



## **GURUGRAM UNIVERSITY, GURUGRAM**

(State Govt. University Established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122018

The University invites applications for the posts of Controller of Examinations (01), Deputy Registrar (03) and Assistant Registrar (04). Last date for receipt of applications is **21.09.2018**. For details please visit **University Website: [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)**.

Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in); Further, the university will not send any further information/call letters by post/newspapers.

**Advt. No. 08/2018**

**Registrar**

# **GURUGRAM UNIVERSITY GURUGRAM**

(Established by the State Legislature Act-17 of 2017)

**Advertisement No. 08/2018**

**BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)**

Applications for the posts of Controller of Examinations (01), Deputy Registrar (03) and Assistant Registrar (04). Details regarding posts, prescribed qualification, prescribed application form and instructions are available at Gurugram University Website <http://www.gurugramuniversity.ac.in>. Application Form complete in all respect should reach the office of the Registrar, Gurugram University, Gurugram-122018 latest by **21.09.2018 upto 04:00 pm.** Applications/documents received after the last date will be rejected and no correspondence in this regard will be entertained. In case, last date falls on holiday, then next working day shall be treated as last date.

**REGISTRAR**



# GURUGRAM UNIVERSITY GURUGRAM

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

## Advertisement No. 08/2018

**BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)**

Applications for the following posts are invited on the prescribed application form available at Gurugram University website ([www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)). Details regarding post, prescribed qualifications and instructions are available at University Website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) Application form must be accompanied with Demand Draft of Rs. 1000/- for Class A & B (fee of Rs. 250/- for Class A for SC/ST candidates of Haryana), Rs. 500/- for Class- C & D (Rs. 125/- for SC/ST candidates of Haryana). The women candidates of Haryana domicile are to pay 50% of the requisite fee. The PWD/ESM candidates are exempted from payment of requisite fee:-

### **Non-Teaching Post (Budgeted)**

Post Code	Name of posts	Classification	Pay Scale (s)- Pre-revised	Number of Vacancies
01	Controller of Examinations	A	37400-67000 + 10000GP	UR-1
02	Deputy Registrar	A	15600-39100 +7600 GP	UR-03
03	Assistant Registrar	B	15600-39100+5400 GP	UR-03, SC/ST -01

**The University follows Reservation Policy/Rules as per State Govt. of Haryana norms. Benefits of the reservation will be given only to the residents of Haryana.**

Application forms complete in all respects for the above post should reach the office of the Registrar Gurugram University, Gurugram-122018 latest by **21-09-2018 (upto 4 P.M.)**.

**REGISTRAR**

**Endst. No. GU/2018/650-52**

**Dated : 06.09.2018**

Copy of the above is forwarded to the following for information and necessary action:-

1. The Finance Officer, Gurugram University, Gurugram
2. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), GUG.
3. P.A. to Registrar (for kind information of the Registrar), GUG.

-sd-

**Superintendent**  
for Registrar

**GURUGRAM UNIVERSITY, GURUGRAM**  
**IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS**  
**ADVERTISEMENT NO. 08/2018**

Candidates must go through the following instructions before filling up the application form:

**GENERAL TERMS & CONDITIONS FOR RECRUITMENT**

1. The candidates who are already in the Service of Govt. / Semi Govt / Aided Bodies must apply through proper channel. They may send an advance copy to avoid delay, but the application must also be received through proper channel or they should produce “No Objection Certificate” at the time of interview, otherwise they will not be allowed to appear for the interview.
2. Submission of incomplete application i.e. without self attested copies of testimonials / academic certificates / experience certificate etc., prescribed fee shall render the candidate ineligible.
3. The number of post may be increased or decreased by the university, including complete withdrawal, without assigning any reason.
4. Applications should be submitted strictly in the Performa as prescribed by the University and uploaded on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in). Applications submitted in other than the prescribed Performa shall be summarily rejected.
5. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.
6. The abbreviations are to be interpreted as follows: UR: Unreserved, SC: Scheduled Caste; BC: Backward Class; ESM: Ex-Servicemen; DESM: Dependent of Ex-Servicemen; PWD: Person with Disability.
7. Latest Passport size photograph (not older than six months) duly self attested must be affixed on the application form.
8. The eligibility of the candidates i.e. qualification, experience and age will be considered up to the closing date of receipt of application i.e. on 21.09.2018.
9. No TA/DA for attending the test / interview etc. will be paid.
10. Candidates must write “Application for the post of “\_\_\_\_\_” with category on the top of envelop in which the application is being submitted.
11. The last date of receipt of applications in the office of Registrar, Gurugram University is 21.09.2018 up to 04:00 P.M. In case, last date is declared a holiday, the application shall be received up to 04:00 P.M. on the next working day. Application received after this date shall be summarily rejected.

12. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD shall be given as per the Haryana Govt. rules.
13. University will not be responsible for any postal delay and applications received late will be rejected.
14. No concession of fee is admissible to applicants of other States.
15. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, their candidature / appointment will be cancelled.
16. The experience will be considered only after acquiring the essential qualification.
17. The application fee for the post will be Rs. 1000/- for Class A & B Posts (Rs. 250/- for SC/ST candidates of Haryana), Rs. 500/- for Class C & D Posts (Rs. 125/- for SC/ST candidates of Haryana), in the shape of Bank Draft drawn in favour of “Gurugram University, Gurugram”. The women candidates of Haryana domicile are to pay 50% of the requisite fee. The PWD/ESM candidates are exempted from payment of requisite fee.
18. The upper age limit for the Controller of Examinations is 55 years & for remaining posts is 50 years. For candidates who are in employment and have applied through proper channel, age bar shall not be applicable.
19. The candidates are advised to visit the University website regularly for any updation / new instructions/scrutiny/selection process.
20. Candidates to be called for interview, especially even where specializations are mentioned against any post, will be decided by the Screening Committee whose recommendations for one being called (or not being called) for interview shall be final. Only those possessing the required specialization(s) and fulfilling the minimum eligibility conditions thus need apply.
21. Only candidates found eligible by the Screening Committee will be called for interview. Those declared ineligible will not be informed of their status being as such. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post both in terms of minimum eligibility conditions and the required specialization attached therewith, if any.
22. The University reserves the right to shortlist candidates on the basis of objective criteria. The merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website frequently.
23. The documents enclosed with the application form should be self attested and page numbered.

**Note :-**

The benefit of reservation will be given only to those SC/BC-A/BC-B/ PWD and ESM candidates who are domicile of Haryana State. The SC/BCA/BC-B/PWD candidates are required to enclose SC/BC-A/BC-B/PWD/ ESM Certificate duly issued by the competent authority with the application and in original at the time of interview. DESM shall be required to produce a fresh Eligibility Certificate duly issued by the respective Zila-Sainik Board at the time of interview.

## **QUALIFICATION FOR DIRECT RECRUITMENT OF CONTROLLER OF EXAMINATIONS.**

The qualification, experience, age and pay scale for the post of Controller of Examinations is as under:

Controller of Examination : (Pay Scale Rs. 37400-67000+10000 GP)

- (i) A Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven point Scale.
- (ii) At least 15 years of experience as Assistant Professor OR Associate Professor with 8 years along with experience in educational administration.

**OR**

Comparable experience in research establishment and / or other institutions of higher education.

**OR**

15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.

Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof at large organizational level.

- (iii) Knowledge of Hindi/Sanskrit upto Matric Standard.

### **Desirable Qualification:**

Good knowledge University Examination System/Software and Result Automation.

**Age Limit** : Not more than 55 years..

**CRITERIA/WEIGHTAGE FOR DIRECT RECRUITMENT OF CONTROLLER OF EXAMINATIONS :**

**Total Marks-80**

Sr. No.	Parameters	Max Marks	Marks assessed by Committee
<b>A. Academic Record</b>		<b>30</b>	
	(a) Minimum Academic Qualifications 00 marks OR (b) Throughout First Class (5 marks for each 1st Division in Matric, +2,B.A/B.Sc., and M.A./M.Sc.MBA etc.) OR (c) 1st Division in M.A./M.Sc. and 1st Division In any two of the lower examinations (5 mark each)		
	(d) M. Phil. 03 mark		
	e) Ph.D. 07 marks		
<b>B. Domain Knowledge &amp; Experience</b>		<b>35</b>	
	<b>(i) Domain Knowledge -</b>	15	
	<b>(ii) Teaching Experience/Skills-</b> 2 marks for each year of experience (above minimum essential requirement) at CoE/Deputy Registrar/ Deputy CoE./Joint Registrar/Teaching Experience on equivalent or above level, subject to a maximum of 10 years experience.	20	
<b>C. Performance in Interview</b>		<b>15</b>	
a	Interdisciplinary subject knowledge	03	
b	ICT Acquaintance related to examination	03	
c	Communication Skill	03	
d	Quality of response	03	
e	Overall personality	03	
(Minimum marks in interview (10% of A category))			
Total Marks obtained by applicant/assessed by committee			

- Note: -
1. Assessment of Category A and B (ii) will be done by the Screening Committee.
  2. Assessment of category B (i) & C will be done by the Selection Committee.



## Deputy Registrar

### Qualification :

- (i) Good academic record with Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
- (ii) Nine years of experience as Assistant Professor in a recognized College or a University with experience in Educational Administration.

OR

Comparable experience in Research Establishment and/or other Institutions of Higher Education and / or industrial/professional experience at Managerial Level.

OR

Five years of Administrative experience as Assistant Registrar in a University / Examining Body .

- (iii) Knowledge of Hind/Sanskrit upto Matric Standard.

## Criteria For Selection to the Post of Deputy Registrar

**Selection Criteria :**

**100 Marks**

1. Screening Test	50 Marks
2. Academic Qualification	25 Marks
3. Work Experience	05 Marks
4. Domain Knowledge	08 Marks
5. Interview	12 Marks

Sr. No.	Particulars	Max Marks
1.	Screening Test * Qualifying test (50 marks) shall be conducted and only those who secure 50% or above shall be considered as qualified.	50
2.	Academic Qualification	25
a	a) Minimum academic qualifications	00
	<b>OR</b>	
	b) Throughout First Class (5 marks for each 1 <sup>st</sup> division in Matric, +2, B.A/B.Sc./B.Com, and M.A/M.Sc. /MBA etc.)	20
	<b>OR</b>	
	(c) 1 <sup>st</sup> Division in M.A/M.Sc./MBA etc. and 1 <sup>st</sup> Division in any two of the lower examinations (5 mark each)	15
b	Ph.D.	05
3	Work Experience One marks for each completed year of experience (above minimum essential requirement).	05
4	Domain Knowledge	08
5	Interview	12

**NOTE:**

- \*Screening Test will be of Maximum 50 Marks and duration of the screening test will be 60 Minutes. There will be ¼ negative marks for each wrong answer. Screening test Question paper will be of Objective Type (Multiple Choice).
- Sr. No. 1, 2, 3 of the above mentioned Selection Criteria shall be assessed by the screening committee and Sr. No. 4 and 5 of the above mentioned Selection Criteria shall be assessed by the selection committee.

## **BROAD SYLLABUS**

### **(Higher Education System: Governance, Policy and Administration)**

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance.

### **(Indian Universities and their Administration)**

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules:

- The University Employees (Terms and Conditions) of Service.
- The University Act, Statutes and Ordinances.
- Governance of Colleges.
- Regulations related to various University Examinations and Courses of Study.
- The Recruitment Rules (Teaching and Non-Teaching Employees).
- Fundamental and Supplementary Rules.
- State Civil Services Rules.
- Reservations and Concessions for SC, ST, OBC, PH etc.
- General Financial Rules.
- Leaves Rules
- Budget and Accounts.
- The Right to Information Act, 2005.
- The Public Premises (Eviction of Unauthorized Occupants) Act.
- Departmental Proceedings, Punishment and Appeal

### **English Language Test**

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc.

**Quantitative Aptitude and Reasoning Ability Test**

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Mixtures & Allegations, Simple & Compound Interest, Data Interpretation etc.

Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

**General Science & Computer Knowledge Test**

History of Computers/Generations, Internet, Networking, Input Output Devices, DBMS, M.S. Office, Shortcuts.

**General Knowledge and Current Affairs**

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity and Economy, Constitution of India.

Important Financial & Economic News, Budget and Five Year Plans, Abbreviations, Awards and Honors, Sports, Important Days, International and National Organizations, Books and Authors, Countries & Capitals etc.

## Assistant Registrar

### Qualification :

- (i) Good academic record with Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
- (ii) Five years of experience as Assistant Professor in a recognized College or a University with experience in Educational Administration.

OR

Comparable experience in Research Establishment and/or other Institutions of Higher Education.

OR

Five years of Administrative experience as superintendent in a University / Examining Body .

Desirable: The candidate shall have adequate knowledge of MS office, payroll packages, Internet, and acquaintance with ICT technology.

- (iii) Knowledge of Hindi/Sanskrit upto Matric Standard.

## Criteria For Selection to the Post of Assistant Registrar

### Selection Criteria :

1. Screening Test	50 Marks
2. Academic Qualification	25 Marks
3. Work Experience	05 Marks
4. Domain Knowledge	08 Marks
5. Interview	12 Marks

Sr. No.	Particulars	Max Marks
1.	Screening Test * Qualifying test shall be conducted and only those who secure 50% or above shall be considered as qualified.	50
2.	Academic Qualification	25
a	a) Minimum Academic qualifications	00
	OR	
	b) Throughout First Class (5 marks for each 1 <sup>st</sup> Division in Matric, +2, B.A./B.Sc./ B.Com, and M.A/M.Sc./MBA etc.)	20
	OR	
	c) 1 <sup>st</sup> Division in M.A/M.Sc./MBA etc. and 1 <sup>st</sup> Division in any two of the lower examinations (5 mark each)	15
b	Ph.D.	05
3	Work Experience One marks for each completed year of experience (above minimum essential requirement) for every year of related administrative experience in a supervisory capacity	05
4	Domain Knowledge	08
5	Interview	12

### NOTE:

- \*Screening Test will be of Maximum 50 Marks and duration of the screening test will be 60 Minutes. There will be ¼ negative marks for each wrong answer. Screening test Question paper will be of Objective Type (Multiple Choice). Maximum 100 marks of the Screening test will be reduced proportionally to 50.
- Sr. No. 1, 2, 3 of the above mentioned Selection Criteria shall be assessed by the screening committee and Sr. No. 4 and 5 of the above mentioned Selection Criteria shall be assessed by the selection committee.

## **BROAD SYLLABUS**

### **(Higher Education System: Governance, Policy and Administration)**

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance.

### **(Indian Universities and their Administration)**

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules:

- The University Employees (Terms and Conditions) of Service.
- The University Act, Statutes and Ordinances.
- Governance of Colleges.
- Regulations related to various University Examinations and Courses of Study.
- The Recruitment Rules (Teaching and Non-Teaching Employees).
- Fundamental and Supplementary Rules.
- State Civil Services Rules.
- Reservations and Concessions for SC, ST, OBC, PH etc.
- General Financial Rules.
- Leaves Rules
- Budget and Accounts.
- The Right to Information Act, 2005.
- The Public Premises (Eviction of Unauthorized Occupants) Act.
- Departmental Proceedings, Punishment and Appeal

### **English Language Test**

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb,

Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc.

### **Quantitative Aptitude and Reasoning Ability Test**

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Mixtures & Allegations, Simple & Compound Interest, Data Interpretation etc.

Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

### **General Science & Computer Knowledge Test**

History of Computers/Generations, Internet, Networking, Input Output Devices, DBMS, M.S. Office, Shortcuts.

### **General Knowledge and Current Affairs**

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity and Economy, Constitution of India.

Important Financial & Economic News, Budget and Five Year Plans, Abbreviations, Awards and Honors, Sports, Important Days, International and National Organizations, Books and Authors, Countries & Capitals etc.





Serial No.....

**GURUGRAM UNIVERSITY, GURUGRAM**

**Application form for Non-Teaching posts**

A passport size recent photograph of the candidate

Signature of Candidate

Application No.....

(To be filed in by the office)

**NOTE:**

- i. The application form should be filled in properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the Bank Draft of the prescribed application fee for their respective category. The application fee for non-teaching posts will be Rs. 1000/- for Class A and B and Rs. 500/- for Class C and D (Rs. 250/- and Rs. 125/- respectively for SC/ST candidates of Haryana). The women candidates of Haryana domicile are to pay 50% of the requisite fee. The PWD/ESM candidates are exempted from payment of requisite fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in).
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. Application not supported with required application fee, self-assessment Performa for their respective position/post applied, self-attested copies of certificates/testimonials will be rejected.
- x. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) **Post applied for:** \_\_\_\_\_

b) Category of reserved advertised post : \_\_\_\_\_  
(SC/ST/BC/ESM)

c) Advertisement No. : \_\_\_\_\_

2. a) Name of the candidate in Full(in block letters) : \_\_\_\_\_

b) Father's Name : \_\_\_\_\_

c) Mother's Name : \_\_\_\_\_

3. a) Present Postal Address : \_\_\_\_\_  
\_\_\_\_\_

b) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

c) Mobile No. : \_\_\_\_\_

- d) E-mail Address : \_\_\_\_\_
4. a) Date of Birth(dd/mm/yyyy) : \_\_\_\_\_
- b) Age as on last date of applying : \_\_\_\_\_ Year: \_\_\_\_\_ Month \_\_\_\_\_ Days
- c) Place of Birth : \_\_\_\_\_
- d) Aadhar Card No., if any : \_\_\_\_\_  
(photocopy should be enclosed)
5. a) Nationality of Candidate : \_\_\_\_\_
- b) Do you belong to SC/ST/BC/EBPG/ : \_\_\_\_\_  
Ex-Servicemen of Haryana (if yes, attach a  
certificate from the competent authority )
- c) Male/Female/Trans-gender : \_\_\_\_\_
- d) Martial Status (Married/Unmarried)(if married,  
Whether you have more than one living spouse) : \_\_\_\_\_  
(say Yes or No )
6. a) Present employment, if any, with pay & grade : \_\_\_\_\_  
(State whether on ad-hoc/ temporary/ probation/  
permanent)
- b) Date of next increment : \_\_\_\_\_
- c) Name of Employer : \_\_\_\_\_
- d) Have you obtained prior permission of your : \_\_\_\_\_  
present employer for submitting this application?
- e) Basic pay acceptable, if selected : \_\_\_\_\_
- f) Period required for joining the post, if appointed : \_\_\_\_\_
7. a) Have you ever been disqualified from : \_\_\_\_\_  
Appearing in any University Examination/  
Undertaking University work (Say Yes or No )
- b) Are you a dismissed employee? (Say Yes or No) : \_\_\_\_\_
8. a) Whether any criminal case has been registered : \_\_\_\_\_  
against applicant (Yes/No )
- b) Whether you have been charge-sheeted for any : \_\_\_\_\_  
criminal offence? If yes, the details thereof.
- c) Whether you have been convicted by any : \_\_\_\_\_  
competent court for any criminal offence? If yes,  
the details thereof.
9. Bank Draft(s) Number & Date : \_\_\_\_\_
- Amount : \_\_\_\_\_
-



13. **Give Particulars of Prize, Medal and Merit won, distinctions, if any:-**

i).....iii).....  
ii).....iv).....

14. **List of the certificates (attested copies) attached-**

i).....ii).....  
iii).....iv).....  
v).....vi).....  
vii).....viii).....  
ix).....x).....  
xi) Total no. of pages including application form.....

15. **Additional information, if any**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

Date.....

.....  
**(Signature of the candidate)**

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri./Dr....., who is at present working as

.....in the .....(Dept./Organization) is recommended and forwarded for consideration for the post of .....to the

Registrar, Gurugram University, Gurugram. In case, he/she is selected for employment in the Gurugram University, Gurugram he/she will be relieved of his/her present position.

Place.....

Date.....

Signature of the Head  
of the office/organization  
(Seal of Office)