

F.No. 1(4)(1)/Rectt.-NT/2026/663

Dated: 08.10.2026

### **EMPLOYMENT NOTICE**

Online Applications are invited to fill-up following Non-Teaching posts on Deputation / Contract basis in the University as per following details:

| S.No. | Name of Post                       | Pay Level/ Consolidated Pay                                                                                                                                                       | Total Posts* Advertised       | Mode of Recruitment                      |
|-------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------|
| 1.    | Chief Training & Placement Officer | <b>On Contract</b> : Pay Level 13 (as per 7 <sup>th</sup> CPC)<br>(On Consolidated remuneration)                                                                                  | 01                            | On Contract                              |
| 2.    | Deputy Controller of Finance       | <b>On Deputation</b> : Pay Level 12 (as per 7 <sup>th</sup> CPC)                                                                                                                  | 01                            | On Deputation                            |
| 3.    | Training & Placement Officer       | <b>On Contract</b> : Pay Level-10 (as per 7 <sup>th</sup> CPC)<br>Consolidated Pay as per the University Rules                                                                    | 01                            | On Contract                              |
| 4.    | Veterinary Officer                 | <b>On Contract</b> : Pay Level-10 (as per 7 <sup>th</sup> CPC)<br>Consolidated Pay as per the University Rules                                                                    | 01                            | On Contract                              |
| 5.    | Assistant Warden                   | <b>On Contract</b> : Pay Level- 8 (as per 7 <sup>th</sup> CPC)<br>Consolidated Pay as per the University Rules                                                                    | 04<br>(02 Male,<br>02 Female) | On Contract                              |
| 6.    | Assistant Section Officer          | <b>On Deputation</b> : Pay Level-7 (as per 7 <sup>th</sup> CPC)<br><b>On Contract</b> : Pay Level- 7 (as per 7 <sup>th</sup> CPC)<br>Consolidated Pay as per the University Rules | 10                            | On Deputation/<br>Contract <sup>##</sup> |

\* The posts advertised may vary as per requirements of the University.

## Only Officials RETIRED from Centre/State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institutions shall apply on Contract for the post of Assistant Section Officer.

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

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



**Application Fee:** No fee applicable.

**Eligibility and Educational Qualification:**

As per enclosed Recruitment Rules annexed as **ANNEXURES 'A', 'B', 'C', 'D', 'E' & 'F'** in the following pages.

**IMPORTANT NOTE:** - Only applications submitted online will be considered. After submitting the online application, candidates must submit a printed copy of the filled online application form alongwith all relevant supporting documents as annexures. Failure to submit the printed application form with the required annexures may result in the rejection of the application.

The Opening Date and closing date for receipt of online applications and its hardcopy with annexures are as under:-

|                                                                          |                                                |
|--------------------------------------------------------------------------|------------------------------------------------|
| <b>Opening Date for Submission of Online applications</b>                | <b>: - 09.10.2026 (Friday) from 18.00 Hrs.</b> |
| <b>Closing Date for Submission of Online applications</b>                | <b>: - 30.10.2026 (Friday) till 23.55 Hrs.</b> |
| <b>Closing Date for receiving of hard copy of online Applications :-</b> | <b>06.11.2026 (Friday) upto 5.00 PM</b>        |

**NOTE:**

1. The Number of posts are indicative and may vary.
2. This advertisement must be read with General instructions enclosed alongwith this advertisement.
3. Modifications, if any, pertaining to this advertisement like qualifications, interview dates, requisite documents *etc.* will be uploaded and updated on University website. The Candidates are advised to visit University website [www.ipu.ac.in](http://www.ipu.ac.in) time to time.
4. On Deputation, the initial period of appointment will be as per the provision mentioned in enclosed Recruitment rules of the said post.
5. In case of Contract appointment, the initial appointment will be for a period of one year which may be further extendable subject to performance and functional requirement of the University.



**(P R Santhanam)**

**Deputy Registrar (Recruitment)**

## **GENERAL INSTRUCTIONS FOR CANDIDATES**

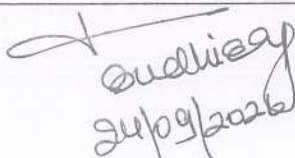
1. The advertised posts are tentative and may vary as per the requirement of University.
  2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should submit through proper channel enclosing "No Objection Certificate" from the Government organization stating no Vigilance or Disciplinary case is pending or contemplated against them from present employer. Failure to provide the same shall make them ineligible for consideration to the post.
  3. The educational qualification(s), age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of online application.
  4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
  5. The clear scanned 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.) must be uploaded online at the time of submitting online application in support of their candidature followed by submission of hardcopies as mentioned in the advertisement. No "password protected document"/ "document not legible" will be uploaded at the Samarth Portal.
  6. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website [www.ipu.ac.in](http://www.ipu.ac.in). It is in the interest of the applicant to visit the university website to their convenient.
  7. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
  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. The University reserves the right to withdraw advertised post 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.
  10. 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.
  11. 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.
  12. The University will verify the antecedents of the applicant at the time of time of verification of documents/ at the time of appointment or any time during the tenure of the service. In case it is found that the document/ information submitted by the candidates is false/ forged/ fabricated/ falsified or the candidate has suppressed/ concealed any relevant information, his/ her candidature shall be liable to be cancelled or services of the applicant shall be terminated without prejudice to any other action initiated by the University. Further, appropriate legal action under applicable law shall also be initiated against the applicant.
  13. In case of any inadvertent mistake on part of the University, in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves the right to modify / withdraw/ cancel any communication made to the applicants.
  14. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of the relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein.
  15. Canvassing/ enquiry in any form will be treated as disqualification.
  16. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
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17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form will be treated as disqualification.
19. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
20. The printout of duly filled online application alongwith copy of educational qualifications/ experience 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 06.11.2026 (Friday) by 5.00 pm.** The University will not be responsible for any postal delay or loss.
21. The envelope containing application should be superscribed as "Application for the post of ..... on Deputation/ Contract basis as applicable.



## CHIEF TRAINING AND PLACEMENT OFFICER

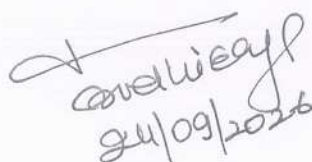
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|----|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of post                                 | <b>CHIEF TRAINING AND PLACEMENT OFFICER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2. | No. of Posts                                 | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Classification                               | Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | Pay Level / Initial Tenure                   | <b>Pay Level 13</b> (as per 7 <sup>th</sup> CPC)<br>(on consolidated remuneration)<br>Tenure Post for 05 years on Contract Basis<br><br>(01 year, extendable based on performance and the University's requirements, in accordance with the University's Rules and Regulations.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5. | Whether Selection Post or Non-Selection Post | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. | Age limit                                    | <b>Contract:</b> As per University Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. | Eligibility Qualification & Experience       | <b>Essential Educational Qualification:-</b> <ol style="list-style-type: none"> <li>1. Master of Business Administration (MBA) or an equivalent postgraduate management qualification from a recognized University or Institution with a minimum of 55% marks (or equivalent CGPA).</li> <li>2. Bachelor's Degree (B.E./B.Tech) in any branch of Engineering from a recognized University or Institution.</li> </ol> <b>Essential Experience:-</b> <ol style="list-style-type: none"> <li>1. Minimum 10 years' experience in one or more of the following:-               <ul style="list-style-type: none"> <li>• University/Institution Placement and Career Development;</li> <li>• Corporate Human Resources;</li> <li>• Talent Acquisition;</li> <li>• Campus Recruitment;</li> <li>• Industry Relations;</li> <li>• Corporate Relations;</li> <li>• Employability and Career Services.</li> </ul> </li> <li>2. Out of the above, at least 5 years should be in a senior leadership position, such as:-               <ul style="list-style-type: none"> <li>• Chief Placement Officer;</li> <li>• Director/Head of Training &amp; Placement;</li> <li>• Head – Corporate Relations;</li> <li>• Head – Career Development Centre;</li> <li>• Senior HR/Talent Acquisition Leader in a reputed corporate organization;</li> <li>• Equivalent position in Government, PSU, Autonomous Body, IIT, IIM, NIT, Central University or Institution of National Importance.</li> </ul> </li> </ol> |

  
 24/09/2026

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|-----|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                               | <p>3. Demonstrated experience in:-</p> <ul style="list-style-type: none"> <li>• Developing strategic partnerships with industry, PSUs, start-ups and multinational companies.</li> <li>• Organising campus recruitment drives, internships, apprenticeships and pre-placement engagement.</li> <li>• Negotiating MoUs with industry and establishing long-term recruitment partnerships.</li> <li>• Managing placement teams, career services and employer relations.</li> <li>• Designing employability enhancement programmes, soft-skills initiatives and career counselling.</li> <li>• Monitoring placement performance through analytics and preparing reports for institutional leadership.</li> </ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>• Ph.D. in Management, Engineering or related discipline.</li> <li>• Certification or qualification in Human Resource Management, Career Counselling or Corporate Relations.</li> <li>• Experience of working with international recruiters and global placement initiatives.</li> <li>• Experience in digital recruitment platforms, placement management software and CRM systems.</li> <li>• Proven record of achieving high placement percentages and attracting marquee recruiters.</li> </ul> |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion | Age: Not Applicable.<br>Essential Qualification: Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9.  | Period of Probation, if any                                                                                   | Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10. | Mode of Recruitment                                                                                           | Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11. | In case of recruitment by deputation/ absorption, grades from which promotion/ absorption to be made          | Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | Job Profile                                                                                                   | <p><b>Infrastructure and Ambience Development:-</b></p> <ul style="list-style-type: none"> <li>• Build long-term strategic partnerships with leading national and multinational companies.</li> <li>• Strengthen placement opportunities for students across engineering, science, management, doctoral programmes, etc.</li> <li>• Contribute to enhancing GGSIP University's national and international visibility through sustained industry engagement.</li> <li>• Work closely with senior faculty members, academic leadership, alumni, and corporate executives.</li> <li>• Lead initiatives in internships, campus recruitment, corporate relations, employability enhancement, and industry-sponsored programmes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|  |  | <ul style="list-style-type: none"> <li>• Receive an attractive remuneration package commensurate with qualifications, experience, and demonstrated professional achievements.</li> <li>• To ensure regular internship during academic vacation.</li> </ul> <p><b>Campus Recruitment and Placement Management:-</b></p> <ul style="list-style-type: none"> <li>• Plan, coordinate, and execute the complete campus recruitment process for undergraduate, postgraduate, MBA, doctoral students, etc.</li> <li>• Develop and publish an annual placement calendar in consultation with academic departments and corporate recruiters.</li> <li>• Coordinate Pre-Placement Talks (PPTs), recruitment presentations, aptitude tests, technical assessments, group discussions, interviews, and final selection processes.</li> <li>• Ensure smooth coordination between recruiting organizations, students, faculty placement coordinators, and Institute administration.</li> <li>• Facilitate both on-campus and virtual recruitment drives using appropriate digital platforms.</li> <li>• Ensure transparency, fairness, professionalism, and confidentiality throughout the placement process.</li> <li>• Maintain effective communication with recruiters before, during, and after campus recruitment activities.</li> </ul> <p><b>Student Career Development and Employability Enhancement:-</b></p> <ul style="list-style-type: none"> <li>• Design, coordinate, and monitor comprehensive employability enhancement programmes for students.</li> <li>• Organize training programmes i.e. on Aptitude and quantitative reasoning, Verbal ability and communication, Technical interview preparation, Group discussions, Personal interviews, Resume writing, LinkedIn profile development, Corporate etiquette, Leadership and professional ethics, Emerging technologies and future workplace skills.</li> <li>• Coordinate with external experts, alumni, industry professionals, and specialized training agencies.</li> <li>• Provide career guidance and counselling to students regarding career planning, higher education opportunities, entrepreneurship, and professional development.</li> </ul> <p><b>Corporate Relations and Industry Engagement:-</b></p> <ul style="list-style-type: none"> <li>• Develop, strengthen, and sustain long-term relationships with leading national and multinational companies across the petroleum, energy, chemical, manufacturing, automotive, consulting, IT, analytics, finance, renewable energy, and emerging technology sectors.</li> <li>• Establish regular interaction with CEOs, HR Directors, Talent Acquisition Heads, Business Unit Leaders, and senior executives for recruitment, internships, executive education, collaborative research, and institutional partnerships.</li> </ul> |
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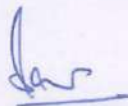
  
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|-----|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                  | <ul style="list-style-type: none"> <li>• Expand GGSIP University's recruiter base by identifying and engaging new organizations aligned with the Institute's academic programmes.</li> <li>• Promote GGSIP University as a preferred destination for campus recruitment by showcasing the quality of students, faculty, research, laboratories, and institutional achievements.</li> <li>• Represent the Institute at corporate conclaves, industry forums, conferences, exhibitions, placement fairs, and professional networking events.</li> <li>• Build strategic partnerships with professional bodies such as CII, FICCI, ASSOCHAM, NASSCOM, and sector-specific industry associations.</li> </ul> <p><b>Branding, Outreach and Visibility:-</b></p> <ul style="list-style-type: none"> <li>• Enhance GGSIP University's visibility among recruiters through systematic branding initiatives.</li> <li>• Develop high-quality placement brochures, recruiter presentations, corporate newsletters, digital promotional materials, and annual placement reports.</li> <li>• Coordinate employer engagement activities through digital platforms, webinars, alumni interactions, and corporate networking events.</li> <li>• Promote student achievements, academic excellence, innovation, entrepreneurship, and research accomplishments to prospective recruiters.</li> </ul> <p>Any other work as assigned by the Competent Authority.</p> |
| 13. | Composition of DPC or Selection Committee or Screening Committee | As per University's Ordinance No.14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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*24/09/2024*

**DEPUTY CONTROLLER OF FINANCE**

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|----|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post                             | <b>DEPUTY CONTROLLER OF FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. | No. of Posts                                 | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. | Classification                               | Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. | Pay Scale / Pay Band / Grade Pay/ Pay Level  | <b>Pay Level 12</b> (as per 7 <sup>th</sup> CPC)<br><br>Pay Scale (pre-revised)<br>PB-3 of Rs. 15600-39100 with GP of Rs.7600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | Whether Selection Post or Non Selection Post | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. | Age limit                                    | <b>Deputation:</b> Not exceeding 56 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7. | Eligibility Qualifications & Experience      | <p><b>Essential Educational Qualification:</b><br/> <b>Deputation:</b><br/>           (i) Master's Degree in Commerce/ Business Administration (Finance) with minimum 55% marks.<br/>           (ii) Officer holding analogous post on regular basis;<br/> <b>OR</b><br/>           Working in Pay Level 11 with 05 year regular service as Finance Officer or similar post having experience in Finance and Accounts in Govt. of India/ State Government, Autonomous Institution's, Public Sector Undertakings, Universities, etc.<br/> <b>OR</b><br/>           Working in Pay Level 10 with 10 year regular service and having experience in Finance and Accounts in Govt. of India/ State Govt., Autonomous Institution's, Public Sector Undertakings, Universities, etc.</p> <p><b>Desirable:</b><br/>           Preference may be given to candidates who have the working experience in CAG Audit/Internal Audit/Statutory Audit/Performance Audit, knowledge of Double Entry Accounting System and preparation of Final Accounts.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be three years, which may be</p> |



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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                 | extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion                                   | Age: Not Applicable.<br>Essential Qualification: Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 9.  | Period of Probation, if any                                                                                                                     | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10. | Mode of Recruitment                                                                                                                             | Deputation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11. | In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made | As specified in Column No.7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | Job Profile                                                                                                                                     | <ol style="list-style-type: none"> <li>1. Overall superintendence and control of Accounts Branch, concurrence, advance and their settlement, grants, medical claims &amp; re-imbursements, RTI issues, CPF/GPF/NPS/ Pension matter, etc. as per rule.</li> <li>2. Assignment of tasks / targets to different subordinate levels.</li> <li>3. To tender advice on financial matters as and when required by the University Authorities.</li> <li>4. Responsible for conduct of various kinds of meetings involving financial issues.</li> </ol> |
| 13. | Composition of DPC or Selection Committee                                                                                                       | As per University's Ordinance No.28.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

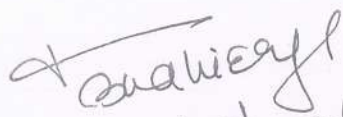


## TRAINING AND PLACEMENT OFFICER

|     |                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post                                                                                                            | <b>TRAINING AND PLACEMENT OFFICER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.  | No. of Posts                                                                                                                | 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.  | Classification                                                                                                              | Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.  | Pay Level                                                                                                                   | <b>Pay Level 10 ( as per 7<sup>th</sup> CPC)</b><br><br>Pay Scale (Pre-revised)<br>PB-3 of Rs.15600-39100 with GP of Rs.5400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.  | Whether Selection Post or Non Selection Post                                                                                | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.  | Age limit                                                                                                                   | <b>Deputation:</b> Not exceeding 56 years.<br><b>Contract:</b> As per University Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7.  | Eligibility Qualifications & Experience                                                                                     | <b>Essential Educational Qualification:</b><br><b>Contract:</b><br>1. MBA with 55% marks or its equivalent from any University/ Higher Educational Institution established by law in India.<br>2. At least four years' dedicated requisite experience in the areas of human resources management including training and placement in industrial/ corporate / trading establishment sectors with exposure of working in any recognized University/ Educational Institutions of Higher Studies and in any Government Department/ Autonomous Body/Public Sector Undertaking / in big corporate / trading / industrial houses having annual turnover above 25 crores. |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion               | Age: Not Applicable<br>Educational Qualification: Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.  | Period of Probation, if any                                                                                                 | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10. | Mode of Recruitment                                                                                                         | Deputation / Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | <b>Deputation:</b><br>Officer holding analogous post on regular basis.<br><b>OR</b><br>Five years experience in Pay Level 08 on regular basis in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.                                                                                                                                                                                                                                                                                                                                                                             |

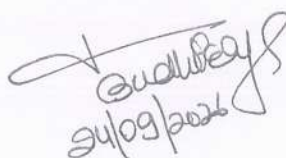
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|     |                                                                             | <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential qualification for non-retired persons as prescribed in column 7.</li> <li>• In case of Officers retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10 carrying the same job profile, preceding to their retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with seven years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.</p> |
| 12. | Job Profile                                                                 | <ol style="list-style-type: none"> <li>1. Arranging, internships and training for the students of the University in reputed establishment.</li> <li>2. Arranging placements of the University students in reputed organizations/companies.</li> <li>3. Coordinating industry-interaction, seminars and workshops.</li> <li>4. Maintenance of databases of placements, internships and companies.</li> <li>5. Regular interaction with students and companies.</li> <li>6. Any other works as may be assigned by the University.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 13. | Composition of DPC or Selection Committee or Screening/ Selection Committee | As per University's Statute 16 Clause (4) / Ordinance No.14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

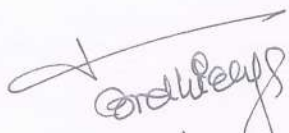
  
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## VETERINARY OFFICER

|     |                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post                                                                                              | <b>VETERINARY OFFICER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.  | No. of Posts                                                                                                  | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.  | Classification                                                                                                | Group A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.  | Pay Level                                                                                                     | <b>Pay Level 10</b> (as per 7 <sup>th</sup> CPC)<br><br>Pay Scale (Pre-revised)<br>PB-3 of Rs.15600-39100 with GP of Rs.5400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5.  | Whether Selection Post or Non Selection Post                                                                  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6.  | Age limit                                                                                                     | <b>Contract:</b> As per University Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7.  | Eligibility Qualifications & Experience                                                                       | <b>Essential Educational Qualification:</b><br><b>Contract:</b> <ol style="list-style-type: none"> <li>1. Bachelor Degree in Veterinary Science &amp; Animal Husbandry (BVSc &amp; AH) with minimum 55% marks or its equivalent from a University established by law in India.</li> <li>2. Three years requisite experience as Veterinary Officer in any University/ Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Colleges/ recognized educational Institutions of Higher Studies.</li> <li>3. Registration granted by any State Veterinary Council under the provisions of the Indian Veterinary Council Act, 1984 or Veterinary Council of India.</li> </ol><br><b>Desirable:</b><br>Specialization in the functioning of Animal House. |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion | Age: Not Applicable<br>Educational Qualification: Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9.  | Period of Probation, if any                                                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10. | Mode of Recruitment                                                                                           | Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

  
 29/09/2026

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|-----|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | Job Profile                                                                                                                 | <ol style="list-style-type: none"> <li>1. To ensure the general control, diagnose &amp; treat acute chronic diseases, provide targeted vaccines, treat parasitic infection &amp; infestation.</li> <li>2. To perform minor surgeries like dressing wounds, mending broken bones etc. and operations of preventive medicine programmes.</li> <li>3. Management of laboratories animals production and maintaining colonies &amp; maintenance of quarantine facilities.</li> <li>4. To support research including experimental design, animal models, research participation &amp; post procedural monitoring.</li> <li>5. Training of research and technical personnel and development of University &amp; regulatory policy. Codes of practice, regulations. Codes of practice, regulations and monitoring.</li> <li>6. To promote animal welfare &amp; regulatory compliances including review of proposal to use animals for scientific purpose.</li> <li>7. To minimize pain &amp; distress &amp; monitoring of the housing, care and use of animals used for scientific purpose.</li> <li>8. To administer animal ethics committee &amp; investigate the complaints and grievances associated with use of animals for scientific purpose and advises the researchers accordingly.</li> <li>9. Any other work as may be assigned by the University.</li> </ol> |
| 13. | Composition of DPC or Selection Committee or Screening Committee                                                            | As per University's Ordinance No.14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

  
24/09/2026

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

**ASSISTANT WARDEN**

|     |                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post                                                                                                                              | <b>ASSISTANT WARDEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.  | No. of Posts                                                                                                                                  | 06 (03 Male and 03 Female)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.  | Classification                                                                                                                                | Group B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.  | Pay Scale / Pay Band / Grade Pay/ Pay Level                                                                                                   | <b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)<br><br>Pay Scale (Pre-revised)<br>PB-2 of Rs.9300-34800 with GP of Rs.4800                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.  | Whether Selection Post or Non Selection Post                                                                                                  | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6.  | Age limit                                                                                                                                     | <b>Deputation:</b> Not exceeding 56 years.<br><b>Contract:</b> As per University Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7.  | Eligibility Qualifications & Experience                                                                                                       | <b>Essential Educational Qualification &amp; Experience:</b><br>1. Graduate in any discipline with minimum 55% marks from a recognized University.<br>2. Minimum 5 years of experience in managing/ running a hostel preferably in any University/Govt. Departments/ Autonomous Body/Colleges/Public Sector Undertakings/recognized educational Institutions of Higher Studies.<br><br><b>Desirable:</b><br>Command over English and Hindi, knowledge of accounts and computers. Preference will be given to retired Defense Personnel/Matrons/ Hostel Superintendents. |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion                                 | Age: Not Applicable.<br>Educational Qualification: Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9.  | Period of Probation, if any                                                                                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10. | Mode of Recruitment                                                                                                                           | Deputation / Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11. | In case of recruitment by promotion/ deputation/contract/ absorption, grades from which promotion/ deputation/contract/ absorption to be made | <b>Deputation:</b><br>Holding analogous post on regular basis.<br><b>OR</b><br>Five years of experience as Assistant Warden in running/managing a hostel preferably in University/                                                                                                                                                                                                                                                                                                                                                                                      |



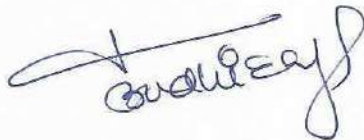
**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

|     |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             | <p>Colleges/ Autonomous Bodies/ Public Sector Undertakings, etc. in Pay Level 06 as per 7<sup>th</sup> CPC, preceding to his/her retirement, carrying the same job profile.</p> <p><b>Period of deputation:</b> 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 officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential and desirable qualifications for non-retired persons as prescribed in column 7.</li> <li>• In the case of retired Officer holding analogous post in Pay Level 08 as per 7<sup>th</sup> CPC in Centre/ State Government Service/ Autonomous Government Organization/ University/ Educational or Research Institutional, preceding to his/her retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Retired Officer of Centre/ State Government Service/ Autonomous Government Organization/ University/ Educational or Research Institutional with five years experience as Warden in running/managing a hostel preferably in University/ Colleges/Autonomous Bodies/ Public Sector Undertakings, etc. in Pay Level 06 as per 7<sup>th</sup> CPC, preceding to his/her retirement, carrying the same job profile.</p> |
| 12. | Job Profile | <ol style="list-style-type: none"> <li>1. Overall in-charge of hostel assigned and will report to Registrar about all activities.</li> <li>2. Responsible for allotment of rooms to the students.</li> <li>3. To co-ordinate with Engineering/ General Administration/ IT infrastructure and other services branches.</li> <li>4. To maintain furniture items, electrical gadgets, office equipments, etc.</li> <li>5. To supervise the co-operative mess.</li> <li>6. Strictly enforce rules / regulations / code of conduct laid down for Hostellers.</li> <li>7. Responsible for upkeep and proper maintenance of the hostels.</li> <li>8. Look after the quality of food served in the hostels.</li> <li>9. To maintain the proper stock of consumable and non-consumable items.</li> <li>10. Keep strict discipline among students of the hostels.</li> <li>11. Reports to the Director in case of any indiscipline or misbehavior by the students.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                  |

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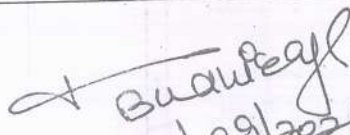
**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

|     |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                           | <p>12. Look into the grievances/complaints of the students if found genuine.</p> <p>13. Arrange first-aid in case of any emergency and make arrangement for hospitalization of student/staff, if required.</p> <p>14. To maintain the details &amp; verification of mess workers.</p> <p>15. To train willing hostellers to operate the Fire Extinguishers in case of emergency.</p> <p>16. To identify the hostellers requiring counseling support of Psychiatrist / Psychologist.</p> <p>17. Any other work as may be assigned by the Competent Authority.</p> |
| 13. | Composition of DPC or Selection Committee | As per University's Ordinance No.28.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## ASSISTANT SECTION OFFICER

|     |                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post                                                                                              | ASSISTANT SECTION OFFICER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.  | No. of Posts                                                                                                  | 60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.  | Classification                                                                                                | Group B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.  | Pay Scale / Pay Band / Grade Pay/ Pay Level                                                                   | Pay Level 07 (as per 7 <sup>th</sup> CPC)<br><br>Pay Scale (Pre-revised)<br>PB-2 of Rs.9300-34800 with GP of Rs.4600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5.  | Whether Selection Post or Non Selection Post                                                                  | Selection Post for Promotion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6.  | Age limit                                                                                                     | <b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules.<br><b>Deputation:</b> Not exceeding 56 years.<br><b>Contract:</b> As per University Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.  | Eligibility Educational Qualifications & Experience                                                           | <b>Essential Educational Qualification:</b><br><b>Direct:</b> <ol style="list-style-type: none"> <li>1. Bachelor's Degree with at least 50% marks from a recognized University or equivalent.</li> <li>2. Certificate / Diploma in Computer Applications of at least six months duration from a recognized institution. However, this will not apply to the graduate in BCA, IT/Computer Science/ Electronics Engineering.</li> <li>3. At least eight years experience in the related field in Pay Level 04 in a University/ Government Department/ Autonomous Government Organization/ Public Sector Undertakings.</li> <li>4. Working knowledge of Office Procedure.</li> </ol> |
| 8.  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion | Age: No.<br>Essential Qualification: No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9.  | Period of Probation, if any                                                                                   | Two years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10. | Mode of Recruitment                                                                                           | 25% (15 posts) by Direct / Contract / Deputation<br>75% (45 posts) by Promotion, failing which, by Deputation / Contract<br><br>[Feeder Cadre Post for Promotion: Senior Assistant]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

  
 24/09/2022

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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><b>Promotion:</b><br/>Eight years regular service as Senior Assistant in Pay Level 04.</p> <p><b>Desirable:</b> Training by ISTM / UTCS / NIELIT or any similar Govt. agency.</p> <p><b>Deputation:</b><br/>Holding analogous post on regular basis.<br/><b>OR</b><br/>Six years working experience in Pay Level 04 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ recognized educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> 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><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential qualification for non-retired persons as prescribed in column 7.</li> <li>In case of officials retired from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 07 as per 7<sup>th</sup> CPC, preceding to his/her retirement.</li> </ul> <p><b>OR</b></p> <p>Retired officials from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institution with eight years experience in Pay Level 04 as per 7<sup>th</sup> CPC, preceding to his/her retirement.</p> |
| 12. | Job Profile                                                                                                                                   | <ol style="list-style-type: none"> <li>Should be able to perform all the tasks assigned to Assistant/ Junior Assistant.</li> <li>Good communication/ analytical skills.</li> <li>Should be able to work independently and supervise the work of the staff assigned to him.</li> <li>To maintain the files, registers, records, office equipments, office furniture and other store items.</li> <li>To put up the PUC and other papers according to relevant facts, rules and regulation.</li> <li>Any other tasks to be assigned from time to time.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13. | Composition of DPC or Selection Committee                                                                                                     | As per University's Ordinance No.28.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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