



F.No. 1(4) (30)/2022/P-III/627

Dated: 1st September, 2022

EMPLOYMENT NOTICE

The University invites applications in prescribed format to fill up one Post of **Registrar on Deputation** as per following details:-

S.No	Post	No. of post	Mode of Recruitment	Pay
i)	Registrar	01	Deputation	Pay Level : 14 as per 7 th CPC Pre-revised : PB-4 of Rs.37,400-67,000 with GP of Rs.10,000/-

Qualifications & Experience:

The qualification for the post of Registrar shall be as follows:

Ph.D. degree and 10 years experience as Deputy Registrar/ Associate Professor (Reader);

Or

A Master's degree with at least 55%.of the marks or its equivalent grade of B in the UGC seven point scale; &

At least 15 years of experience as Assistant Professor/Assistant Professor (Sr. Scale) with eight years in Associate Professor (Reader) grade 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 as Deputy Registrar or an equivalent post/grade.

In case of recruitment by Promotion /deputation / transfer/ grades from which promotion / transfer to be made:

Persons under the Central/ State Govts./ Universities/ Educational Institutes of higher learning/ Statutory or Semi-Govt./ Autonomous organizations / Public Sector Undertakings, holding analogous posts in PB-4-Rs.37400-67000 with GP of Rs.10,000/- (Pre-revised- Rs.16,400-22,400)

Or

Holding the post of Dy. Registrar in PB-3-Rs.15600-39100 with GP of Rs.7600/- (Pre-revised-Rs.12,300-18,300) having at least 8 years experience in this grade

Or

Holding the post of Assistant Professor/Assistant Professor (Sr. Scale) having 15 years of service of which 8 years as Associate Professor (Reader) and possessing qualifications and experience as laid down in Para 3 above

Or

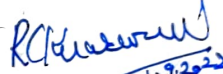
An IAS officer of AGMUT Cadre with one year service in the Senior Scale

Or

An officer of UTCS Cadre with one year service in the Junior Administrative Grade.

Period of Deputation: Initially for two years which can be extendable.

Last Date for Submission of Application – 22.09.2022 (Friday) up to 5.00 PM.



(R.C. Kesarwahi)

Deputy Registrar, Recruitment

Last date: 22.09.2022



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.
 4. There is no application fee required.
 5. For each category of post, separate application forms should be submitted and single Application form applied for more than one post will be summarily rejected.

AADHAR NO. OF CANDIDATE

1. Post applied for: :

Registrar (On Deputation)

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 Level /PayBand/ 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 that Government organization stating that no Vigilance or Disciplinary case was pending or contemplated against them and submit their ACR/APAR of last five years and 'No Objection Certificate' alongwith Vigilance Clearance at the time of interview, if not submitted earlier. 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 applications 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. Update (if any) pertaining to this advertisement, to fill up referred posts, will be uploaded on university website. It is in the interest of the applicant to visit the university website to their convenient.
9. 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.
10. 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.
11. 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.
12. 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.
13. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.

14. No applicant having more than one living wife/husband is eligible for appointment.
15. 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.
16. 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.
17. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
18. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
19. Canvassing in any form shall be treated as disqualification.
20. No enquiry personal or in writing for recruitment shall be entertained.
21. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
22. The application, on the prescribed format, duly filled in, complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Personnel), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 22nd September, 2022 (Thursday), by 5:00 p.m.** 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 Registrar (on Deputation).**”