post.**
20. The candidates are advised to bring Admit Card downloaded from University website at the time of Written Test/ Skill Test and hand over the same to the Invigilator during marking their attendance, failing which their candidature/ performance in the written test/ Skill Test will not be considered.

21. **For Post of Assistant (Accounts):** All the candidates will be called for Written Test. The syllabus of the written test shall include (i) Quantitative Aptitude; (ii) General English; (iii) General Awareness; (iv) Computer Aptitude; and (v) Accountancy & Taxation. The written test will be of 12th standard level. The list of top ranked applicants in each category on the basis of their performance in the written test will be uploaded on University Website i.e. www.ipu.ac.in and will be called for verification of documents.
22. **For Post of Jr. Assistant** All the candidates will be called for Written Test. The syllabus of the written test shall include (i) Quantitative Aptitude; (ii) General English; (iii) General Awareness; and (iv) Computer Aptitude. The written test will be of 12th standard level. The list of top ranked applicants in each category on the basis of their performance in the written test will be uploaded on University Website i.e. www.ipu.ac.in and will be called for skill test for which minimum qualifying speed will be 8000 KDPH. This skill test will be qualifying in nature only. The list of top ranked applicants (who will qualify skill test also) on the basis of their performance in the written test will be uploaded on University Website i.e. www.ipu.ac.in and will be called for verification of documents.
23. The University will be conducting the **Recruitment test for the posts of Junior Assistant and Assistant (Accounts)** on **17.09.2017** of 2 ½ hours duration each. The processing for issue of Admit cards to the candidates will be started w.e.f. 11.09.2017. Date, Time and Venue for Skill Test for the post of Jr. Assistant will be uploaded on the University Website i.e. www.ipu.ac.in time to time. **Therefore, the candidates are advised to visit University Website for regular updates.**
24. The original certificates/ documents of successful candidates will be verified. The shortlisted candidates must bring all original certificates of Essential and Desirable Qualifications along with one set of photocopy, duly attested, viz.: i) Copy of downloaded Admit Card. ii) 10th Certificate showing the Date of Birth. iii) Caste certificate if applied under SC/ST/OBC category issued by the Competent Authority. iv) Disability Certificate, if applied under PWD category. v) 'No Objection Certificate' if in regular employment. vi) Experience Certificate, if any.
25. Those who are in employment must submit a "No Objection Certificate" from the employer at the time of Interview/verification of documents, otherwise their candidature will not be considered for the post applied for.
26. At any stage, if it is found that candidate don't fulfill the eligibility criteria, will be summarily rejected. Therefore, candidates must ensure at their end that they fulfill the required eligibility criteria as prescribed in the advertisement for the post applied for.
27. The dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
28. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
29. Canvassing in any form will lead to disqualification.
30. No interim correspondence or personal enquiries shall be entertained by the University.

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