



F. No. 1(4)(3)/P-III/2023/12

Dated: 05th January 2023

EMPLOYMENT NOTICE

Subject: Engagement of 01 Retired State Govt./Central Govt. Officer as Consultant in Guru Gobind Singh Indraprastha University purely on contract basis.

Guru Gobind Singh Indraprastha University invites applications in the prescribed format (as per Annexure) from eligible Retired State Govt./Central Govt. Officers to engage one **Consultant** on Consolidated salary as per University rules/ policy against a vacant post of **Pay Level : 14**. The appointment shall be purely on contract basis for a period of one year which is further extendable subject to the requirement of the University and performance of the officers so appointed during the initial period of contract.

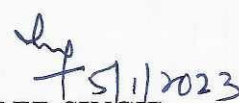
1. Eligibility & Experience

The persons retired in the Pay Level-13 or 14 and should have vast experience in dealing with various departments of the Govt. well conversant in noting/drafting, liaison coordination with other departments of the Govt., having capability to deal and plan in multiple fields in a coordinated, cohesive and effective manner.

2. **Pay:** The Consultant will be paid all inclusive consolidated salary as per University rules/ policy depending upon the qualification, past experience etc.

3. **Duties:** The selected consultant is required to work extensively in coordination and in liaison with all the concerned officers of the University under single window system. The duties will entail regular monitoring of each of the project assigned to the Consultant on weekly basis and to provide input/progressive report to the Hon'ble Vice Chancellor. The Consultant is also required to attend important meetings in the State Govt. and to coordinate with the Department of Higher Education/other departments of the Govt. of NCT of Delhi in connection with pending issues to have logical and conclusive results. From time to time, the Consultant is also required to visit the site of project/work and submit report. However, the job location of the consultant can be anywhere in two Campus of the University depending upon nature of duties assigned to the Consultant from time to time. Apart from that any other works as may be assigned by the Competent Authority.

Last Date for Submission of Application is 25th January, 2023 upto 5.00 PM.


(BHUPINDER SINGH)
Deputy Registrar (Personnel)
(Non- Teaching)

General Instructions and Guidelines

1. 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.
2. No column of application should be left blank. Strike out those columns, which are not applicable.
3. 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.
4. 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.
5. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
6. 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.
7. 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.
8. Merely calling the candidate in interview does not entail for selection to the advertised post.
9. 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.
10. 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.
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 25th, 2023, 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 Consultant “on Contract”**”.

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