



Guru Gobind Singh Indraprastha University
Sector – 16C Dwarka, New Delhi – 110078
(Co-ordination Branch)

F. No.: GGSIPU/Co-ord/2021/70

Dated 19th March, 2021

NOTIFICATION

In supersession of earlier notification No.GGSIPU/Co-ord/2021/10 dated 14.01.2021, the Board of Management, GGSIP University in its 71st & 74th meetings vide Agenda Item No. 71.10 and 74.14 held on 18.06.2020 & 26.02.2021 respectively, has revised the Minimum qualification for Direct Recruitment and Deputation basis to the post of Controller of Examination, Deputy Registrar and Assistant Registrar in GGSIP University, are enclosed herewith for information and further implementation.

Ravi Dadhich

(Ravi Dadhich)
Registrar

F. No.: GGSIPU/Co-ord/2021/70

Dated 19th March, 2021

Copy for information and appropriate action:

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&PMHS/ USMS/ USAP/ USE, GGSIP University
2. Director- Academic Affairs/ Coordination/ Students' Welfare/ CDMS/ Development/ International Affairs/ CEPS/ Research and Consultancy/ Legal Aid / IUIIC, GGSIP University
3. Chairperson – Centralized Career Guidance and Placement Cell/ SDC/ IIQAC & NAAC, GGSIP University
4. In-charge UIRC, GGSIP University
5. Programme Coordinator- NSS Cell, GGSIP University
6. Proctor, GGSIP University
7. Controller of Finance, GGSIP University
8. Controller of Examination, GGSIP University
9. Chief Warden, GGSIP University
10. CVO, GGSIP University
11. All JRs/ DRs/ Branch In charge, GGSIP University
12. Superintending Engineer, GGSIPU
13. Head UITs, GGSIP University with the request to upload on University's website.
14. Guard File

Copy for information of the Competent Authority:

- (i) AR to the Vice Chancellor, GGSIP University
- (ii) AR to the Registrar, GGSIP University

Shikha

(Shikha Agarwal)
Dy. Registrar (Co-ordination)

Recruitment Rules as approved by Board of Management in its 71st and 74th meeting vide Agenda Item No. 71.10 and 74.14 held on 18.06.2020 and 26.02.2021

1. CONTROLLER OF EXAMINATIONS

PB-4 of Rs. 37400-67000 with GP of Rs, 10000/- Pay Level: 14

Eligibility qualifications & experience

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration

OR

Comparable experience in research establishment and / or other Institutions of higher education,

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable: 5 years experience of examination system in a University or Board.

Mode of recruitment: The tenure appointment of 05 years with extendable basis on good performance shall be made either through direct recruitment or on deputation basis or on intra university transfer basis.

Age limit for direct recruitment: Preferably below 55 years

2. DEPUTY REGISTRAR(S)

PB-3: Rs. 15600-39100 GP: Rs.7600/- (Pay Level: 12) (Rs.37400-67000 with GP of Rs. 8700/- (Pay Level: 13) after completing 05 years service as Deputy Registrar on the basis of selection process)

Eligibility qualifications & experience

i) Direct recruitment:

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

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- b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,

OR

Comparable experience in research establishment and/or other institutions of higher education,

OR

05 years of administrative experience as Assistant Registrar or in equivalent post.

Desirable:

- a) At least 3 years experience in Rs.6600/- Grade Pay in Pay Band 3 of Rs.15600-39100/- (Level: 11 as per 7th CPC) in equivalent cadre in Group A in Government Department/ University/ Educational Or Research Institutions.
b) Good working knowledge of Computer Operations and Office Procedure.

ii) Promotion:

25% by promotion from the post of Assistant Registrars with Master's Degree and minimum 04 years service in the Grade Pay of Rs. 6600/- (Sr. Scale). If no employee is found eligible, posts may be filled through deputation / contract basis.

Note: Promotion and financial upgradation process by DPC shall include an interview

(iii) Deputation:

Officers on Centre/State Government Service/ Autonomous Government Organizations/ University/ Educational or Research Institutional holding analogous posts 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 Government Service/ Autonomous Government organizations / 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 Government 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)

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(iv) Contract:

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

Note: 75% of the posts may be filled through Direct recruitment / deputation / contract basis.

Age limit for Direct Recruitment: Not exceeding 50 years, relaxable in case of SC/ST/OBC/PH/Departmental Candidates as per Govt. rules

3. ASSISTANT REGISTRAR(S)

PB-3: Rs. 15600-39100 GP: Rs. 5400/- (Pay Level: 10) (Rs.6600/- (Pay Level: 11) on completion of 8 years regular service subject completion of training criteria specified by UGC and meeting other eligibility criteria).

Eligibility qualifications & experience

(i) Direct recruitment

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

If required, written test may be conduct.

Desirable:

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a Government Department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M. Phil. / Ph.D. qualification.
3. Good working knowledge of Computer Operations and Office Procedure.

(ii) Promotion:

50% by promotion from the post of Private Secretary and Section officer with ratio (1:3) with minimum 05 years service in the grade rendered after appointment thereto on regular basis, failing which by deputation/ contract basis.

Note: Promotion and Financial upgradation process by DPC shall include an interview

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(iii) 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 posts in Centre/State Government Department/ Autonomous body/ Public Sector Undertaking/ Government/Educational Institution 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

(iv) Contract:

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

Note: 50% of the post may be filled through Direct recruitment/ deputation/ contract basis.

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

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