

F.No. 1(4)(1)/Rectt.-NT/2026/432

Dated: 02.04.2026

**EMPLOYMENT NOTICE**

Online Applications are invited to fill-up various Non-Teaching posts in the University as per following details:

**A: Posts of Assistant Librarian, Training & Placement Officer, Assistant Section Officer and Assistant Technical Officer on Deputation /Contract basis:**

S.No.	Name of Post	Pay Level/ Consolidated Pay	Total Posts* Advertised	Mode of Recruitment
1.	Assistant Librarian	<b>For Deputation :</b> Academic Pay Level 10 with rationalized entry pay of Rs. 57,700 (as per 7 <sup>th</sup> CPC) <b>For Contract :</b> As per the University Rules	1	On Deputation/ Contract
2.	Training & Placement Officer	<b>For Deputation :</b> Pay Level -10 (as per 7 <sup>th</sup> CPC) <b>For Contract :</b> As per the University Rules	1	On Deputation/ Contract
3.	Assistant Section Officer	<b>For Deputation :</b> Pay Level-7 (as per 7 <sup>th</sup> CPC) <b>For Contract :</b> As per the University Rules	10	On Deputation/ Contract**
4.	Assistant Technical Officer	<b>For Deputation :</b> Pay Level-7 (as per 7 <sup>th</sup> CPC) <b>For Contract :</b> As per the University Rules	10	On Deputation/ Contract**

\*The posts advertised may vary as per requirements of the University.

\*\* Only Officials RETIRED from Centre/State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institutions shall apply on Contract.

**B: Posts of Laboratory Assistant Grade-II and Assistant (Accounts) on short Term Contract basis: -**

S.No.	Name of Post/Pay Level	Pay	No of post advertised (Category wise#)					Total Posts* Advertised	Mode of Recruitment
			UR	OBC	SC	ST	EWS		
5.	Laboratory Assistant Grade-II (Pay Level- 2) (as per 7 <sup>th</sup> CPC)	<b>On Contract:</b> Consolidated Salary as per the University Rules	8	3	2	1	1	15	On short term Contract basis for minimum 6 months this may be further extendable subject to performance and functional requirement of the University.
6.	Assistant (Accounts) (Pay Level- 4) (as per 7 <sup>th</sup> CPC)	<b>On Contract:</b> Consolidated Salary as per the University Rules	2	-	-	-	-	2	On short term Contract basis for minimum 6 months which may be further extendable subject to performance and functional requirement of the University.

#The reservation for PwBD category will be as per norms.

\*The posts advertised may vary as per requirements of the University.

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

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

**Application Fee:** No Fee applicable.



**Eligibility and Educational Qualification:**

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

**IMPORTANT NOTE:** - Only applications submitted online will be considered. After submitting the online application, candidates must submit a printed copy of the filled online application form along with all relevant supporting documents as annexures. Applicants must submit separate online applications for each post they wish to apply for. Failure to submit the printed application form with the required annexures may result in the rejection of the application(s).

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

<b>Opening Date for Submission of Online applications</b>	<b>:- 02.04.2026 (Thursday) from 18.00 Hrs.</b>
<b>Closing Date for Submission of Online applications</b>	<b>:- 23.04.2026 (Thursday) till 23.55 Hrs.</b>
<b>Closing Date for receiving of hard copy of online Applications</b>	<b>:- 30.04.2026 (Thursday) upto 5.00 PM</b>

**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 of 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 further extendable subject to performance and functional requirement of the University.
5. In case of appointment to the post of Laboratory Assistant Grade-II & Assistant (Accounts), on short term Contract basis, the initial appointment will be for minimum 6 months which may be further extendable subject to performance and functional requirement of the University.
6. In case of appointment on Deputation, the initial period of Deputations will be as per the Recruitment Rules of above posts.



**(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 online 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 Samarth 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. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form will be treated as disqualification.
19. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
20. 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 30.04.2026, by 5.00 pm.** The University will not be responsible for any postal delay or loss.
21. The envelope containing application should be superscribed as "Application for the post of..... on Deputation/ Contract/Short Term Contract basis as applicable.

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

**ASSISTANT LIBRARIAN**

1.	Name of the Post	<b>ASSISTANT LIBRARIAN</b>
2.	No. of Posts	04
3.	Classification	Group A
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<b>Academic Pay Level 10 with rationalized entry pay of Rs.57,700 (as per 7<sup>th</sup> CPC)</b>
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	<b>Direct:</b> Not exceeding 40 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	<p><b>Essential Educational Qualification &amp; Experience:</b>  <b>Direct:</b></p> <ol style="list-style-type: none"> <li>1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</li> <li>2. A consistently good academic record, with knowledge of computerization of a library.</li> <li>3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</li> </ol> <p>Provided that the, candidates registered for the Ph.D., degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the</p>

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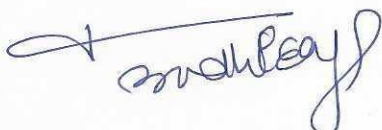
**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR UIRC POSTS**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open PhD. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/ funded/ supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:</p> <p>i. <i>The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i></p> <p>ii. NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC/CSIR or similar test accredited by the UGC like SLET/SET.</p>
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	75% by Direct Recruitment & 25% by Promotion, failing which by Deputation / Contract  [Feeder Cadre Post for Promotion: Senior Professional Library Assistant]
11.	In case of recruitment by promotion/ deputation/ contract/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	<b>Promotion:</b> Possessing the qualification as mentioned for direct recruitment with eight years regular service as Senior Professional Library Assistant in Pay Level 08.  <b>Deputation:</b> Holding analogous post or having eight years experience as Senior Professional Library



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

		<p>Assistant or equivalent post in Pay Level 08 with essential qualification as per direct recruitment.</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>Note:</b> Minimum API requirement for CAS as per UGC norms 2018.</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 the case of retired Officer holding the analogous post at the time of the retirement in Central or State Govt. University Library or Research Institutes.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Eight years experience as Senior Professional Library Assistant or equivalent post in Pay Level 08, preceding to his/her retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. To interact with the academic community of the University in order to determine their requirements of reading materials and acquires the same for the library.</li> <li>2. To classify the documents bringing out their contents in class numbers provides reference services and documentation services to the faculty members, research scholars and students.</li> <li>3. Prepare bibliographies and indexes. - Act as the liaison between the Librarian/Deputy Librarian and staff for communication purposes and supervise the activities of section.</li> <li>4. To attend correspondence relating to the section.</li> <li>5. Any other duties assigned from time to time.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University Ordinance/Rules/Orders.



**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	<b>TRAINING AND PLACEMENT OFFICER</b>
2.	No. of Posts	02
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	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> <b>Contract:</b> 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	<b>Deputation:</b> Officer holding analogous post on regular basis. <b>OR</b> 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**  
**FOR DIRECT RECRUITMENT / PROMOTION / DEPUTATION / CONTRACT AND JOB PROFILE**

		<p>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 qualification for non-retired persons as prescribed in column 7.</li> <li>• 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.</li> </ul> <p style="text-align: center;"><b>OR</b></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"> <li>1. Arranging, internships and training for the students of the University in reputed establishment.</li> <li>2. Arranging placements of the University students in reputed organizations/companies.</li> <li>3. Coordinating industry-interaction, seminars and workshops.</li> <li>4. Maintenance of databases of placements, internships and companies.</li> <li>5. Regular interaction with students and companies.</li> <li>6. Any other works as may be assigned by the University.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.



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

**ASSISTANT SECTION OFFICER**

1.	Name of the Post	<b>ASSISTANT SECTION OFFICER</b>
2.	No. of Posts	60
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 Educational Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> <ol style="list-style-type: none"> <li>1. Bachelor's Degree with at least 50% marks from a recognized University or equivalent.</li> <li>2. Certificate / Diploma in Computer Applications of at least six months duration from a recognized institution. However, this will not apply to the graduate in BCA, IT/Computer Science/ Electronics Engineering.</li> <li>3. At least eight years experience in the related field in Pay Level 04 in a University/ Government Department/ Autonomous Government Organization/ Public Sector Undertakings.</li> <li>4. Working knowledge of Office Procedure.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No. Essential Qualification: No.
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	25% (15 posts) by Direct / Contract / Deputation 75% (45 posts) by Promotion, failing which, by Deputation / Contract  [Feeder Cadre Post for Promotion: Senior Assistant]

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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR ADMINISTRATIVE 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 Senior Assistant in Pay Level 04.</p> <p><b>Desirable:</b> Training by ISTM / UTCS / NIELIT or any similar Govt. agency.</p> <p><b>Deputation:</b> Holding analogous post on regular basis. <b>OR</b> Six years working experience in Pay Level 04 in Pay Level 07 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 Organization/ Public Sector Undertakings/ Government Educational or Research Institution holding analogous post in Pay Level 07 as per 7<sup>th</sup> CPC, preceding to his/her retirement.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Retired officials from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institution with 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. Should be able to perform all the tasks assigned to Assistant/ Junior Assistant.</li> <li>2. Good communication/ analytical skills.</li> <li>3. Should be able to work independently and supervise the work of the staff assigned to him.</li> <li>4. To maintain the files, registers, records, office equipments, office furniture and other store items.</li> <li>5. To put up the PUC and other papers according to relevant facts, rules and regulation.</li> <li>6. Any other tasks to be assigned from time to time.</li> </ol>

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

**ASSISTANT TECHNICAL OFFICER**

1.	Name of the Post	<b>ASSISTANT TECHNICAL OFFICER</b>
2.	No. of Posts	39
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 32 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct:</b> (a) MCA/ M.Sc./ Bachelor of Engineering with at least 55% marks from a recognized University or equivalent.  <b>OR</b> BCA/ B.Sc./ Diploma in Engg. with 55% marks from a recognized University/ Board or equivalent with at least eight years regular service as Lab Assistant Grade-I in Pay Level 04 or in an equivalent status having total comparable emoluments in any University/ Govt. Department/ Autonomous Body/ Public Sector Undertaking/ recognized educational institution.  (b) 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 MCA/BCA/M.Sc. or B.Sc. in Computer Science/Engineering in Computer Science/Information Technology.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No. Educational Qualification: No.
9.	Period of Probation, if any	Two years

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**GGG INDRAPRASTHA UNIVERSITY RECRUITMENT RULES - 2024**  
**ELIGIBILITY CRITERIA FOR TECHNICAL POSTS**  
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10.	Mode of Recruitment	<p>50% (19 posts out of 39 posts) by Direct Recruitment &amp; 50% (20 posts out of 39 posts) by Promotion, failing which by Deputation /Contract</p> <p>[Feeder Cadre Post for Promotion: Laboratory Assistant, Grade-I]</p>
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 Laboratory Assistant Grade-I with minimum eight years service in the grade rendered after appointment thereto on a regular basis.</p> <p><b>Deputation:</b>  Holding analogous post on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>Six years experience in Pay Level 04 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 officer 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 Officer from Centre/ State Government Service/ Autonomous Government Organization/ Public Sector Undertakings/ Government Educational or Research Institution as Assistant Technical Officer or equivalent in Pay Level 07, 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 Undertakings/ Government Educational or Research Institution as Lab. Assistant Grade-I with eight years experience in Pay Level 04 as per the 7<sup>th</sup> CPC, preceding to his/her retirement.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. Responsible for ensuring proper maintenance of all equipment in the laboratories</li> <li>2. Be able to handle all the instruments in laboratory.</li> <li>3. To guide students about proper functioning and</li> </ol>

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		handling of instruments. 4. Assist Lab. In-charge in conduct of practical as required. 5. Any other task assigned by the Reporting Officer or Faculty Member In-charge of the Lab.
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.

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**ELIGIBILITY CRITERIA FOR TECHNICAL POSTS**  
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**LABORATORY ASSISTANT, GRADE-II**

1.	Name of the Post	<b>LABORATORY ASSISTANT, GRADE-II</b>
2.	No. of Posts	67
3.	Classification	Group C
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<b>Pay Level 02</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (pre-revised) PB-1 of Rs.5200-20200 with GP of Rs.1900
5.	Whether Selection Post or Non Selection Post	Selection Post for Promotion
6.	Age limit	<b>Direct:</b> Not exceeding 32 years, relaxable in case of SC/ST/OBC/ PwD candidates as per Govt. Rules. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualification:</b> <b>Direct /Contract:</b> (a) 10+2 with Science subject with 55% marks from a recognized Board or equivalent. <b>OR</b> Secondary (10 <sup>th</sup> ) with 55% marks and ITI in a science/technology discipline from a recognized Board/ institution or equivalent.  (b) Certificate/Diploma in Computer Applications of at least six months duration from a reputed institution. <b>OR</b> Bachelor's Degree in Science (B.Sc.) or BCA from a recognized University or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Age: No Educational Qualification: As specified here-in-under.
9.	Period of Probation, if any	Two years
10.	Mode of Recruitment	75% by Direct Recruitment & 25% by Promotion, failing which by Direct / Contract  [Feeder Cadre Post for Promotion: Multi Tasking Staff]

*Budhraj*

**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></p> <p>(a) 10+2 with Science subject from a recognized Board or equivalent.</p> <p>(b) Certificate/Diploma in Computer Applications of at least six months duration from a reputed institution.</p> <p>(c) Five years experience in the University as MTS.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science (B.Sc.) or BCA from a recognized University or equivalent having 5 years experience in the University as MTS.</p>
12.	Job Profile	<ol style="list-style-type: none"> <li>1. Proper Maintenance of all laboratory equipments and premises.</li> <li>2. Preparation of laboratories for practicals specified by the lab in charge.</li> <li>3. Any other task assigned by the Reporting Officer or concerned Faculty Member-in-Charge.</li> <li>4. Maintaining proper inventory of the Lab consumables and non-consumables.</li> <li>5. Extending assistance to the students in performance of the practicals assigned to them.</li> </ol>
13.	Composition of DPC or Selection Committee	As per University's Ordinance No.28.



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

**ASSISTANT (ACCOUNTS)**

1.	Name of the Post	<b>ASSISTANT (ACCOUNTS)</b>
2.	No. of Posts	12 [11Assistant (Accounts) and 01 Cashier]
3.	Classification	Group C
4.	Pay Scale / Pay Band / Grade Pay/ Pay Level	<b>Pay Level 04</b> (as per 7 <sup>th</sup> CPC)  Pay Scale (pre-revised) PB-1 of Rs.5200-20200 with GP of Rs.2400  Non Functional Selection Grade of Pay Level 06 on completion of 5 years of approved service as Assistant (Accounts) in the Pay Level of 04. However, this will be restricted to 30% of the total sanctioned strength of the post.
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit	<b>Direct:</b> Not exceeding 32 years, relaxable in case of SC/ST/OBC/PwD candidates as per Govt. Rules. <b>Contract:</b> As per University Rules.
7.	Eligibility Qualifications & Experience	<b>Essential Educational Qualifications:</b> <b>Direct/Contract:</b> 1. B.Com. with 55% marks from a recognized University or equivalent. 2. Working Knowledge of software(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. Two years experience of maintenance of commercial accounts in Pay Level 02 or in an equivalent status in a University/ Govt. Department/ Autonomous bodies/ 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	100% by Direct, failing which by Contract

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

11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ contract/ absorption to be made	Not applicable.
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.

