



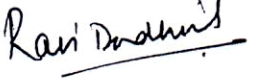
Guru Gobind Singh Indraprastha University
Sector – 16C Dwarka, New Delhi – 110078
(Co-ordination Branch)

No.F. GGSIPU/Co-ord/2021/ 10

Dated 14th January, 2021

NOTIFICATION

The Board of Management, GGSIP University in its 71st meeting held on 18.06.2020 vide Agenda Item No. 71.10 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)
Registrar

No.F. GGSIPU/Co-ord/2021/ 10

Dated 14th January, 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
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 Agarwal)
Dy. Registrar (Co-ordination)

for upload
TA, UITs
15-01-21

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

1. CONTROLLER OF EXAMINATIONS
(PB-4 of Rs. 37,400-67,000 with GP of Rs, 10,000/- 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. 15600-39,100 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)

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.



- 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.15,600-39,100/- (Level-11 as per 7th CPC) in equivalent cadre in Group A in Govt. 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 Govt. service/Autonomous Govt. organizations/ University/ Educational or Research Institutional holding analogous posts in Pay Band 3 of Rs. 15,600-39,100/- 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 Centre/State Govt. service/Autonomous Govt. organizations /University/Educational or Research Institutional with 03 years experience in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 6600/- (Level – 11 as per 7th CPC)

OR

Officers on Centre/State Govt. service/ Autonomous Govt. organizations with 09 years of administrative experience as Assistant Registrar or in equivalent post in Pay Band 3 of Rs. 15,600-39,100/- with GP of Rs. 5400/- (Level – 10 as per 7th CPC)



(iv) **Contract:**

Officers having served in Centre / State Govt. Service / Autonomous Govt. Organisations with minimum nine years experience on administrative assignments, preceding their retirement, with minimum Grade Pay of Rs.8,700/-.

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. 15600-39,100 GP: Rs. 5,400/- (Pay Level : 10) (Rs.6,600/- (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 Section officer and Private Secretary with ratio (1:3) with minimum 05 years services 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

