



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(Established by Government of NCT of Delhi)
Sector-16 C, Dwarka : New Delhi-110078

Guru Gobind Singh Indraprastha University invites applications on prescribed format from eligible and willing candidates to fill-up the following posts on Direct Rectt. /Deputation basis:

Sr. No.	Nomenclature of post	No. of Posts	Mode of Rectt./ Remarks
1.	Assistant Registrar PB-3 of Rs.15600-39100 with GP of Rs.5400/-	03 (02-UR, 01-OBC)	Direct
2.	Section Officer PB-2 of Rs.9300-34800 with GP of Rs.4800/-	07 (UR)	05 Direct & 02 Deputation
3.	General Assistant PB-2 of Rs.9300-34800 with GP of Rs.4200/-	02 (UR)	Direct
4.	Assistant PB-1 of Rs.5200-20200 with GP-Rs.2400/-	01 (PWD) Locomotor Disability or cerebral palsy	Backlog post of PWD
5.	Jr. Assistant PB-1 of Rs.5200-20200 with GP-Rs.1900/-	15 # (08-UR, 06-OBC, 01-SC)	Direct
6.	Sr. Technical Assistant PB-2 of Rs.9300-34800 with GP of Rs.4800/-	03 (02-UR, 01-OBC)	Direct
7.	Lab Assistant Grade-I PB-1 of Rs.5200-20200 with GP-Rs.2400	03 (02-UR, 01-SC)	Direct
8.	Lab Assistant Grade-II PB-1 of Rs.5200-20200 with GP-Rs.1900	02 (UR)	Direct
Total		36	

Out of 15 posts of **Jr. Assistant** 01 post (Backlog post).is reserved for **PWD i.e. Persons with Disability** (Locomotor Disability or cerebral palsy).

For further details/ information regarding qualification, experience, age, general instructions, application proforma etc., kindly visit University's website, viz., www.ipu.ac.in. Last date for submission of applications shall be **07th June, 2013 (Friday)**.

(Dr. Bhaskar P. Joshi)
Registrar



Guru Gobind Singh Indraprastha University

(Established by the Govt. of NCT of Delhi)

Sector-16 C, Dwarka, New Delhi – 110 078

Website : www.ipu.ac.in

EMPLOYMENT NOTICE

Guru Gobind Singh Indraprastha University is a dynamic growth oriented organization established to facilitate and promote studies and research in emerging areas of higher education with focus on professional education. The University proposes to fill up the following non-teaching posts by Direct / Deputation mode of recruitment:

Sr. No.	Nomenclature of post	No. of Posts	Mode of Rectt./ Remarks
1.	Assistant Registrar PB-3 of Rs.15600-39100 with GP of Rs.5400/-	03 (02-UR, 01-OBC)	Direct
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7.	Lab Assistant Grade-I PB-1 of Rs.5200-20200 with GP-Rs.2400	03 (02-UR, 01-SC)	Direct
8.	Lab Assistant Grade-II PB-1 of Rs.5200-20200 with GP-Rs.1900	02 (UR)	Direct
Total		36	

Out of 15 posts of **Jr. Assistant** 01 post (Backlog post).is reserved for **PWD i.e. Persons with Disability** (Locomotor Disability or cerebral palsy).

The Recruitment Rules for the posts are as under:

1. ASSISTANT REGISTRAR(S)

PB-3 : Rs.15600-39,100 GP : Rs. 5,400/- (Rs.6,600/- on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria).

Eligibility qualifications & experience:

Direct recruitment:

- (a) Ph.D. with Master's degree with atleast 55% marks or equivalent grade of 'B' in the UGC seven point scale with minimum three years experience in the related field in PB-2 Rs.93,00-34,800 with Grade Pay of Rs.4,800/- / Rs.4,600/- or equivalent.

Or

Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale with minimum three years experience in the related field in PB-2 Rs.9,300-34,800 with Grade Pay of Rs.4,800/- or equivalent.

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

Desirable: Good working knowledge of Computer Operations and Office Procedure.

Age limit for Direct Recruitment: Not exceeding 45 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

Contd..2

2. SECTION OFFICER

- (a) PB-2: Rs.9,300-34,800 with GP : Rs.4,800/-
- (b) GP Rs.5,400/- in PB-3 (Rs 15600/- 39100) on completion of four years of regular service as Section Officer in GP Rs 4800/-, subject to fulfilling other eligibility criteria.

Eligibility qualifications & experience:

(i) Direct recruitment:

- (a) Master's degree with at least 55% marks with
- (b) Three years of experience in the related field in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body/ public sector undertaking;

OR

- (a) Bachelor's degree with 55% marks
- (b) with at least five years of experience in the related field in the PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. Deptt./ autonomous body/ public sector undertaking.
- (c) Good working knowledge of Computer Operations.

(ii) Deputation:

- (a) Officers holding analogous posts in Govt. deptts./ autonomous institutions on regular basis;

OR

At least with six years service at the level of General Assistant in PB-2 Rs.9300-34800 with GP of Rs.4200/-.

- (b) Good working knowledge of Computer Application.

Age limit for Direct Recruitment: Not exceeding 35 years, relaxable in case of SC/ST/OBC/PH/ Departmental Candidates as per Govt. rules.

3. GENERAL ASSISTANT

(PB-2 : Rs.9,300-34,800 GP : Rs.4,200/-)

Eligibility qualifications & experience:

Direct recruitment:

- (a) Bachelor's degree with at least 55% marks from a recognized University or equivalent.
- (b) At least three years experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.2,400/- in a University/ Govt. department/ autonomous body/ public sector undertaking.
- (c) Certificate / Diploma in computer applications of at least six months duration from a reputed institution.
- (d) Working knowledge of Office Procedure.

Age limit for Direct Recruitment: Preferably below 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

Contd....3

4. ASSISTANT

(PB-1 : Rs. 5,200-20,200 with GP Rs.2,400/-)

Eligibility qualifications & experience:

Direct recruitment:

- (a) Bachelor's degree with at least 55% marks from a recognized University or equivalent
- (b) At least two years of experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- in a University/ Govt. department/ autonomous body/ public sector undertaking.
- (c) Data Entry Speed of 8000 key depressions per hour in English on computers.

Age limit for Direct Recruitment: Preferably below 35 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

5. JUNIOR ASSISTANT

PB-1 : Rs. 5,200-20,200 with GP Rs.1,900/-

Eligibility qualifications & experience:

Direct recruitment

- (a) Sr. Secondary School Certificate (10+2) with at least 55% marks or equivalent from a recognized Board/ University/ Institution

OR

Three years Bachelor's Degree from a recognized University with 55% marks.

- (b) Data Entry Speed of 8000 key depressions per hour in English on computers.

Age limit for Direct Recruitment: Preferably below 30 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules.

6. SENIOR TECHNICAL ASSISTANT

PB-2 of Rs.9,300-34,800 with upgraded GP of Rs.4,800/- in PB-3 (Rs.5,400/- on completion of 04 years regular service as Sr.TA) (Pre-revised- Rs.6,500-10,500)

Eligibility qualifications & experience:

Direct recruitment:

- (a) MCA/ M.Sc./ Bachelor of Engineering with a minimum of 55% marks from a recognized University or equivalent with atleast three years of experience in the related field in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- or in an equivalent status having total comparable emoluments in a University/ Govt. department/ autonomous body / public sector undertaking/ recognized educational institution;

OR

BCA/ B.Sc./ Diploma in Engg. with 55% marks, from a recognized University/ Board or equivalent with atleast five years of experience in the related field in PB-2 of Rs.9,300-34,800 with GP of Rs.4,200/- in a University/ Govt. department/ autonomous body/ public sector undertaking/ recognized educational institution.

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

Age limit for Direct Recruitment: Preferably below 35 years, relaxable in case of SC/ST/OBC/PH/Departmental candidates as per Govt. rules.

7. LABORATORY ASSISTANT-I

PB-1 of Rs.5,200-20,200 with GP of Rs.2,400/- (Pre-revised-Rs.4000-100-6000)

Eligibility qualifications & experience:

Direct recruitment:

(A) BCA/B.Sc./Diploma in Engineering with at least 55% marks from a recognized University/ Board or equivalent.

OR

- i.) Senior Secondary with Science with at least 55% marks from a recognized Board or equivalent;
- ii) At least two years experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- in a University/ Govt. department/ autonomous body/ public sector undertaking

OR

- i.) Secondary (10th) with an ITI Pass in a science/technology discipline with at least 55% marks from a recognized Board/ institution or equivalent;
- ii.) At least two years experience in the related field in PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- in a University/ Govt. department/ autonomous body/ public sector undertaking.

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

Age limit for Direct Recruitment: Not exceeding 35 years, relaxable in case of SC/ST/OBC/PH/ Departmental candidates as per Govt. rules.

8. LABORATORY ASSISTANT-II

PB-1 of Rs.5,200-20,200 with GP of Rs.1,900/- (Pre-revised - Rs. 3050-4590)

Eligibility qualifications & experience:

Direct recruitment:

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 applications of at least six months duration from a reputed institution.

Age limit for Direct Recruitment: Not exceeding 30 years, relaxable in case of SC/ST/ OBC/PH/Departmental candidates as per Govt. rules.

NOTE:

- (i) The University reserves the right to fill or not to fill any or all the post advertised, no correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
- (ii) The numbers of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University. All appointment shall be made on temporary basis.
- (iii) Relaxation of 5% marks shall be awarded for SC/ ST/PWD candidates. Also relaxation in age will be admissible to SC/ST/OBC/PWD/ Ex-Serviceman candidates as per the Govt. rules.
- (iv) **Prescribed application forms along with General instructions, relevant details regarding educational qualification, experience required for various non-teaching (Ministerial/ Technical) posts advertised can be downloaded from the University's website i.e. <http://www.ipu.ac.in>.**
- (v) Incomplete applications, Applications not in prescribed format and those received after due date or application form not accompanied by the requisite processing fee (if applicable), shall not be considered and will be rejected without assigning any reason and no claim for refund of fee shall be entertained, in any case.
- (vi) Application Form must also be accompanied by attested 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.). An application, without the said documents is likely to be rejected during the course of screening.
- (vii) Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- (viii) The persons already in employment in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should apply through proper channel.
- (ix) The application, on the prescribed form, duly filled in, accompanied by a demand draft (No other mode of payment will be accepted by the University) of **Rs.500/-** (exempted for candidates belonging to Scheduled Castes, Scheduled Tribe and PWD (Persons With Disabilities) categories) drawn in favour of "Registrar, Guru Gobind Singh Indraprastha University" payable at New Delhi, complete in all aspects, should be submitted in the University or sent by Speed-post, so as to reach to **Incharge (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078** latest by **07th June, 2013 at 05.00 p.m.**. The University will not be responsible for any postal delay or loss.
- (x) **For General Instructions and Guidelines please refer page no. 3 of application form.**
- (xi) The envelope containing application should be super scribed as "**Application for the post of****Sr. No. of Post..... Category.....**"

(Dr. Bhaskar P. Joshi)
Registrar

17. Educational Qualifications: (Attach duly attested copies)

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

*** Indicate Degree/ Diploma Awarded/ Obtained**

18. 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
		From	To	Total (year & Month)			

19. 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

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

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Date:

Place:

Signature & Seal of the employer

General Instructions and Guidelines

1. Separate application form is to be submitted for each post.
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. are required to submit application through proper channel or submit a no objection certificate from present employer. However, those in private employment may submit application directly. Application received late shall not be entertained and delay in transit shall be the responsibility of applicant.
4. The persons, working in Private organizations, claiming previous experience of working in Govt. Department/Autonomous Bodies/ Universities under Central /State Government should enclosed a certificate from that Government organization stating no Vigilance or Disciplinary case was pending or contemplated against them. Failure to provide the same shall make them ineligible for consideration to the post.
5. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for interview.
6. In case of large number of applicants, University reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
7. 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.
8. University reserves the right of not filling any post 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. All appointments shall be made on temporary basis. The claim for permanent employment shall be considered as per rules of University.
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. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned applications/application without photograph/application not in prescribed proforma and those received after closing date or without requisite fees (if applicable) in the form of demand draft shall be rejected and no claim for refund of fee shall be entertained in any case.
15. 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.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
17. In case of SC/ST/OBC/PWD/ Ex-Serviceman Category, the applicant should be in possession of appropriate certificate issued by competent authority.
18. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
19. Canvassing in any form shall attract disqualification.
20. No enquiry personal or in writing for recruitment shall be entertained.
21. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

----- The End -----