



Guru Gobind Singh Indraprastha University
'A State University established by the Govt. of NCT of Delhi'
Sector – 16C Dwarka, New Delhi – 110078
(Personnel Branch)



F.No.1(6)(71)/2023/Pers.III/ 6629

20th
Dated: December 2023

NOTIFICATION

The Board of Management of Guru Gobind Singh Indraprastha University in its 81st meeting held on 30.11.2023 vide Agenda Item No. BM 81.05, has approved the revision in the recruitment rules for the following posts in the University:

| S. No. | Name of Post | Pay Level |
|--------|---------------------------|--------------|
| 1. | Registrar | Pay level 14 |
| 2. | Controller of Finance | Pay level 14 |
| 3. | Controller of Examination | Pay level 14 |
| 4. | Deputy Registrar(s) | Pay level 12 |

The approved revised recruitment rules are enclosed with this notification.


(SUNITA SHIVA)
REGISTRAR

F.No.1(6)(71)/2023/Pers.III/

Dated: December 2023

To,

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&AHS/ USMS/ USAP/ USE/ USAR/USDI, GGSIP University
2. Project In-charge- University School of Fire and Industrial Safety/ University School of Liberal Arts/ University School of Film Making/ University School of AYUSH, GGSIP University
3. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development Cell/ Legal Aid / Research, Project Monitoring & Innovation/ IUIIC/ East Campus, GGSIP University
4. Chairperson – Centralized Career Guidance and Placement Cell/ SDC/ IIQAC & NAAC, GGSIP University
5. In-charge, Centre for Human Values and Ethics
6. In-charge UIRC, GGSIP University
7. Programme Coordinator- NSS Cell, GGSIP University
8. Proctor, GGSIP University
9. OSD to Hon'ble Vice Chancellor, GGSIP University
10. Controller of Finance, GGSIP University
11. Controller of Examination I & II, GGSIP University
12. Chief Warden, GGSIP University
13. CVO, GGSIP University
14. All JRs/ DRs/ Branch In charge, GGSIP University
15. Superintending Engineer (UWD), GGSIPU
16. In-Charge UITS, GGSIP University with a request to upload the Notification on the University Website.

Copy for information of the Competent Authority:


1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.


20/12/2023
(NAVEEN KUMAR BUDHIRAJA)
ASSISTANT REGISTRAR (PERS.-II)

REVISED RECRUITMENT RULES APPROVED IN 81ST MEETING OF BOM HELD ON 30.11.2023
VIDE AGENDA ITEM NO.BM 81.05

| Nomenclature of post | No. of post | Mode of Recruitment |
|---------------------------|-------------|--|
| REGISTRAR Pay Level-14 | 02 | Tenure Post for 05 years on Deputation/ Direct |

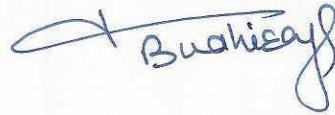
| RECRUITMENT RULES |
|--|
| Pay Level-14 (Pre-revised 37400-67000 Grade Pay Rs.10000) Tenure Post for 05 years on Deputation/ Direct. |
| Eligibility Criteria & Experience: Educational Qualifications: Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale; Experience: Officers holding analogous posts in Pay Level-14 (Pre-revised PB-4-Rs.37400-67000 with GP of Rs.10,000 under the Central/ State Govts./ Universities/ Educational Institutes of higher learning/ Statutory or Semi-Govt./ Autonomous organizations / Public Sector Undertakings, OR Holding the post of Dy. Registrar/ Joint Registrar in Pay Level-13 (Pre-revised PB-3-Rs.15600-39100 with GP of Rs.7600/-) and having at least 8 years of regular service in the grade. OR Holding the post of Assistant Professor/Assistant Registrar (Sr. Scale) with 15 years of regular service. 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 - Shall not ordinarily exceed five years. Every Registrar shall be entitled to be covered under the superannuation scheme constituted under Section 25(g) of the Act. |
| Job Profile: As per statute and ordinance of the University |



REVISED RECRUITMENT RULES APPROVED IN 81ST MEETING OF BOM HELD ON 30.11.2023
VIDE AGENDA ITEM NO.BM 81.05

| Nomenclature of Post | Number of Post | Mode of Recruitment |
|--|-----------------------|----------------------------|
| CONTROLLER OF FINANCE Pay Level- 14 | 01 | Deputation |

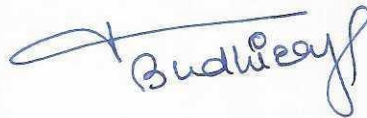
| RECRUITMENT RULES |
|--|
| Pay Level-14 (Pre-revised 37400-67000 Grade Pay Rs.10000) |
| Eligibility qualifications & experience for Deputation: Holding analogous post; <p align="center">OR</p> Working in Pay Level-13 (Pre-revised PB-4 of Rs.37,400-67000 with GP of Rs.8,700/-) with 03 years of regular service in Finance and Accounts in Govt. of India/ State Govt., autonomous institution's, Finance and Accounts department, Public Sector undertaking etc. <p align="center">OR</p> Working in Pay Level-12 (Pre-revised PB-3 of Rs.15,600-39100 with GP of Rs.7,600/-) with 05 year regular service in Finance and Accounts in Govt. of India/ State Govt., autonomous institution's Finance and Accounts department, Public Sector undertaking etc. |
| Age limit: Deputation: The maximum age limit on deputation shall not exceed 56 year. |
| Deputation: The initial period of deputation shall be for two years which may be extended with mutual consent. |
| Job Profile: As per Statute and ordinance. |



REVISED RECRUITMENT RULES APPROVED IN 81ST MEETING OF BOM HELD ON 30.11.2023
VIDE AGENDA ITEM NO.BM 81.05

| Nomenclature of Post Pay Band/(Pre-Revised Scale) | No. of post | Mode of Recruitment |
|---|--------------------|---|
| CONTROLLER OF EXAMINATION Pay Level-14 (pre-revised) PB-4 of Rs.37,400-67,000 with GP of Rs.10,000/- | 02 | 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. |

| RECRUITMENT RULES |
|---|
| Pay Level-14 (Pre-revised 37400-67000 Grade Pay Rs.10000) |
| Eligibility Criteria & Experience: Direct/ Deputation: Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. <p align="center">OR</p> 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 alongwith experience in educational administration. <p align="center">OR</p> Comparable experience in research establishment and/ or other Institutions of higher education, <p align="center">OR</p> 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. |
| Age limit: Direct/Deputation: The maximum age limit shall not exceed 56 year. |
| Job Profile: As per Statute and Ordinance |



REVISED RECRUITMENT RULES APPROVED IN 81ST MEETING OF BOM HELD ON 30.11.2023
VIDE AGENDA ITEM NO.BM 81.05

| Nomenclature of Post | No. of post | Mode of Recruitment | Feeder Cadre/ Post |
|---|-------------|---|---------------------|
| DEPUTY REGISTRAR(S) Pay Level-12 (after 05 years of service Pay Level-13) as per MHRD / UGC guidelines | 21 | 25% by Promotion 75% by Direct (failing which deputation/ contract) | Assistant Registrar |

RECRUITMENT RULES

Eligibility qualifications & experience on Promotion:

Direct recruitment:

- (i) Master's degree with atleast 55% marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) 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 institution of higher education.

OR

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

Desirable:

- (i) 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 a Govt. department/ University/ Educational Or Research Institutions.
- (ii) Good working knowledge of Computer Operations and Office Procedure.

Promotion:

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

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

Deputation:

Officers on Centre/ State Government Service/ Autonomous Government Organizations/ University/ Educational or Research Institution 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

REVISED RECRUITMENT RULES APPROVED IN 81ST MEETING OF BOM HELD ON 30.11.2023
VIDE AGENDA ITEM NO.BM 81.05

Officers on Centre/ State Government Service/ Autonomous Government Organizations/ University/ Educational or Research Institution with 03 years experience in Pay Band 3 of Rs.15,600-39,100/- with GP 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.15,600-39,100/- with GP of Rs.5400/- (Level 10 as per 7th CPC).

Contract:

As per essential and desirable qualifications for non-retired persons.

In the case of retired Officers from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Educational or Research Institution holding analogous post in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.7,600/- (Level: 12 as per 7th CPC), preceding to their retirement.

OR

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Educational or Research Institution with 05 years experience of working in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.6,600/-Level: 11 as per 7th CPC preceding to their retirement.

OR

Officers retired from Centre/ State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/Government Educational or Research Institution with 10 years of administrative experience as Assistant Registrar or in equivalent posts in Pay Band 3 of Rs.15,600-39,100/- with GP of Rs.5,400/- (Level: 10 as per 7th CPC preceding to their retirement.

Note:

- (i) 75% of the posts may be filled through Direct Recruitment/ deputation/ contract basis.
- (ii) Financial upgradation and promotion will be processed by DPC including an interview as per MHRD/ UGC guidelines.

Age limit:

Direct: Not exceeding 50 years, relaxable in case of SC/ST/OBC/ PH/Departmental Candidates.

Deputation: The maximum age limit shall not exceed 56 year.

Contract: As per University Rules.

Job Profile:

1. Good communication/ analytical skill and computer operation.
2. Should be able to interpret and apply rules and regulation correctly in letter and spirit for overall benefit of the organization.
3. Should be able to handle his department independently without supervision and be able to take decisions as per policies /rules, regulations and delegation of power.
4. Should be capable to supervise the subordinate staff and ensure that policies / rules and regulations are not violated.
5. Coordinate/liaison with other divisions/departments and participate in discussions with senior functionaries and academicians.
6. Any other tasks to be assigned from time to time.
7. Should be conversant with conducting online meetings on zoom, WebEx, teem etc.

