



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

GUG/Est/2026/687

RECRUITMENT NOTICE

Dated: -27/10/26

Advt. No. NTD-01/2026

Applications are invited from the eligible and interested candidates **working on regular basis in Central/State Universities/ Govt. organization** for appointment on the post of Assistant Registrar, and Clerk-cum-DEO on deputation basis as per standard terms & conditions of the Haryana State Govt/Gurugram University. The applications alongwith all documents duly self-attested should reach through proper channel on or before ~~12-11-2026~~ upto **09:00 P.M.** through Email establishment@gurugramuniversity.ac.in. Applications received after the last date due to any reasons will not be considered. For details please visit the University website www.gurugramuniversity.ac.in. Any type of addendum/corrigendum, if any, will be uploaded on university website only. No communication will be made separately to any applicant.

Dated: 27-10-26

REGISTRAR



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Advt. No. NTD-01/2026

Applications are invited from the eligible and interested candidates working on regular basis in Central/State Universities for appointment on the following non-teaching posts on deputation basis as per standard terms & conditions of the Haryana State Govt/Gurugram University:

Sr. No.	Name of the post	Pay Level	Group	No. of Posts	Eligibility condition	Remarks
1.	Assistant Registrar	FPL-10	A	2	Candidate already holding same/equivalent post in the same pay level. OR i. Superintendents having a Master's Degree/LLB with ten years of Experience out of which at least five years as superintendent in the University. ii. Hindi/Sanskrit upto matric standard or at higher level.	Nos. of post will be decided by the University authority as per suitability of candidates.
2.	Clerk-cum-DEO	FPL-2	C	7	Candidate already holding same/equivalent post in the same pay level. OR i. Graduate with minimum 60% marks at metric or 50% marks at 10+2 level with having 02 years' experience s Daftri and Group D employee 05 years' experience in the university with minimum qualification of 10+2 or above. ii. Note: All applicant should have already cleared the SETC examiniton.	

The applications alongwith required certificate of employer & copies of all documents duly self-attested should reach through proper channel on or before ~~13-11-24~~ upto 09:00 P.M. through Email establishment@gurugramuniversity.ac.in. Applications received after the last date due to any reasons will not be considered. For details please visit the University website www.gurugramuniversity.ac.in

Copy to:-

- The In-charge, UCDAC, GUG for uploading on University Website.
- P.S to VC (for information).

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General instructions

1. Please read the instructions and procedures carefully before you start filling the Application Form
2. Candidates can apply separately for more than one post as per their qualifications.
3. Candidates are advised to fill all details of their application form carefully such as Name, Father's Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake. No correspondence will be entertained in this regard.
4. The University reserve right to conduct any test for shortlisting of candidates for Scrutiny/interview
5. TA/DA shall not be paid by the University for any test/scrutiny/interview.
6. The decision of the University in all matters relating to acceptance or rejection of any application, eligibility/suitability of the candidates, criteria for selection etc, will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
7. The number of posts will be decided by the University on the basis of suitability of candidates
8. If on verification at any stage starting from submitting application till appointment on deputation basis, it is found that any candidate does not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
9. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Advertisement. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not apply.
10. The selection on deputation shall be on temporary basis for a period of one years or till vacancy is filled on regular basis whichever is earlier. Provided that the University reserve right to repatriate any such employee at any stage without assigning any reason.
11. The reservation policy as formulated/notified by the State Govt. of Haryana from time to time will be followed.
12. Following certificates shall be given by the employer/head of office/forwarding authority while forwarding the application form alongwith required documents of faculty teacher concerned:
 - i There is no vigilance case/departmental proceedings/court case pending/contemplated against him/her.
 - ii. His/her complete ACRs for the last 10/available years duly attested by an authorized officer are enclosed.
 - iii. His/her Integrity is beyond doubt.
 - iv. No major/minor penalties imposed on him/her during the last 10 years/ since his/her joining.
13. DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM: (**Annexure-B**)
 - i) Self-attested photo copy of Matric showing Date of Birth.
 - ii) Self-attested photo copy of essential qualifications and above/diploma/degree should be attached with the application form.
 - iii) Self-attested photo copy of Experience Certificate issued by the concerned Appointing Authority.

- iv) Any other document, if required, to be attached at the time of submitting of application form.
- (A) One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.

14. DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW

- i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned above and one set of self-attested copies of all these certificates.
- ii) Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhar Card etc.

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Annexure-B

Application form for the non-teaching post on deputation basis

Name of the Post applied for: _____

1.	Name	
2.	Designation held	
3.	Office Address	
4.	Date of Birth	
5.	(i) Date of entry into service in present office/institute/deptt. etc.	
	(ii) Mode of appointment (Direct/Absorption/ Transfer) in present employment	
	(iii) Pay Level/ Pay Scale in the present employment	
	(iv) Date of retirement under present employment	
6.	Educational qualifications	

7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by you signature, if the space below is insufficient):

Office/Institution	Post held on regular basis	From	To	Pay Level/Pay Scale with GP



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8. Additional information in any relevant to the post applied for: -

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I have carefully gone through the advertisement and I am well aware that the information furnished by me duly supported by the documents in respect of eligibility conditions for the post applied for submitted by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

Address: _____

Contact No. _____

Email ID: _____