



# 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](http://www.gurugramuniversity.ac.in) e-mail: [establishment@gurugramuniversity.ac.in](mailto:establishment@gurugramuniversity.ac.in)

No. GUG/Estt./2025/ 823

Dated: 8-12-25

## NOTICE

Applications are hereby invited for filling up following posts of Group-C by promotion amongst the Group-D employees who fulfills the following eligibility qualification/ criteria: -

S.No.	Name of post	Vacancy	Eligibility qualification
1	Clerk-cum-DEO, FPL-2	05 (UR-3 & SC-1)	Having 05 yrs experience of working in this University, on seniority-cum-merit basis with minimum qualification of 10+2 or above.
2	Dafttri, FPL-2	01	Having 10+2 & 03 yrs experience in this University on seniority cum merit basis.

Note :-

- 1) If an employee wishes to apply for both the posts, he/she will have to submit separate applications for both the posts.
- 2) The applicants for the post of Clerk-cum-DEO shall have to qualify test of proficiency in computer application and appreciation, typing in English/Hindi as prescribed by the University on the pattern of SETC part-I & II to become eligible for promotion.
- 3) After promotion to the post of Clerk-cum-DEO, such employee has to qualify the SETC-I & II as per State Govt. Instructions within the period of probation failing which, no annual increment will be granted and probation will be extended till qualifying the SETC.

Application must be submitted in prescribed format available at [https://gurugramuniversity.ac.in/administration/branches\\_of\\_the\\_university/est./circulars/index.php](https://gurugramuniversity.ac.in/administration/branches_of_the_university/est./circulars/index.php) latest by 10/12/2025 through Branch Head/Chairperson concerned to the office of undersigned.

  
Deputy Registrar (Estt)  
For Registrar

Copy to;

- All Group-D employee.
- PA to VC/Registrar(for information)



# 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](http://www.gurugramuniversity.ac.in) e-mail: [establishment@gurugramuniversity.ac.in](mailto:establishment@gurugramuniversity.ac.in)

## APPLICATION FOR PROMOTION FROM GROUP-D POST TO THE POST CLERK-CUM-DEO / DAFTRI

1. Name of employee : \_\_\_\_\_
2. Applied for the post : \_\_\_\_\_
3. Post held : \_\_\_\_\_
4. Pay level of the current post : \_\_\_\_\_
5. Date of Joining : \_\_\_\_\_
6. Category in which appointed : \_\_\_\_\_  
(Gen/SC/BC/BCA/BCB/EWS etc.)
7. Educational Qualification (Highest) : \_\_\_\_\_  
(attach attested copy of highest qualification)
8. Total experience acquired on current post : \_\_\_\_\_
9. Whether SETC -I Qualified (Yes/No) : \_\_\_\_\_
- 10.(i) Whether Exempted from SETC-I (Yes/No.) : \_\_\_\_\_  
(ii) if yes, please justify and attach proof.
11. Whether SETC-II Qualified (Yes/No) : \_\_\_\_\_
12. Whether any Penalty (Major/Minor) imposed: \_\_\_\_\_  
(Yes/No)
12. Whether any disciplinary proceeding are pending (Yes/No): \_\_\_\_\_
13. Other information, if any : \_\_\_\_\_

### Declaration:

1. I fulfill all the conditions of eligibility regarding, educational qualifications, experience etc. prescribed for promotion to the post applied for.
2. All the information furnished by me in the application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. There are no circumstances which may impair my fitness for promotion. In the event of any information found false or incorrect at any point of time, my promotion may be cancelled without any notice and/or I shall be liable for any other action under the extant rules.

Date .....

(Signature of the Applicant)

Forwarded for kind consideration.

Chairperson/Branch Head  
(seal)

Deputy Registrar (Estt)