



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI

F.1 (4)(2)/2024/P-111/1106

Dated: 13/02/2024

EMPLOYMENT NOTICE

Engagement of a Retired Senior Accounts Cadre Officer on Contract basis

The University invites applications from retired Senior Accounts Cadre Officer for engagement of one Consultant (Accounts) on contract basis on a consolidated salary in the University having following qualifications and experience:-

Qualifications: Master's Degree with 55 % of marks or an equivalent grade in a point scale wherever grading system is followed from a recognized University

Experience: The retired officers having at least 10 years regular Service in the established Finance & Accounts Cadres/Services/ of the Govt. of India/ State Government, Autonomous institution's Finance & Accounts departments *etc.* in Pay Level -11..

Pay: A consolidated Remuneration will be contemplated to be paid to the selected candidate as per University policy.

Period of Engagement: Initially for a period of Six months.

Age: Below 65 years.

How to apply:

Interested eligible candidates may submit their applications in prescribed format (attached as annexure "A") alongwith relevant documents *i.e.* educational qualifications, work experience, vigilance clearance, last pay grade/Level from which retired and PPO *etc.*

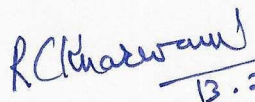
This employment Notice must be read in accordance with General instructions & Guidelines attached.

Last Date to apply: 20.02.2024 (Tuesday) upto 5.00 p.m.

How to apply:

The Desirous candidates may filled in the prescribed application format and to apply attached the scanned application form alongwith all requisite documents and send on

Email: recruitment@ipu.ac.in upto 20.02.2024 (Tuesday). The application received after last date will not be accepted. Further candidate should keep the hard copy of duly filled in application form alongwith all enclosures for submission at the time of interview.


13.2.2024
(R. C. KESARWANI)
Deputy Registrar
(Recruitment)

GENERAL INSTRUCTIONS

1. The numbers of posts are tentative and may vary as per requirement of University.
2. 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 applications.
3. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
4. The copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/ Ex-Serviceman certificate must be submitted at the time of Document verification/ Interview.
5. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website www.ipu.ac.in It is in the interest of the applicant to visit the university website to their convenient.
6. 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.
7. 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.
8. The University reserves the right to withdraw advertised post at any time without assigning any reason.
9. 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.
10. 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.
11. No applicant having more than one living wife/husband is eligible for appointment.
12. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
13. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
14. Canvassing in any form will be treated as disqualification.
15. No enquiry personal or in writing for recruitment shall be entertained.

16. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
17. The Desirous candidates may filled in the prescribed application format and to apply attached the scanned application form alongwith all requisite documents and send on Email: recruitment@ipu.ac.in upto 20.02.2024 (Tuesday). The application received after last date will not be accepted. Further candidate should keep the hard copy of duly filled in application form alongwith all enclosures for submission at the time of interview.



Last date: 20th February, 2024

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.

1. Post applied for : **CONSULTANT (ACCOUNTS) (ON CONTRACT)**

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. Gender:

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 Band/ Pay scale/ & 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