



# Guru Gobind Singh Indraprastha University

(A State University established by the Govt. of NCT of Delhi)

(NAAC Accredited A<sup>++</sup> University)

SECTOR -16C, DWARKA, NEW DELHI-110078

Website : [www.ipu.ac.in](http://www.ipu.ac.in)

F.No. 1(4)(3)/2025/Rectt./09

Dated: 11.04. 2025

## EMPLOYMENT NOTICE

Online Applications are invited to fill-up various Non-Teaching posts in the University as per following details and the online application form is available on the GGSIP University website [www.ipu.ac.in](http://www.ipu.ac.in)

To apply online, click the following link/Scan QR code

<https://ipunt.samarth.edu.in>



S.No.	Name of Post	Pay Level	No of post advertised (Category wise)					Total Posts Advt.	Mode of Recruitment
			UR	OBC	SC	ST	EWS		
1.	System Analyst	L-10	-	-	-	-	-	01	On Deputation
2.	Programmer	L-8	-	-	-	-	-	03	On Deputation
3.	Sports Officer	L-8	01	-	-	-	-	01	Contract
4.	Content Writer	L- 8	01	-	-	-	-	01	On Contract ( Retired Officers may also apply)
5.	Creative Graphic Designer	L- 8	01	-	-	-	-	01	On Contract
6.	Section Officer (Horticulture)	L- 8	01	-	-	-	-	01	On Contract ( Retired Officers may also apply)
7.	Assistant Section Officer (Accounts )	L- 7	-	-	-	-	-	01	On Deputation
8.	Network Engineer	L- 7	01	-	-	-	-	01	On Contract
9.	Assistant Security Officer	L- 6	01	-	-	-	-	01	On Contract (Retired Officers may also apply)
10.	Laboratory Assistant Grade-I	L- 4	-	-	-	-	-	12	On Deputation
11.	Nursing Attendant (Male)	L- 1	01	-	-	-	-	01	On Contract

\*The posts advertised may vary as per requirements of the University. The reservation for PwBD category will be as per norms.

**Application Fee:**

**Rs.1500/- for UR/OBC/EWS and Rs. 1000/- for SC/ST/ PwBD candidates separately for each category of post. If a candidate is applying for more than one post, he/she should submit separate fee for each application.**

**No fee required in case of Appointment on Deputation.**

**Eligibility and Educational Qualification:**

**As per enclosed Recruitment Rules as annexed in the following pages.**

**IMPORTANT NOTE:** - Only online submitted applications alongwith its hardcopy with annexures will be accepted. Separate applications should be filled in online mode only for each posts followed by submission of print out of filled application form alongwith relevant supporting documents as an annexure, failing which the application (s) is /are liable to be rejected.

The Opening Date and closing date for receipt of online applications and its hardcopy with annexure are as under:-

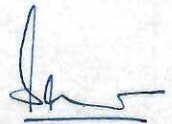
**Opening Date for Submission of Online applications: - 11<sup>th</sup> April 2025 (Friday)**

**Closing Date for Submission of Online applications: - 30th April 2025 (Wednesday) till 23.50 pm**

**Closing Date for receiving of hard copy of Applications:- 7<sup>th</sup> May 2025 (Wednesday)**

**NOTE:**

1. Modifications, if any, pertaining to this advertisement like qualifications, interview dates, requisite documents *etc.* will be uploaded and updated on University website. The Candidates are advised to visit University website [www.ipu.ac.in](http://www.ipu.ac.in) time to time.
2. This advertisement must be read with General terms & conditions enclosed alongwith this advertisement.
3. The Number posts are indicative and may vary.
4. In case of Contract appointment, the initial appointment will be for a period of one year which may be extendable subject to performance and the requirement of the University. The contract appointment may also be terminated with one month notice on joining of regular staff.
5. In case of appointment on Deputation, the initial appointment will be for a period of three years.



**(P R Santhanam)**

**Deputy Registrar (Recruitment)**



## **GENERAL INSTRUCTIONS FOR CANDIDATES**

1. The numbers of posts are tentative and may vary as per requirement of University.
2. All applicants who are presently employed in Government/Semi Govt./Public Sector Undertaking/University/Recognized Educational Institute etc. should submit through proper channel enclosing "No Objection Certificate" from the Government organization stating no Vigilance or Disciplinary case is pending or contemplated against them from present employer. Failure to provide the same shall make them ineligible for consideration to the post.
3. The educational qualification(s), 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. The clear scanned copies of all Educational and Professional Qualifications, Experience Certificates, Caste Certificate/ PWD certificate/ Ex-Serviceman certificate (in case claiming benefit of reservation, fee exemption & age relaxation etc.) must be uploaded online at the time of submitting online application in support of their candidature followed by submission of hardcopies as mentioned in the advertisement. No "password protected document"/ "document not legible" will be uploaded at the Smarath Portal.
6. Update (if any) pertaining to this advertisement, to fill up referred post, will be uploaded on university website [www.ipu.ac.in](http://www.ipu.ac.in). It is in the interest of the applicant to visit the university website to their convenient.
7. In case of large number of applicants, University reserves the right to shortlist applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
8. 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.
9. The University reserves the right to withdraw advertised post 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. The University will verify the antecedents of the applicant at the time of time of verification of documents/ at the time of appointment or any time during the tenure of the service. In case it is found that the document/ information submitted by the candidates is false/ forged/ fabricated/ falsified or the candidate has suppressed/ concealed any relevant information, his/ her candidature shall be liable to be cancelled or services of the applicant shall be terminated without prejudice to any other action initiated by the University. Further, appropriate legal action under applicable law shall also be initiated against the applicant.
13. In case of any inadvertent mistake on part of the University, in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves the right to modify / withdraw/ cancel any communication made to the applicants.
14. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of the relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein.
15. Canvassing/ enquiry in any form will be treated as disqualification.



16. No applicant having more than one living wife/husband is eligible for appointment.
17. Candidature of applicant shall be subject 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 will be treated as disqualification.
20. No enquiry personal or in writing for recruitment shall be entertained.
21. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
22. The printout of duly filled online application alongwith copy of educational qualifications/ experience etc. complete in all respects, should be submitted in the University or sent by Speed-post, so as to reach to the **Deputy Registrar (Recruitment), Room No. 021, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 7<sup>th</sup> May,2025, by 5.00 pm.** The University will not be responsible for any postal delay or loss.
23. The envelope containing application should be superscribed as "Application for the post of..... on Deputation/ Contract as applicable.



5/1/24

**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**SYSTEM ANALYST**

1.	Name of the Post	<b>SYSTEM ANALYST</b>
2.	No. of Posts	03*
3.	Classification	Group A
4.	Pay Level	<b>Pay Level 10</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-3 of Rs.15600-39100 with GP of Rs.5400
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SCs/STs/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> 1. M.E./M.Tech. in Computer Science / Computer Engineering/M.Sc. in Computer Science / MCA. 2. 03 years' programming experience in languages like C/C++/JAVA, etc. databases: MySQL/ORACLE with PHP, etc, System & Network Administration or related experience in a research/Educational institute or commercial/service industry establishment or repute.  <b>OR</b> 1. B.E./B.Tech. in Computer Science & Engineering. 2. 05 years programming experience in languages like C/C++/JAVA, etc. databases: MySQL/ORACLE with PHP, etc, System & Network Administration, programming and database management or related experience in a research/Educational institute or commercial/service industry establishment or repute.



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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No. Educational Qualification: Yes
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	67% (02 posts out of 03) by Direct Recruitment & 33% (01 post out of 03) by Promotion, failing which by Deputation / Contract.  [Feeder Cadre post for Promotion: Programmer]
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Holding analogous post on regular basis  <b>OR</b>  Five years experience in Information Technology in Pay Level 08 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Recognized Educational Institutions of Higher Studies, etc.</p> <p><b>Promotion:</b> Five years of regular service as Programmer in Pay Level 08.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential and desirable qualifications for non-retired persons as prescribed in column 7.</li> <li>In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 10, preceding to their retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with five years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.</p>

*Signature*

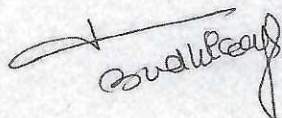


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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

12.	Job Profile	<ol style="list-style-type: none"> <li>1. To analyze &amp; design techniques to solve the organizational activity problems (Exam, inventory, staff Finance, Student Support).</li> <li>2. To identify the organizational improvement needed design the system to implement the changes and train and motivate others to use the System.</li> <li>3. To act as System problem solving after meeting with the user.</li> <li>4. To develop &amp; upgrade the website and requisite programmes as per requirements.</li> <li>5. To coordinate with the external agencies such as NIC, etc whenever required.</li> <li>6. To supervise and guide the lower level information technology staff.</li> <li>7. To assess computer system requirements by defining &amp; analyzing system problems; observing and testing standards and solutions.</li> <li>8. Develop solution by preparing and evaluating work flow solutions.</li> <li>9. Accomplish information systems and organization missions by completing related results as needed.</li> <li>10. Any other work assigned by his/her superior authority of the University.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

\*Note: One post of System Administrator in Pay Level 11 has been proposed to be abolished and one post of System Analyst in Pay Level 10 has been recommended for creation.



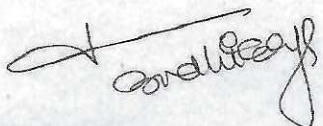


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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**PROGRAMMER**

1.	Name of the Post	<b>PROGRAMMER</b>
2.	No. of Posts	05
3.	Classification	Group B
4.	Pay Level	<b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Direct:</b> Not exceeding 40 years, relaxable in case of SCs/STs/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> <ol style="list-style-type: none"> <li>1. Bachelor's Degree in Computer Science / Computer Engineering or Information Technology or MCA or equivalent qualification with 55% from any recognized university/institute.</li> <li>2. Three years working experience in Information Technology in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Recognized Educational Institutions of Higher Studies, etc.</li> </ol> <b>Desirable:</b> Experience should be in the areas of programming, servers configuration, storage systems, backup systems, C/C++/JAVA, design and Validation, databases: MySQL/ORACLE with PHP, etc., foundation and practices under Windows/LINUX/UNIX, computer networks platforms from a recognized public/ PSUs/ Private Organization of repute.





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**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	Direct / Deputation / Contract.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b> Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>Two years in Information Technology in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Recognized Educational Institutions of Higher Studies, etc.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential and desirable qualifications for non-retired persons as prescribed in column 7.</li> <li>In case of Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 08 preceding to their retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officer retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with three years' service in Pay Level 06 carrying the same job profile, preceding to their retirement.</p>





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**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

12.	Job Profile	<ol style="list-style-type: none"> <li>1. Update and expand the existing programs/ software.</li> <li>2. Test programs for errors and fix the faulty lines of computer code.</li> <li>3. Create, modify &amp; test code or scripts in software that simplify Software developments.</li> <li>4. Writing and testing codes for new programmes in coordination with System Analyst, System Administrator, Senior System Analyst (Web designing, Mobile Application for university and Cyber Security, Malware Protection).</li> <li>5. Coding, debugging, designing and testing computer structures, writing computer instructions, management of Database system, editing source code, profiling and analyzing algorithms etc.</li> <li>6. Providing technical support.</li> <li>7. Any other work as assigned by the University.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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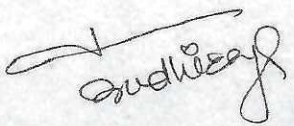


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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SPORTS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**SPORTS OFFICER**

1.	Name of the Post	<b>SPORTS OFFICER</b>
2.	No. of Posts	02
3.	Classification	Group B
4.	Pay Level	<b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct / Contract:</b> Bachelor Degree or its equivalent in Physical Education from a recognized University. <b>OR</b> Diploma in Physical Education from a recognized University/Institution having outstanding achievements in the field of Sports at the State / National / International level. <b>OR</b> Outstanding Sports Persons who has won Medal in Olympics / Asian Game / Commonwealth Games, South Asian Federation Games at the International / National Championship / Sports persons of repute having outstanding achievement in National Games, Trophies, etc.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9.	Period of Probation, if any	Two years

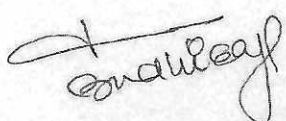




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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SPORTS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

10.	Mode of Recruitment	Direct / Deputation / Contract
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b>  Officer holding analogous post on regular basis or three years experience in Pay Level 07 or five years experience in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/Recognized Educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• Having essential qualifications for non-retired person as prescribed in column 7.</li> <li>• Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings /Government Educational or Research Institution holding analogous post in Pay Level 08, preceding to their retirement.</li> </ul>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. To prepare rules for conduct of sport event for which he/ she will be responsible.</li> <li>2. To conduct the practice of matches and mark the attendance of the students attending the practice and maintain records of practice matches held.</li> <li>3. To coordinate with the In-charges of different stadiums located in Delhi and imparting coaching to different teams of the schools / colleges and Universities.</li> <li>4. Organize matches with other college teams, organized inter-college matches of the teams affiliated colleges to this University.</li> <li>5. Selection of the best players for grant of sport scholarship.</li> <li>6. Conduct of Sport classes.</li> <li>7. To conduct the International /Inter University Games.</li> <li>8. To participate in inter University Games, State</li> </ol>





**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SPORTS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>and National level Tournaments.</p> <p>9. To organize Annual Sports meet.</p> <p>10. Annual Stock taking of all sports items and activities, check venues &amp; manage sports facilities.</p> <p>11. To raise public awareness of health &amp; fitness issues &amp; promote participation in sport, particularly among underrepresented groups.</p> <p>12. To prepare sports policy for University &amp; maintain links with country, regional &amp; national reporting representative organizations.</p> <p>13. Educate and train the coaches, volunteer &amp; facilities staff in specific aspects surrounding the needs of disable participants. Seeking input from experts in disability.</p> <p>14. Any other work as assigned by the University.</p>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**CONTENT WRITER**

1	Name of Post	<b>CONTENT WRITER</b>
2	Number of Posts	01
3	Classification	Group B
4	Scale of Pay	<b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5	Whether Selection Post or Non Selection Post	Not Applicable
6	Age Limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> Postgraduate from a recognized University with a minimum of 2 years of demonstrated experience in copywriting and content writing. <b>OR</b> Bachelor Degree in Journalism and Mass Communication from a recognized University with a minimum of 2 years of demonstrated experience in copywriting and content writing. <b>Desirable:</b> Experience in writing opinion editorials and press releases shall be given preference.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9	Period of Probation, if any	Two years
10	Mode of Recruitment	Direct / Deputation / Contract
11	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<b>Deputation:</b> Officer holding analogous post on regular basis. <b>OR</b>



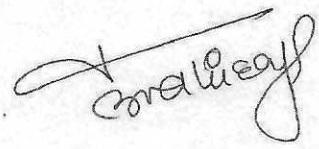
**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
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		<p>Two years of regular service in relevant field in Pay Level 07 or three years of regular service in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential and desirable qualification for non-retired persons as prescribed in column 7.</li> <li>• Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertakings/ Government Undertakings /Government Educational or Research Institutions holding analogous post in relevant field in Pay Level 08 or equivalent, preceding to their retirement.</li> </ul>
12	Job Profile	<ol style="list-style-type: none"> <li>1. Developing content for blogs, articles, product descriptions, social media, press releases, University website, etc, in sync with GGSIPU's vision and mission to boost brand awareness.</li> <li>2. Conduct thorough research and interviews and generate creative copies and ideas to grab the attention of the audience.</li> <li>3. Manage multiple projects within design specifications and time constraints, set as per the requirements and urgency of the project.</li> <li>4. Be well versed in both English and Hindi separately (speaking and writing skills) and be able to translate from one to another and coordinate the translation of content into other widely spoken regional languages.</li> <li>5. Assisting the Media team (both print and digital) in developing content for advertising campaigns.</li> <li>6. Proofread, edit and polish existing or developed content for error-free and consistent content to ensure improved readability and understanding.</li> <li>7. Conducting keyword research and using SEO best practices to increase traffic to the University's website.</li> <li>8. Will be responsible for regularly producing</li> </ol>



**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		content for various categories, including social media posts, blogs, press releases, brochures, pamphlets, etc. 9. Develop content and templates for social media queries and responses. 10. Any other work as may be assigned by the University.
13	Composition of DPC or Selection Committee	As per University's Ordinance No.28.





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**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
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**CREATIVE GRAPHIC DESIGNER**

1	Name of Post	<b>CREATIVE GRAPHIC DESIGNER</b>
2	Number of Posts	01
3	Classification	Group B
4	Scale of Pay	<b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5	Whether Selection Post or Non Selection Post	Not Applicable
6	Age Limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> 1. Master Degree in Graphic Design, Fine Arts or in a related field from a recognized University with five years of work experience in Graphic Design or in related field. OR Bachelor Degree in Graphic Design, Fine Arts or in a related field from a recognized University with eight years of work experience in Graphic Design or in related field. 2. He / she should be proficient in design software like Adobe Photoshop, Illustrator, Design, etc. and the latest softwares available in the relevant field.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9	Period of Probation, if any	Two years
10	Mode of Recruitment	Direct / Deputation / Contract
11	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/	<b>Deputation:</b> Officer holding analogous post on regular basis.



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**GGS INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

	contract/ absorption to be made	<p style="text-align: center;"><b>OR</b></p> <p>Three years of regular service in relevant field in Pay Level 07 or five years of regular service in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential and desirable qualification for non-retired persons as prescribed in column 7.</li> <li>• Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertakings/ Government Undertakings /Government Educational or Research Institutions holding analogous post in relevant field in Pay Level 08 or equivalent, preceding to their retirement.</li> </ul>
12	Job Profile	<ol style="list-style-type: none"> <li>1. He / she will be responsible for creating visual content that communicates our brand and message across multiple platforms.</li> <li>2. Collaborate with our marketing and product teams to design graphics that resonate with our audience and drive engagement, ensuring all design elements align with our brand identity.</li> <li>3. Create visual concepts based on project briefs.</li> <li>4. Design logos, branding materials, and advertisements.</li> <li>5. Develop layouts and graphics for websites, social media, and email campaigns.</li> <li>6. Produce print materials such as brochures, posters, and product packaging.</li> <li>7. Work with marketing teams to create visual content for campaigns.</li> <li>8. Collaborate with developers to ensure designs are feasible for websites and apps.</li> <li>9. Create info graphics and data visualizations.</li> <li>10. Edit and touch up photos for use in marketing materials.</li> <li>11. Stay updated with design trends and best practices to ensure cutting-edge visuals.</li> <li>12. Ensure all designs meet technical requirements</li> </ol>



**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>for both print and digital formats.</p> <p>13. Experience with motion graphics or video editing tools like Adobe after Effects or Premiere Pro.</p> <p>14. Familiarity with User Interface (UI) and User Experience (UX) design principles.</p> <p>15. Strong project management skills and ability to handle multiple design projects simultaneously.</p> <p>16. Generate high-resolution graphics, illustrations, and layouts that meet both creative and technical standards.</p> <p>17. Any other work as may be assigned by the Competent Authority.</p>
13	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR HORTICULTURE POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**SECTION OFFICER (HORTICULTURE)**

1	Name of Post	<b>SECTION OFFICER (HORTICULTURE)</b>
2	Number of Posts	01
3	Classification	Group B
4	Scale of Pay	<b>Pay Level 08</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4800
5	Whether Selection Post or Non Selection Post	Not Applicable
6	Age Limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> <ol style="list-style-type: none"> <li>1. Bachelor Degree in Horticulture/ Agriculture/ Environmental Studies from a recognized University/ Institute with minimum 55% marks.</li> <li>2. Five years' experience in Horticulture including ornamental gardening, ranging over various fields of Horticulture in any University/Govt. Departments/ Autonomous Body/ Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</li> </ol> <b>Desirable:</b> <ol style="list-style-type: none"> <li>1. One year administrative experience in Government Organization.</li> <li>2. Should have sequestration and climate knowledge for species selection</li> <li>3. Prior experience in managing Greenfield projects, running campuses or campuses under design and project stage is required.</li> </ol>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable

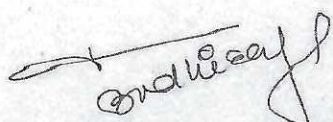
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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR HORTICULTURE POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

9	Period of Probation, if any	Two years
10	Mode of Recruitment	Direct / Deputation / Contract
11	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<p><b>Deputation:</b>  Officer holding analogous post on regular basis.  <b>OR</b>  Five years of regular service in related field in Pay Level 06 in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ Recognized Educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential and desirable qualification for non-retired persons as prescribed in the column 7.</li> <li>Officers retired from Centre/State Government / Autonomous Government Organizations/ Public Sector Undertakings/ Government Undertakings / Government Educational or Research Institutions, holding analogous post in Pay Level 08 or equivalent, preceding to their retirement.</li> </ul>
12	Job Profile	<ol style="list-style-type: none"> <li>Plan, control and monitor all horticulture development and allied affairs in the state and will issue special instructions as and when considered necessary for administrative and professional reasons.</li> <li>Responsible for formulation of perspective plants for the development of horticulture.</li> <li>Look after the overall Planning, Monitoring &amp; Evaluation of scheme of Horticulture department.</li> <li>Conducting research, analyzing data, and studying market trends to design effective policies that support the needs and aspirations of horticulturists.</li> <li>Supervising and coordinating various horticultural activities.</li> <li>Responsible for inspection of Departmental offices/branches under his control from time to</li> </ol>





**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR HORTICULTURE POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>time.</p> <ol style="list-style-type: none"> <li>7. Should have knowledge of the values which go into making a good plantation like – edaphic factors and its corrections when needed, topography and related drainage, cover crop to prevent solid moisture loss, improving tilth of the soil to suit the flora and plantation, etc.</li> <li>8. pH levels, it's correction, both with chemical and organic treatment.</li> <li>9. Overseeing the plantation and maintenance of lawns and trees.</li> <li>10. Undertake all aspects of plantation i.e. preparation, growing, and harvesting.</li> <li>11. Plant selection with sequestration as a KPI to offset CDe of GGSIP University.</li> <li>12. To develop with nurseries indoor and outdoor plants and cultivars for total ecology of GGSIP University covering boundaries internal shade requirements and ornamental as well as robust native species.</li> <li>13. To design and develop green sheds for such plants which required protect from sun and heat.</li> <li>14. To find alternate to chemical pesticide, fertilizer and herbicides to make the campus sustainable.</li> <li>15. To be hands-on, on the irrigation system requirements of the campus and usage of STP outflow for irrigation.</li> <li>16. To have a holistic overview of the growing campus integrating landscape and hardscape of the 80 acres.</li> <li>17. Any other job duties assigned by the Reporting Officer/Head of the Department from time to time.</li> </ol>
13	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

*Signature*



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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR FINANCE AND ACCOUNTS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**ASSISTANT SECTION OFFICER (ACCOUNTS)**

1.	Name of the Post	<b>ASSISTANT SECTION OFFICER (ACCOUNTS)</b>
2.	No. of Posts	06
3.	Classification	Group B
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<b>Pay Level 07</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4600
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	<b>Direct:</b> Not exceeding 35 years, relaxable in case of SC/ST/OBC/PwD Candidates as per Govt. Rules. <b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualifications:</b> <b>Direct:</b> 1. B. Com. with 55% marks from a recognized University or equivalent; 2. Working knowledge of soft-ware(s) dealing with book keeping of accounts such as Tally and similar other software(s). For assessment of this, skill test will be conducted before selection for appointment. 3. Eight years experience in the related field in Pay Level 04 in any University/ Govt. Department/ Autonomous Body/Public Sector Undertakings/ recognized educational institutions of Higher Studies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable.
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	50% by Promotion & 50% by Direct, failing which by Deputation / Contract  [Feeder Cadre Post for promotion: Assistant (Accounts)]



**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR FINANCE AND ACCOUNTS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<p><b>Promotion:</b> Eight years regular service as Assistant (Accounts) in Pay Level 04.</p> <p><b>Deputation:</b> Holding analogous post on regular basis.  <b>OR</b>  Six years of experience in the field of Accounts/Finance in Pay Level 04 or in an equivalent status in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ recognized educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential qualification for non-retired persons as prescribed in column 7.</li> <li>• In case of officials retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ recognized educational institutions of Higher Studies holding analogous post in Pay Level 07 (as per 7<sup>th</sup> CPC), preceding to his/her retirement.</li> </ul> <p><b>OR</b>  Officials retired from Centre/State Government Service/Autonomous Government Organizations/ Public Sector Undertakings/ recognized educational institutions of Higher Studies eight years experience in Pay Level 04 (as per 7<sup>th</sup> CPC), preceding to his/her retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. Book keeping of Accounts, receipt of cash and demand drafts and maintenance of related records;</li> <li>2. Entry of the financial transactions in the financial package dealing with book keeping;</li> <li>3. Assisting finalization of Monthly/Quarterly/ Annual Accounts and Budget etc.</li> <li>4. Matters related to all statutory taxes, audit, etc.</li> <li>5. Preparation of financial reports;</li> <li>6. Any other work assigned by the supervisory authorities.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

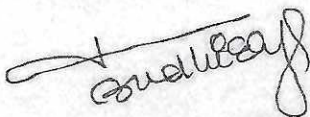


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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**NETWORK ENGINEER**

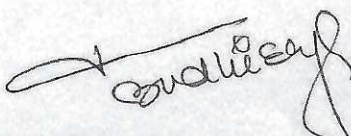
1.	Name of the Post	<b>NETWORK ENGINEER</b>
2.	No. of Posts	01
3.	Classification	Group B
4.	Pay Level	<b>Pay Level 07</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4600
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Direct:</b> Not exceeding 35 years, relaxable in age in case of SC/ST/OBC/PwD candidate as per Govt. Rules. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> <ol style="list-style-type: none"> <li>1. Bachelor Degree in Computer Science / Computer Engineering or Information Technology or MCA or equivalent qualification with 55% from any recognized university/institute.</li> <li>2. Three years experience of Computer Network Administration/Maintenance of a campus wide larger computer network preferably with fibre optic backbone links in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Private Organization/ Recognized Educational Institutions of Higher Studies, etc.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Any Graduate from a recognized University/Institute with CCNA and CCNP Certificate.</li> <li>2. Five years experience of Computer Network Administration/Maintenance of a campus wide larger computer network preferably with fibre optic backbone links in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/ NIC/Private Organization/</li> </ol>





**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>Recognized Educational Institutions of Higher Studies, etc.</p> <p><b>Desirable:</b> Experience in servers configuration, storage systems, backup systems, Linux/ Unix Software Engineering, Computer Networks.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	<p>Age: Not Applicable</p> <p>Educational Qualification: Not Applicable</p>
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	Direct / Contract
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential and desirable qualifications for non-retired persons as prescribed in column 7.</li> <li>In case of Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertakings/ Government Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 06, preceding to their retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officials retired from Centre/State Government Service/ Autonomous Government Organizations/Public Sector Undertakings/ Government Undertakings/ Government Educational or Research Institution holding analogous post with one year service in Pay Level 04 carrying the same job profile, preceding to their retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>To establish &amp; maintain network performance, build net configurations &amp; Connections.</li> <li>Troubleshoot the network problems &amp; IP address.</li> <li>To establish networking environment by designing System configurations &amp; directing system installation.</li> <li>Maximizes performance by troubleshooting</li> </ol>





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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UITS POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>network problems &amp; outages &amp; scheduling upgrades, configuring the router &amp; updating the data services and network equipments.</p> <ol style="list-style-type: none"> <li>5. To collaborate with network architects on network optimizations.</li> <li>6. Secure network systems by monitoring access and establishing the desired network tills / equipments.</li> <li>7. Accomplishes information system and University mission by completing related activities as needed by the University.</li> <li>8. To ensure a secure transfer of data over internal and external networks with backup network data as well as document network support activities.</li> <li>9. Evaluate and optimize the network performance and user support.</li> <li>10. Any other work assigned by the University.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SECURITY POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**ASSISTANT SECURITY OFFICER**

1.	Name of the Post	<b>ASSISTANT SECURITY OFFICER</b>
2.	No. of Posts	06
3.	Classification	Group B
4.	Pay Level	<b>Pay Level 06</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (Pre-revised) PB-2 of Rs.9300-34800 with GP of Rs.4200
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Deputation:</b> Not exceeding 56 years. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> 1. Bachelor Degree from a recognized University/ Institute with 5 years experience in Pay Level 04 in Security / Supervisory Position in Security in Army/ Para Military Force/ Govt. Organization/ Educational Institute/ Government Undertaking. 2. Preference will be given to the persons who have served in Army/ Central Para Military Force or such uniform services & possessing a valid Arms License.  <b>Desirable:</b> 1. Training & handling emergency situations like Fire Fighting, Rescue Operations, Floods, Earthquake, etc. 2. Diploma in Security Operation/ Fire Safety & Disaster Management from a University/ Institute/ Reputed Organization.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Mode of Recruitment	Deputation / Contract



**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SECURITY POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

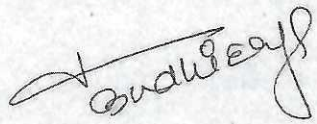
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>Deputation:</b>  Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years experience in Pay Level 4 in supervisory position in Army/ Para Military Force/ Govt. Organization/ Educational Institutes/ Government Undertakings.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the officer at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>• As per essential and desirable qualifications for non-retired persons as prescribed in column 7.</li> <li>• In case of Officers retired from Centre/State Government Service/ Army/ Para Military Force/ Autonomous Government Organization/Public Sector Undertaking/ Government Undertaking / Government Educational or Research Institution holding analogous post in Pay Level 06 preceding to their retirement in Security/ Supervisory Position in Security.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officials retired from Centre/State Government Service/ Army/ Para Military Force / Autonomous Government Organization/Public Sector Undertaking/ Government Undertaking / Government Educational or Research Institution holding analogous post with five years' service in Pay Level 04, preceding to their retirement in Security/ Supervisory Position in Security.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. To ensure execution of Security arrangement as required by the University.</li> <li>2. To look after all the security arrangements in the campus.</li> <li>3. To supervise and control the work of outsourced security personnel.</li> <li>4. To assist the University authorities in maintaining law and order.</li> <li>5. To maintain liaison with Police and district Authorities regarding law and order problems and investigation of criminal cases affecting the University.</li> <li>6. To assist the University Administration in day to day functioning i.e. eviction of unauthorized</li> </ol>



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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR SECURITY POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>occupants/intruders either in hostel or in staff quarter.</p> <p>7. To attend to fire incidents and other natural calamities and incidents/disasters on the campuses.</p> <p>8. Any other works assigned by the University Authority.</p>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.





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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR TECHNICAL POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**LABORATORY ASSISTANT, GRADE-I**

1.	Name of the Post	<b>LABORATORY ASSISTANT, GRADE-I</b>
2.	No. of Posts	44
3.	Classification	Group C
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<p><b>Pay Level 04</b> (as per 7<sup>th</sup> CPC)</p> <p>Pay Scale (pre-revised) PB-1 of Rs.5200-20200 with GP of Rs.2400</p> <p>Non Functional Selection Grade of Pay Level 06 on completion of 5 years of approved service as Laboratory Assistant, Grade-I in the Pay Level of 04. However, this will be restricted to 30% of the total sanctioned strength of the post.</p>
5.	Whether Selection Post or Non-Selection Post	Selection Post for Promotion
6.	Age limit	<p><b>Direct:</b> Not exceeding 32 years, relaxable in case of SC/ST/OBC/ PwD candidates as per Govt. Rules.</p> <p><b>Contract:</b> As per University Rules.</p>
7.	Eligibility Qualifications & Experience	<p><b>Essential Educational Qualification:</b></p> <p><b>Direct:</b></p> <ol style="list-style-type: none"> <li>1. BCA/B.Sc./Diploma in Engineering with 55% marks from a recognized University/Board or equivalent.</li> <li>2. Certificate/Diploma in Computer Applications of at least six months duration from a Government recognized institution. However this will not apply to the candidates holding BCA/B.Sc. in Computer Science/Diploma in Computer / IT Engineering.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	<p>Age: No.</p> <p>Educational Qualification: No.</p>
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	<p>50% (22 Posts out of 44 posts) by Direct Recruitment &amp; 50% (22 Posts out of 44 posts) by Promotion, failing which by Deputation / Contract</p> <p>[Feeder Cadre Post for Promotion: Laboratory Assistant, Grade II]</p>



**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR TECHNICAL POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<p><b>Promotion:</b>  50% by promotion from the post of Lab. Assistant Gr.-II with minimum five years service in the grade rendered after appointment thereto on a regular basis.</p> <p><b>Deputation:</b>  Holding analogous post on regular basis.  OR  Five years experience in Pay Level 02 in a University/Govt. Departments/ Autonomous Body/ Public Sector Undertakings/recognized educational Institutions of Higher Studies.</p> <p><b>Period of deputation:</b> The initial period of deputation shall be two years, which may be extended with mutual consent. However, the Appointing Authority reserves rights to repatriate the official at any time.</p> <p><b>Contract:</b></p> <ul style="list-style-type: none"> <li>As per essential qualification for direct recruitment for non-retired persons as prescribed in column 7.</li> <li>In case of retired Officials from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertaking/ Government Educational or Research Institution as Laboratory Assistant Grade-I or equivalent in Pay Level 04, preceding to his/her retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Officials retired from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertaking/ Government Educational or Research Institution as Laboratory Assistant Grade-II with five years experience in Pay Level 02 as per the 7<sup>th</sup> CPC, preceding to his/her retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>Proper Maintenance of all laboratory equipments and premises.</li> <li>Preparation of laboratories for practicals specified by the lab in charge.</li> <li>Any other task assigned by the Reporting Officer or concerned Faculty Member-in-Charge.</li> <li>Maintaining proper inventory of the Lab consumables and non-consumables.</li> <li>Extending assistance to the students in performance of the practicals assigned to them.</li> </ol>

*(Signature)*



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**GGs INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR TECHNICAL POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.
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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MEDICAL (UNIVERSITY DISPENSARY) POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

**NURSING ATTENDANT**

1.	Name of the Post	<b>NURSING ATTENDANT</b>
2.	No. of Posts	04 (02 Male 02 Female)
3.	Classification	Group C
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<b>Pay Level 01</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (pre-revised) PB-1 of Rs.5200-20200 with GP of Rs.1800
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualifications:</b> <b>Contract:</b> 1. Matriculation from a recognized board; and 2. First Aid certificate from Central or State Government recognized institution; and 3. One year experience in hospital work in fifty bedded hospitals.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: Not Applicable Educational Qualification: Not Applicable.
9.	Period of Probation, if any	Not Applicable
10.	Mode of Recruitment	Contract
11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/contract/ absorption to be made	Not Applicable
12.	Job Profile	1. Provide high-quality patient care. 2. Maintenance of medical equipments. 3. Co-ordination with Duty Doctor/Physiotherapist/ Nurse. 4. Assist with the continuous development of support staff. 5. Emergency treatment. 6. Identify work-related risks.



**GGS INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR MEDICAL (UNIVERSITY DISPENSARY) POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<ol style="list-style-type: none"><li>7. For actively participating in your treatment plan and to keep your doctors, Physiotherapist and nurses informed of the effectiveness of your treatment.</li><li>8. For treating all staff, patients and visitors with courtesy and respect;</li><li>9. To abide by the rules and safety regulations of the Hospital/ University Health Centre; be considerate of noise levels, privacy and number of visitors; and comply with the 'No Smoking' policy, etc.</li><li>10. Any other work as may be assigned by the Doctor/Physiotherapist/Nurse, etc.</li></ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

*Dr. Sudhakar*