



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University established by Govt. of NCT of Delhi)
SECTOR-16-C, DWARKA, NEW DELHI – 110078

No.F.1 (4) (38)/2022/P-III/ 86/

Dated: 19th December, 2022

EMPLOYMENT NOTICE

The GGSIP University invites applications in prescribed format to fill-up the following posts on Deputation/ on Contract.

Sr. No.	Name of Posts	Pay Scale	No. of Posts	Mode of Recruitment
1	Deputy Librarian	Pay Level 13A/ Level 12 as per 7 th CPC (Pre-revised PB-3 of Rs.15600-39100 with AGP of Rs. 8000)	02	On Deputation
2	Assistant Librarian	Pay Level 10 (Pre-revised PB-3 of Rs.15600-39100 with AGP of Rs. 6000)	02	On Deputation/ Contract
3	Training & Placement Officer	Consolidated Salary commensurate with Qualifications and Experience.	01	On Contract
4	Senior Medical Officer	Consolidated Salary commensurate with Qualifications and Experience	01	On Contract
5	Medical Officer	Consolidated Salary commensurate with Qualifications and Experience	01	On Contract
6	System Analyst	Pay Level 10 (Pre-revised PB-3 of Rs.15600-39100 with AGP of Rs. 5400) On Contract : Consolidated Salary as per university norms	02	On Deputation/ On Contract
7	Professional Library Assistant	Pay Level 8 (Pre-revised PB-2 of Rs.9300-34800 with GP of Rs. 4200) On Contract : Consolidated Salary as per university norms	04	On Deputation/ On Contract
8	Stenographer (English)	Consolidated Salary as per university norms	02	On Contract
9	Nurse	Consolidated Salary as per university norms	01	On Contract
10	Library Assistant	Consolidated Salary as per university norms	02	On Contract
11	Laboratory Assistant Grade II	Consolidated Salary as per university norms.	15	On Contract Note: The applicants who have already applied in response to notification dated 18.11.2021 need not to apply again.
12	Consultant (Media Advisor)	Consolidated Salary commensurate with Qualifications and Experience.	01	On Contract

Important Note:

1. The Number of above posts may vary.
2. There is no prescribed application fee.
3. The age of retired employees should be preferably below 64 years in case of applying on Contract.
4. The last Date to submit application form is 06.01.2023 (Friday) by 5.00 PM.

The Eligibility and qualifications for aforesaid posts are as per details given below:

1. Deputy Librarian (On Deputation)

Pay Level 13A/ Level 12 as per 7th CPC (Pre-revised PB-3 of Rs.37400-67000 with GP of 9000/ PB-3 of Rs. 15600 -39100 with GP of Rs. 8,000/-).

(a.) Holding analogous post or working as Assistant Librarian in the Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations.

(b.)

i) A Master's Degree in Library science/Information Science/Documentation Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.

ii) Eight years experience as an Assistant University Librarian/College Librarian.

iii) Evidence of innovative Library services including integration of ICT in Library.

iv) A Ph.D. Degree in Library Science/ Information Science / Documentation Science/ Archives and Manuscript keeping/Computerization of library.

2. Assistant Librarian (On Deputation/ Contract)

Pay Level 10 (Pre-revised PB-3 of Rs.15600-39100 with AGP of Rs. 6000)

(a.) Holding analogous post in Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations. (if, applying on Deputation).

(b.)

i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed)

ii) A consistently good academic record, with knowledge of computerization of a library.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(C) Retired Assistant Librarian from Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations.

3. Training & Placement Officer (On Contract)

a. **Qualifications**- Post Graduate.

b. **Experience**- Officers having served in Centre/ State Government Service/ Autonomous Government Organizations/ PSU's with minimum eight years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs. 5,400/- Pay Level 10.

OR

If from Industry

a. **Qualification**- Post Graduate

b. **Experience** - Having more than 10 years experience in Industry at the level of General Manager (HR).

Pay: Consolidated Salary commensurate with Qualifications and Experience of the candidate.

4. Senior Medical Officer (On Contract)

(i) M.D. in an appropriate branch of Medicine with at least 05 years post doctoral experience in a recognized hospital/ dispensary.

Period of Contract: The initial period of contract shall be two years which is extendable.

Note: Retired Doctors from any Govt. department/ autonomous body/ public sector undertaking can also apply.

Pay: Consolidated Salary commensurate with Qualifications and Experience of the candidate.

5. Medical Officer (On Contract)

(i) M.D. in an appropriate branch of Medicine with at least 02 years post doctoral experience in a recognized hospital/ dispensary.

OR

M.B.B.S. with minimum 55% marks or equivalent including completion of compulsory rotatory internship followed by atleast 05 years post degree experience in a recognized hospital/dispensary/ Nursing home.

Period of Contract: The initial period of contract shall be two years which is extendable.

Note: Retired Doctors from any Govt. department/ autonomous body/ public sector undertaking can also apply.

Pay: Consolidated Salary commensurate with Qualifications and Experience of the candidate.

6. System Analyst (on Deputation/ Contract basis)

Pay Level-10 as per 7th CPC (PB-3 of Rs.15600-39100+AGP-Rs.5400)

- A. Holding analogous post in Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations. (if, applying on Deputation).
- B. "Ph.D. in (CSE/IT/ Computer Application)/ M.Tech. (IT/CSE/Computer Application) or Equivalent;

Or

MCA with first division or equivalent and two years of experience in the related field in a University/ Govt. departments/ autonomous body/ public sector undertaking/ recognized education institution/ college/ software industry of repute in PB-2 of Rs.9300-34800 with GP of Rs.4600 (Pre-revised Rs.6500-10500) or in an equivalent status having comparable total emoluments.

Desirable: Experience in Software development.

7. Professional Library Assistant (on Deputation/ Contract)

PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- (Pre-revised- Rs,5,500-175-9,000)

Eligibility:

- (A) Holding analogous post from Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations. (if, applying on Deputation).
- (B)
- (i) M.L.I.Sc. or equivalent from a recognized University with minimum 55% marks with atleast two years of experience in the related field in PB-1 of Rs.5200-20200 with GP of Rs.2,400/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.
- Or**
- (ii) B.L.I.Sc. with 55% marks or equivalent from a recognized University with atleast three years of experience in the related field PB-1 of Rs.5200-20200 with GP of Rs.2400/- in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.
- (C) : **Desirable:** Degree or Diploma in computer application or multimedia or technical communication, editing and publication work.
- (D) Retired employees having above qualifications and experience in Library from Central Government or State Governments or Union territories or Public Sector Undertakings or industry (owned by Government) or Universities or Semi-Government or Statutory or Autonomous organizations can also apply.

8. Stenographer (English) (on Contract)

- (a) Bachelor's degree with atleast 55% marks from a recognized University or equivalent.
- (b) Shorthand speed of 80 wpm in English.
- (c) Data Entry Speed of atleast 8000 key depression per hour.
- (d) Certificate/ Diploma in computer application of atleast six months duration from a reputed institution.

Pay: Consolidated salary as per University policy.

9. Nurse (on Contract):

Eligibility qualifications & experience

- (i) B.Sc. (Nursing) with minimum 55% marks or equivalent.
OR
- (i) Sr. Secondary School Certificate or equivalent with minimum 55% marks or equivalent and one year course in General Nursing.
- (ii) Atleast two years of experience in a hospital recognized by the Central or State Nursing Council.

Pay: Consolidated salary as per University policy.

10. Library Assistant (on Contract) :

Eligibility qualifications & experience

B.L.I.Sc. or equivalent with minimum 55% marks from a recognized University

OR

- (i) Sr. Secondary School Certificate with atleast 55% marks or equivalent and atleast two years of experience in the related field in PB-1 of Rs.5200-20200 with GP of Rs.1900 in an equivalent status having comparable total emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.
- (ii) Certificate/ Diploma in Library Science of atleast one year duration from a reputed institution.

Desirable: Certificate/ Diploma in computer applications of atleast six months duration from a reputed institution.

Pay: Consolidated salary as per University policy.

11. Laboratory Assistant Grade-II (on Contract)

Eligibility qualifications & experience

(A) 10+2 with Science Subject with atleast 55% marks from a recognized Board or equivalent.

OR

Secondary (10th) with atleast 55% marks and ITI in a Science/ technology discipline from a recognized Board/ institution or equivalent.

OR

Bachelor's Degree in Science/ computer applications from a recognized University or equivalent.

(B) Certificate/ Diploma in computer application applications of at least six months duration from a reputed institution.

Pay: Consolidated salary as per University policy.

12. Consultant (Media Advisor) : on Contract

Eligibility :

Retired Officer from Indian Information Services (IIS).

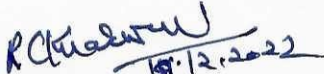
Role and responsibilities:

1. The person appointed as Consultant should have sound command over English and good Communication and Content Development skill.
2. To manage the various disciplines/Programmes through all mode of communication in such a manner to reach out the prospective clientele of students in National/ International level.
3. To propagate and progress the achievements of the University in all organs of placements having potential of employment generation in a cohesive, coordinating manner with placement cell.
4. To strengthen the network of Alumni Association of the University and affiliated institutes to enhance the networking of placement through campus interviews
5. To maintain cordial and meaningful relations with all stakeholders including leading industries and Job-Infra industries.

Age: Less than 64 years.

Pay: Consolidated salary as per University policy.

Last Date to apply: 06th January, 2023 (Friday) by 5.00 PM


(R C Kesarwan)

Deputy Registrar (Recruitment)

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should apply through proper channel enclosing a certificate from that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their ACR/APAR of last five years and 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. Failure to provide the same shall make them ineligible for consideration to the post. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, University reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
7. Merely calling the candidate in interview does not entail for selection to the advertised post.
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. Update (if any) pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of the applicant to visit the university website to their convenient.
10. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
11. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
12. 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.
13. 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.
14. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
15. No applicant having more than one living wife/husband is eligible for appointment.

16. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
17. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
18. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
19. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
20. Canvassing in any form shall be treated as disqualification.
21. No enquiry personal or in writing for recruitment shall be entertained.
22. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
23. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Personnel), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by January 06, 2023 (Friday), by 5:00 p.m.** The University will not be responsible for any postal delay or loss.
24. The envelope containing application should be superscribed as “**Application for the post of**”**“on Deputation/Contract”**.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078

APPLICATION FORM FOR NON-TEACHING POSTS

Space for
Self-attested
Photograph

- Note:**
1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach copies of all the mark-sheets/degree(s)/certificates.
 4. There is no application fee required.
 5. For each category of post, separate application forms should be submitted and single Application form applied for more than one post will be summarily rejected.

AADHAR NO. OF CANDIDATE

1. Post applied for: _____

2. Candidate's name in full :

3. Address for correspondence

PIN CODE:

4. Permanent residential address:

PIN CODE:

5. (a) Telephone No. (with STD Code) :

(b) Mobile No. :

(c) Fax No. (with STD Code) :

6. E-mail address :

7. Date of Birth : (DD) (MM) (YYYY)

Age as on Last Date: Years Months Days

8. Father's/ Husband's name:

9. Marital status: 10. Sex:

11. Nationality :

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

* Persons With Disabilities

13. Designation & complete postal Address of current employer

 PIN

14. Educational Qualifications: (Attach duly attested copies)

Examination	Division/Grade	% age of marks	University/ Board	Year of Passing/ Award	Subjects
10 th Class or equivalent					
10+2 or equivalent					
Graduation Specify name of degree					
Post Graduation Specify name of degree					
Ph. D. / M.Phil or PG-Degree etc.					
Any other					

15. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Level /PayBand/ GP	Last basic Pay (Rs.)	Nature of work	Reasons for leaving (wherever applicable)
		From	To	Total (year & Month)				

16.

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

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

18. Basic Pay acceptable: Rs. _____

19. Period required for joining, if selected: _____

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

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

1. _____

2. _____

22. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

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

Date:

Place:

Signature & Seal of the employer