



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A STATE UNIVERSITY ESTABLISHED BY THE GOVT. OF NCT OF DELHI)
SECTOR- 16-C, DWARKA, NEW DELHI-110078
(www.ipu.ac.in)

F. No. 1(4)/(4)/P-III/2023/ 72

Dated: 23.01.2023

EMPLOYMENT NOTICE

GGSIPIU University invites applications in prescribed format to fill-up the following posts on Deputation/ on Contract only from Retired Govt. Officers /Officials initially for a period of Two years.

Sr. No.	Name of Posts & Pay Scale	No. of Posts	Mode of Recruitment	Pay
1	Deputy Registrar Pay Level 12 (PB-3 of Rs.15600-39100 + GP – Rs.7600) Pay Level 13 (Rs 37400-67000 with GP of Rs. 8700/-)	02	Deputation/ Contract from Retired Govt. Officers	On Deputation: As per Govt. Norms. On Contract : As per University Rules/ Policy
4	Assistant Registrar Pay Level 10 (PB-3 of Rs.15600-39,100 + GP of Rs.5400) (Rs.6600/- - Pay Level : 11) on completion of 08 years regular service	04	Deputation/ Contract from Retired Govt. Officers	On Deputation: As per Govt. Norms. On Contract : As per University Rules/ Policy

Note: The Number of posts may vary.

Important Note:

1. There is no prescribed application fee.
2. Last date of submission of application form is 06th February, 2023 by 5:00 p.m.

The Recruitment Rules of the aforesaid posts are as under:

1. Deputy Registrar (s)

Level-12, PB-3: Rs. 15600-39,100 GP: Rs. 7,600/- (Rs. 37,400-67,000 with GP of Rs. 8,700/- after completing 05 years service as Deputy Registrar on the basis of selection process)

Deputation:

Officers on Centre/State Govt. Service/ Autonomous Government organization/ University/ Educational or Research Institutional holding analogous post in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 7600/- (Level: 12 as per 7th CPC) Or Pay Band 4 of Rs. 37400-67000-with Grade Pay of Rs.8700/-

OR

Officers on Centre/State Govt. Service/ Autonomous Government organization/ University/ Educational or Research Institutional with 03 years experience in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 6600/- (Level: 11 as per 7th CPC)

OR

Officers on Centre/State Govt. Service/ Autonomous Government organizations with 09 years of administrative experience as Assistant Registrar or in equivalent post in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 5400/- (Level: 10 as per 7th CPC)

Age limit: Preferably below 56 years

Contract: Retired Officers having served in Centre/State Govt. Service/ Autonomous Government Organizations with minimum nine years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs. 8700/-.

2. Assistant Registrar

Pay Level 10 (PB-3 of Rs.15600-39,100 + GP of Rs.5400)

(Rs.6600/ - Pay Level: 11) on completion of 08 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria)

Deputation:

- (a) Officers holding analogous posts in Centre/ State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/ Educational Institution on regular basis in Pay Band 3 of Rs. 15600-39100/- with GP of Rs. 5400/- (Level : 10 as per 7th CPC)

OR

Officers holding analogous post in Centre/ State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/ Educational Institutional on regular basis at least 03 years experience in Pay Band 2 of Rs. 9300-34800/- with GP of Rs. 4800/ Level: 8 as per 7th CPC.

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

Age limit: Preferably below 56 years

Contract: Officers having served in Centre/State Govt. Service/ Autonomous Govt. organizations with minimum eight years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs 5400/- .

Mode of Recruitment:

On Deputation Basis. The appointment on Deputation basis will be initially for a period of Three years.

On Contract Basis. The appointment on Contract basis will be initially for a period of One year which will be extendable on good performance.

Age limit (For Retired Employee): Below 64 years.

Last Date for Submission of Application is 6th February, 2023 upto 5.00 PM.

R C Kesarwani
23 01. 2023

Deputy Registrar (Recruitment)

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 February 6th, 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**“**on Deputation/ on 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: :
(Please tick any one)
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