



GURUGRAM UNIVERSITY GURUGRAM

(State University Established by Haryana Act-17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

Website: www.gurugramuniversity.ac.in e-mail: establishment@gurugramuniversity.ac.in

Notice

WALK-IN-INTERVIEW

Eligible candidates are invited for walk-in-interview to be held on **03.06.2026** at **11:00 AM** for engagement of Five (05) Clerk purely **on temporary** basis initially for **a term of Six Months**. Duly filled application form (enclosed as Annexure-A) alongwith relevant documents (original and one set of self attested copy) is to be submitted at the time of Interview. Other details are available on university website www.gurugramuniversity.ac.in

Dated: 15-05-2026

Sd/-
REGISTRAR

Eligibility conditions: -

- Graduate or its equivalent.
- Candidate will have to qualify the test as prescribed by the competent authority including proficiency in computer application and appreciation, typing (with speed of minimum 30 wpm in English).

Term & Conditions:

1. This engagement will initially for a term of 06 months purely on temporary basis.
2. **The Selected candidate will be paid Rs. 24600/- per month (consolidated) as per HKRN wages amended time to time.**
3. Application is to be submitted in the prescribed annexure-A (attached).
4. Age should not be below 18 yr and above 42 years.
5. Candidate is to report for walk in interview upto **10:00 AM** on the scheduled date as notified by the University and thereafter no candidate shall be entertained for interview,
6. The interested candidates are advised to bring all the original certificates/documents and their bio-data alongwith a set of attested photocopies with them.
7. No TA/DA will be paid to any candidate for attending the interview.
8. University reserves the right to increase or decrease the number of seats.
9. The selected candidate shall not have any right to claim for regularization.
10. Other terms & conditions of this engagement as decided by the competent authority.

Sd/-
Deputy Registrar (Estt)
For Registrar

Dated: 15/05/2026

Endst. No. GUG/Estt/2026/NT/346

A copy of the above is forwarded to the following for kind information and further necessary action:

1. Director, UCDAC for uploading on the university website.
2. OSD/PA to VC/Registrar (for information).

Sd/-
Deputy Registrar (Estt)
For Registrar



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Annexure-A

APPLICATION FORM

APPLICATION FORM FOR THE POST OF _____

1. Full Name in Capital Letters:
(as per the matriculation certificate)
2. Gender:
3. Date of Birth (as per the matriculation certificate):
4. Father's Name (as per the matriculation certificate):
5. Nationality:
6. Permanent Address:
7. Address for Communication:
8. Mobile number and Email ID:
(a valid and functional email ID to be provided)
9. Academic Qualifications:



| Examination | Board/University | Year of passing | Max. Marks | Mark Obtained | Result & %age |
|-------------|------------------|-----------------|------------|---------------|---------------|
| Matric | | | | | |
| 10+2 | | | | | |
| UG | | | | | |
| PG | | | | | |
| | | | | | |
| | | | | | |

10. Details of Services rendered earlier/Experience in related field: (After required qualification).

| Name of Dept./Institute | Type of Dept./Institute (Govt./Pvt. Institute) | Post held | Period of Service | Salary being drawn | Total Experience |
|-------------------------|--|-----------|-------------------|--------------------|------------------|
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11. Any other information, if any.

Declaration: I solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. I shall abide by the rules and regulation of Gurugram University.

(Signature of the Candidate)

- Enclosed:-
- i. 10th or equivalent
 - ii. Copy of Aadhaar Card/any other Govt. approved identity card.
 - iii. Any other relevant documents