



Guru Gobind Singh Indraprastha University

(Established by Government of NCT of Delhi)

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

www.ipu.ac.in

EMPLOYMENT NOTICE

This is in supersession to the University's earlier employment notice notified on University website www.ipu.ac.in on 22.11.2016; Guru Gobind Singh Indraprastha University is a dynamic growth oriented organization established to facilitate and promote studies and research in emerging areas of higher education with focus on professional education. The University imparts education in the field of Engineering, Science, Technology, Management, Law, and Humanities & Social Sciences etc., at the Graduate, Post-Graduate, and Doctorate Level under its various Schools. The University proposes / invites applications, on the prescribed format, to fill up the following **Non Teaching Posts**:

Post	Total No. of Posts	Pay in Pay Band & Academic Grade Pay
Deputy Registrar (Deputation basis)	01 (UR)	PB-3 of Rs.15,600-39,100/- with GP of Rs.7,600/-
Assistant Registrar (Direct basis)	03 (02-UR, 01-OBC)	PB-3 of Rs.15,600-39,100/- with GP of Rs.5,400/-
Studio Assistant (Direct basis)	01 (UR)	PB-2 of Rs. 9300-34800 with GP of Rs. 4200/-

Note: Applicants who have already applied in response to the University's earlier employment notice notified on 22.11.2016 are also required to pay the prescribed fee of Rs.500/- (exempted for candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disabilities (PWD) categories) in the form of demand draft in favour of Registrar, Guru Gobind Singh Indraprastha University (payable at New Delhi).

Last date for submission of application is 26.12.2016 (Monday).

Handwritten signature

Eligibility qualifications & experience:

1) Deputy Registrar

PB-3: Rs. 15,600-39,100 GP : Rs. 7,600/- (Rs. 37,400-67,000/- with GP of Rs. 8,700/- after completing 5 years service as Deputy Registrar on the basis of selection process).

Eligibility qualifications & experience:

Deputation

Officers on Centre/ State Govt service/ Autonomous Govt organizations with administrative experience of minimum nine years and holding analogous posts in Grade Pay of Rs. 7600/-.

2) Assistant Registrar

PB-3: Rs. 15600-39,100 GP : Rs. 5,400/- (Rs. 6,600/- on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria) – As per MHRD/ UGC Guidelines.

Eligibility qualifications & experience:

Direct Recruitment

(a) Ph.D. with Master's degree with at least 55 % marks or equivalent grade of 'B' in the UGC seven point scale with minimum three years experience in the related field in PB-2 Rs. 93,00-34800 with Grade Pay of Rs. 4,800/- / Rs. 4,600/- or equivalent;

OR

Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale with minimum three years experience in the related field in PB-2 Rs.9,300-34800 with Grade Pay of Rs.4,800/- or equivalent.

(b) Good working knowledge of Computer Operations and Office Procedure

Age limit for Direct Recruitment: Not exceeding 45 years, relaxable in case of SC/ST/OBC/ PH/Departmental Candidates as per Govt. Rules.

3) Studio Assistant

PB-2 of Rs. 9,300 – 34, 800 with GP of Rs. 4200/- (Pre-revised – Rs. 5,000-8,000)

Eligibility qualifications & experience:

Direct Recruitment

(i) Bachelor's Degree of a recognized University with minimum 55% marks. Atleast one year diploma in Videography/ Electronic Media from a reputed institution.

(ii) Knowledge of English & Hindi

Desirable:

- a. Experience of production for the electronic media
- b. Ability to assist in practical in Video and Audio Production

Age Limit for the post of Studio Assistant: Preferably below 30 years.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078
APPLICATION FORM FOR NON-TEACHING POSTS

Space for
self attested
Photograph

- Note:**
1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach Demand Draft/ Pay Order (if not exempted).
 4. Attach copies of all the mark-sheets/degree(s)/certificates.

1. Post applied for : Direct/ Deputation/ Contract

2. Bank Demand Draft No.: Date:
 (If applicable) (Please write your Name, Post Applied for...., Address & Contact No. etc. on the backside of DD/PO)

3. Name & address of the Issuing bank

4. Candidate's name in full :
 Fathers's/ Husband's Name

5. Address for correspondence

 PIN CODE:

6. Permanent residential address:

 PIN CODE:

7. (a) Telephone No. (with STD Code) :
 (b) Mobile No. :
 (c) Fax No. (with STD code) :

8. E-mail address :

9. Date of Birth : (DD) (MM) (YYYY)
Age as on Last Date: Years Months Days

10. Father's/ Husband's name:

11. Marital status: 12. Sex:

13. Nationality :

14. Category (Gen./OBC/ SC/ST/PWD*): Religion

* Persons With Disabilities

15. Designation & complete postal Address of current employer

 PIN

Bo

23. Name and address of two persons (other than relatives) to whom references can be made:

1. _____

2. _____

24. 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

25. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

Date :

Place:

Signature & Seal of the employer

BS

16. 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 or equivalent					
* Post Graduation or equivalent					
* Ph. D./ M.Phil or PG-Degree etc.					
* Any other					

* **Indicate Degree/ Diploma Awarded/ Obtained**

17. 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)				

18.

Language(s) Known (Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			

19. Present Basic Pay: Rs. _____ in the Pay Scale of Rs. _____

20. Basic Pay acceptable: Rs. _____

21. Period required for joining, if selected: _____

22. Any other relevant information you wish to give in support of your candidature:

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 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. However, those in private employment may submit application directly. 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. In case of SC/ST/OBC/PWD/ Ex-Serviceman Category, the applicant should be in possession of appropriate certificate issued by competent authority.
6. **Reservation for the post shall be as per Govt. of NCT of Delhi policies.**
7. **Reservation & Age relaxation to OBC category candidates:** Reservation & age relaxation to candidates under OBC category will be provided as per guidelines issued by Govt. of NCT of Delhi/ GGSIP University.
8. The PWD candidates with less than 40% of relevant disability shall not be considered.
9. **Relaxation for the reserved category personnel for age shall be provided as per Govt. Rules.**
10. Only the age criteria shall not apply in case of Departmental Candidates applying for Direct Recruitment
11. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/ Ex-Serviceman certificate (in case claiming benefit of reservation, fee exemption & age relaxation etc.). An application, without the said documents is likely to be rejected during the course of screening.
12. 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. No claim for refund of cost of application or processing fee shall be entertained.
13. 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.

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14. 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.
15. 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.
16. 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.
17. All appointments shall be made on temporary basis.
18. 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.
19. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
20. No applicant having more than one living wife/husband is eligible for appointment.
21. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date or without requisite fees (if applicable) in the form of demand draft will be rejected without assigning any reason and no claim for refund of fee shall be entertained in any case.
22. 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.
23. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
24. In case a candidate choose 6th subject as additional subject in 10+2 examinations (wherever required), marks will be counted as per following norms:
 - (a) A candidate must have **final Result as "Pass"** in the Sr. Secondary Exam;
 - (b) For the purpose of calculation of percentage, 5 subjects having the highest marks shall be taken into account;
25. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
26. Canvassing in any form shall be treated as disqualification.
27. No enquiry personal or in writing for recruitment shall be entertained.
28. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

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29. The application, on the prescribed format, duly filled in, accompanied by a demand draft of **Rs.500/- (exempted for candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disabilities (PWD) categories)** drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University (payable at New Delhi), complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 **latest by 26.12.2016**. The University will not be responsible for any postal delay or loss."

30. The envelope containing application should be superscribed as "Application for the post of

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c. Soorind

Registrar

24/12/16