



F.No. 1(4)(11)/Rectt./ 2025/198

Dated: 14th October, 2025

Employment Notice

Advertisement for Walk-in Interview for recruitment of Training & Placement Officer, on Contract basis on 27.10.2025 (Monday) from 4.00 PM Onwards

(Reporting Time for Walk -in- Interview: 1.30 PM)

The University intends to hold a Walk-in Interview to fill up 01 Training & Placement Officer, in the University on Contract basis initially for a period of One year on a consolidated salary. Interested Eligible candidates may attend **Walk-in-Interview on 27.10.2025 (Monday) from 4.00 PM.**

1. Educational Qualifications for Contract Appointment –

As per enclosed Recruitment Rules on following pages.

2. Age for Contract appointment– As per University Rules.

3. Pay: - Consolidated Salary as per University Rules.

4. Job Profile: - As mentioned in the recruitment rules.

- The interested and eligible candidates may attend the walk-in-Interview with their latest *Curriculum vitae / Resume*, alongwith duly filled up details in the format attached as Annexure-“A”, one Color Photograph (Latest), self –attested copies of all educational and relevant experience certificates.
- Candidates shall carry all original educational and experience certificates for document verification.
- Before attending Walk-in Interview, the candidates, shall ensure their complete Eligibility, Qualifications & Experience alongwith Desirable experience is in conformity with the details, as per the Educational qualifications, relevant experience and the Job profile of the post.

The candidates should report for Walk-in- Interview to the office of Deputy Registrar (Recruitment), Room No. 021, GGSIP University, Sector 16 C Dwarka, Delhi -110078 (Nearest Metro Station-Dwarka Sector-14) on 27.10.2025 (Monday) at 1.30 PM. No entry will be allowed after 2.30 PM.


(P R Santhanam)

Deputy Registrar (Recruitment)

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

TRAINING AND PLACEMENT OFFICER

1.	Name of the Post	TRAINING AND PLACEMENT OFFICER
2.	No. of Posts	02
3.	Classification	Group A
4.	Pay Level	Pay Level 10 (as per 7 th CPC) Pay Scale (Pre-revised) PB-3 of Rs.15600-39100 with GP of Rs.5400
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	Deputation: Not exceeding 56 years. Contract: As per University Rules.
7.	Eligibility Qualifications & Experience	Essential Educational Qualification: Contract: 1. MBA in Human Resource with 55% marks or an equivalent grade point in the grade point scale from a recognized Indian University/Institute. 2. Atleast four years' experience in industry / corporate sector with exposure to human resource management disciplines. Preferably in the areas of Training/Placement in a University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/Recognized Educational Institutions of Higher Studies or big corporate having annual turnover of more than 50 crores.
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
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Officer holding analogous post on regular basis. OR Five years experience in Pay Level 08 on regular basis in any University/Govt. Departments/ Autonomous Body/Public Sector Undertakings/

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GGS INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024
ELIGIBILITY CRITERIA FOR MISCELLANEOUS POSTS
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		<p>Recognized Educational Institutions of Higher Studies.</p> <p>Period of deputation: 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>Contract:</p> <ul style="list-style-type: none"> • As per essential qualification for non-retired persons as prescribed in column 7. • In case of 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 10 carrying the same job profile, preceding to their retirement. <p style="text-align: center;">OR</p> <p>Officers retired from Centre/State Government Service/ Autonomous Government Organizations/ Public Sector Undertaking/ Government Undertakings/ Government Educational or Research Institution holding analogous post with seven years' service in Pay Level 08 carrying the same job profile, preceding to their retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> 1. Arranging, internships and training for the students of the University in reputed establishment. 2. Arranging placements of the University students in reputed organizations/companies. 3. Coordinating industry-interaction, seminars and workshops. 4. Maintenance of databases of placements, internships and companies. 5. Regular interaction with students and companies. 6. Any other works 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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General Instructions and Guidelines

1. The educational qualification, experience and other conditions of eligibility as stipulated above against the post shall be determined as on date of Walk-in Interview.
2. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
3. The interested and eligible candidates may attend the walk-in-Interview with their latest Curriculum vitae / Resume, alongwith duly filled up details in the format attached as Annexure-"A", one Color Photograph (Latest), self -attested copies of all educational and relevant experience certificates.
4. Candidates shall carry all original educational and experience certificates for document verification.
5. Before attending Walk-in Interview, the candidates, shall ensure their complete Eligibility, Qualifications & Experience alongwith Desirable experience is in conformity with the details, as per the Educational qualifications, relevant experience and the Job profile of the post.
6. In case of large number of candidates, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
7. No correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of post advertised is indicative and the University reserves the right not to fill any post and may decrease or increase the number of post.
9. The University reserves the right to withdraw advertised posts at any time without assigning any reason.
10. Full name may be mentioned in *Curriculum vitae/Biodata*. 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. No applicant having more than one living wife/husband is eligible for appointment.
13. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
14. No TA/DA shall be payable to applicant for any journey performed for attending the interview.
15. Canvassing in any form shall be treated as disqualification.
16. No enquiry personal or in writing for recruitment shall be entertained.
17. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
18. The candidate should report for Walk-in- Interview to the office of Deputy Registrar (Recruitment), Room No. 021, GGSIP University, Sector 16 C Dwarka, New Delhi 110078 (Nearest Metro Station- Dwarka Sector-14) on 27.10.2025 (Monday) at 1:30 PM. No entry will be allowed after 2.30 PM.

Annexure-“A”

Name of Post (On Contract)	Candidate's Name	Father's Name	Date of Birth	Category	Address	Mobile No.	Email ID
Training & Placement Officer							

Educational Qualifications :

S.No.	Name of Degree	College/ University	Division	Percentage of Marks/Grade	Year of Passing

Other Qualifications :

S.No.	Title	Description	University/ Institute	Date
1				

Experience :-

S.No.	Name of Organization	Designation	Type of Employment	From	To	Grade Pay/ Pay Scale/ Consolidated Salary
1						