

MOST URGENT
TIME BOUND

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(Personnel Branch-III)

Sub: Advertisement for inviting applications for the non-teaching post of Deputy Registrar (Administration & Finance), General Assistant (Accounts) and Assistant (Accounts) on deputation basis in GGSIP University.

Please find enclosed herewith a brief advertisement for inviting applications for the post of Deputy Registrar (Administration & Finance), General Assistant (Accounts) and Assistant (Accounts) on deputation basis in GGSIP University.

You are requested to kindly upload the same on University website.



(Brig. P. K. Upmanyu)
Joint Registrar (Personnel)

Incharge- Server Room

F.No. F.1(4)(16)/2020/P-III / 10670

Dated: ~~14.10.2020~~
15.10.2020



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi-110078
Website: www.ipu.ac.in

F.No. F.1(4)(16)/2020/P-III | 10670

15.10.2020
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Employment Notice

Guru Gobind Singh Indraprastha University, Delhi is a dynamic growth oriented organization established to facilitate and promote higher studies & research in emerging areas of higher education with focus on Professional education. The University proposes to fill-up the following posts:

S.No.	Name of the Post and Pay Scale	No. of Posts and Mode of recruitment
1	Deputy Registrar (Administration & Finance) (Level 12 as per 7th CPC, pre-revised pay scale PB-3 of Rs. 15,600-39,100/- with GP of Rs. 7,600/-)	02 (Deputation)
2	General Assistant (Accounts) (Level 6 as per 7th CPC, pre-revised pay scale PB-2 of Rs. 9,300-34,800 with GP of Rs 4,200/-)	03 (Deputation)
3	Assistant (Accounts) (Level 4 as per 7th CPC, pre-revised pay scale PB-1 of Rs. 5,200-20,200 with GP of Rs 2,400/-)	11 (Deputation)

The recruitment Rules of the above posts are as under:-

1. Deputy Registrar (Administration & Finance) :

PB-3 of Rs. 15600-39,100 with GP: Rs. 7,600/- (Pay Level: 12: Rs. 37,400-67,000 with GP of Rs. 8,700/-) (Pay Level: 13) after completing 05 years service as Deputy Registrar on the basis of selection process).

Deputation:

Officers on Central /State Govt. Service/ Autonomous Govt. organizations/ University/Educational or Research Institutional holding analogous posts in Pay Band 3 of Rs. 15,600-39100/ -with GP of Rs 7600/- (Level-12 as per 7th CPC) OR pay Band 4 of Rs. 37,400-67,000- with Grade Pay of Rs. 8,700/-.

OR

Officers on Central /State Govt. Service/ Autonomous Govt. organizations/ University/Educational or Research Institutional with 03 years experience in Pay -39100/- with GP of Rs 6600/- (Level-11 as per 7th CPC)

OR

Officers on Central /State Govt. Service/ Autonomous Govt. organizations with 09 years of experience as Assistant Registrar or in equivalent post in Pay Band 3 of Rs. 15,600-39100/ -with GP of Rs 5400/- (Level-10 as per 7th CPC).

Desirable: - Relevant experience in the Accounts and Finance in Government Organization and Government Autonomous organizations.

2. General Assistant (Accounts)

(Level 6 as per 7th CPC, pre-revised pay scale PB-2 of Rs. 9,300-34,800 with GP of Rs. 4,200/-

Eligibility Qualifications & Experience:

Deputation :

Holding analogous post with at least three years of 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 / recognized educational institution along with working knowledge of software(s) dealing with bookkeeping of Accounts such as Tally.

3. Assistant (Accounts):

(Level 4 as per 7th CPC, pre-revised pay scale PB-1 of Rs. 5,200-20,200 with GP of Rs 2,400/-

Eligibility Qualifications & Experience:

Deputation

Holding analogous post with at least two years of experience in the related field in PB-1 of Rs. 5200-20200 with GP of Rs 1900 in a University/Govt. Department / autonomous body/ public sector undertaking alongwith working knowledge of software(s) dealing with bookkeeping of Accounts such as Tally.

Last Date of submission of application form: 05th November 2020.


(Brig. P.K. Upmanyu)
Jt. Registrar (Pers.)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078
APPLICATION FORM FOR THE 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 :

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 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

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. 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 the Government organization stating no Vigilance or Disciplinary case is pending or contemplated against them and also submit a no objection certificate from present employer. However, those in private employment may submit application directly. 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.
3. 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.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. 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.
6. 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. No claim for refund of cost of application or processing fee shall be entertained.
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 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.
9. 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.
10. 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.
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 application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
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. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
21. The application, on the prescribed form, duly filled in, complete in all aspects, should be submitted in the University or sent by Speed-post, so as to reach to the **Joint Registrar (Personnel), Room No. 117, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi-110078 latest by 05.11.2020 (Thursday) upto 5.00 pm.** The University will not be responsible for any postal delay or loss.
22. The envelope containing application should be superscribed as "Application for the post of in the discipline of"

(Brig P. K. Upmanyu)
Joint Registrar (Personnel)