



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)

EMPLOYMENT NOTICE

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 post on Direct/ Deputation basis.

S. No.	Name of Post	Pay Band & Grade Pay	Mode of Recruitment	No. of vacancies (s)* and reservation	Process of Selection **
1.	Assistant Engineer (Civil)	PB-3, with GP Rs.5400/-	Deputation	01 (UR)	Interview
2.	Assistant Engineer (Electrical)	PB-3, with GP Rs.5400/-	Deputation	01 (UR)	Interview
3.	Assistant (Accounts)	PB-1 with GP Rs.2400/-	Direct	4 (UR-03, OBC-01)	Written Test/ Interview
4.	Jr. Assistant	PB-1 with GP Rs.1900/-	Direct	25 (UR-12, OBC-07, SC-04, ST-02)	Written Test/ Skill Test/ Interview
*	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.				
**	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.				

Last date for submission of application is 29.08.2016 (Monday).

Registrar

The Recruitment Rules for the posts are as under:

1. Assistant Engineer (Civil)/ Assistant Engineer (Electrical) (PB-3 of Rs. 15600-39100 with GP Rs.5400/- (Pre-revised-Rs.8000-13500) – on Deputation

Officer holding analogous posts in Government Department or Autonomous Bodies with qualification of B.E./ B.Tech. in Civil/ Electrical with 50% marks from any recognized University and with six years experience in the grade as Jr. Engineer with GP of Rs. 4200/-.

Period of Deputation: The initial period of deputation shall be two years, which may be extended with mutual consent

Age Limit: Preferably below 50 Years

2. 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.

3. 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. 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 **27.07.2016 to 29.08.2016 upto 5.00 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.**
4. 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.
5. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.
6. Working knowledge of latest computer applications and good communication skills are mandatory for all positions.
7. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for test/ interview/ further process of recruitment.
8. The On-Line Registration will be closed by **05.00 PM on 29.08.2016**. 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.
9. 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.
10. **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.

11. 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.
12. **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.
13. Age criteria shall not apply in case of Departmental Candidates (GGSIPU Regular Employees) applying for Direct Recruitment
14. 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;
15. Written Test for the post(s) Assistant (Accounts) and Jr. Assistant will be held tentatively on **25.09.2016** at the Examination Centers located at Delhi/ NCR only.
16. **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.**
17. 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.

18. **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 candidate who will qualify/ short-listed as per the result of written test will only appear for the Interview. The list of qualified/ short-listed candidates on the basis of their performance in the written test will be uploaded on University Website i.e. www.ipu.ac.in. Those candidates who are not short listed on the basis of written test will not be considered further in the recruitment process.

Final result of the candidates (who have qualified written test and subsequently appeared in the interview) will be declared after consolidation of marks of Written Test (**Out of 50**) and Interview (**Out of 50**).

19. **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 candidate who will qualify/ short-listed as per the result of written test will only appear for the typing test for which minimum qualifying speed will be 8000 KDPH. The candidate who will qualify/ short-listed as per the result of skill test will only appear for the Interview. The list of qualified/ short-listed candidates on the basis of their performance in the written test/ skill test will be uploaded on University Website i.e. www.ipu.ac.in. Those candidates who are not short listed on the basis of written test or skill test will not be considered further in the recruitment process.

Final result of the candidates (who have qualified written test and subsequently appeared for skill test & interview) will be declared after consolidation of marks of Written Test (**Out of 50**), Skill Test (**Out of 20**) and Interview (**Out of 30**).

20. Date, Time and Venue for Interview for the post of Assistant (Accounts) and Date, Time and Venue of Skill Test & Interview for the post of Jr. Assistant will be uploaded on the University Website i.e. www.ipu.ac.in. Therefore, the candidates are advised to visit University Website for above information.
21. The original certificates/ documents of successful candidates will be verified at the time of interview. On the basis of written test/ skill test, 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.
22. Those who are in employment must submit a “**No Objection Certificate**” from the employer at the time of interview while verification of documents, otherwise their candidature will not be considered for the post applied for.
23. 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.

24. The dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
25. No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
26. Canvassing in any form will lead to disqualification.
27. Not interim correspondence or personal enquiries shall be entertained by the University

----- **The End** -----