



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122018

The University invites applications for Non-Teaching posts i.e. Superintendent, Assistant, Private Secretary, Personal Assistant, Information Assistant, Technical Assistant Grade-II, Lab. Technician, Store Keeper (Graduate), Steno-Typist (English) & Steno-Typist (Hindi). Last date for receipt of applications is **21.11.2018**. For details please visit **University Website: 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; Further, the university will not send any further information/call letters by post/newspapers.

Advt. No. 12/2018

Registrar

GURUGRAM UNIVERSITY GURUGRAM

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

Advertisement No. 12/2018

BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE www.gurugramuniversity.ac.in

The University invites applications for the posts of Non-Teaching i.e. Superintendent, Assistant, Private Secretary, Personal Assistant, Information Assistant, Technical Assistant Grade-II, Lab. Technician, Store Keeper (Graduate), Steno-Typist (English) & Steno-Typist (Hindi). 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 **21.11.2018 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. 12/2018

BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE 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). Details regarding post, prescribed qualifications and instructions are available at University Website 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)

Sr. No.	Name of posts	Classification	Pay Scale (s)- Pre-revised	Number of Vacancies
1.	Superintendent	B	As per 7 th CPC	UR-01, SC -01
2.	Private Secretary	B	As per 7 th CPC	UR-01
3.	Assistant	C	As per 7 th CPC	UR-05, SC- 01, BC(A)-01
4.	Information Assistant	C	As per 7 th CPC	UR-01
5.	Technical Assistant Grade-II	C	As per 7 th CPC	UR-01
6.	Personal Assistant	C	As per 7 th CPC	UR-02
7.	Lab. Technician	C	As per 7 th CPC	UR-02
8.	Store Keeper (Graduate)	C	As per 7 th CPC	UR-02
9.	Steno-Typist (English)	C	As per 7 th CPC	UR-02
10.	Steno-Typist (Hindi)	C	As per 7 th CPC	UR-02

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 **21-11-2018 (upto 4 P.M.)**.

REGISTRAR

Endst. No. GU/2018/

Dated: 29.10.2018

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.

Superintendent
for Registrar



GURUGRAM UNIVERSITY, GURUGRAM

IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS

ADVERTISEMENT NO. 12/2018

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, before the date of test otherwise they will not be allowed to appear in the test.
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. 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 reserved posts will be filled up as per latest Haryana Govt. instructions.
9. 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 21.11.2018.
10. No TA/DA for appearing in the test and for attending interview (applicable in Group-B Posts) etc. will be paid.
11. Candidates must write "Application for the post of _____" with category on the top of envelop in which the application is being submitted.
12. Separate application form is required for each post with prescribed fee. Once the application for any post is received, the same will not be allowed to be changed for any other post.
13. The last date of receipt of applications in the office of Registrar, Gurugram University is 21.11.2018 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.

14. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD shall be given as per the Haryana Govt. rules.
15. University will not be responsible for any postal delay and applications received late will be rejected.
16. No concession of fee is admissible to applicants of other States.
17. 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 (wherever applicable) 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.
18. The experience will be considered only after acquiring the essential qualification.
19. 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.
20. The upper age limit is 50 years. For candidates who are in employment and have applied through proper channel, age bar shall not be applicable.
21. The candidates are advised to visit the University website regularly for any updation / new instructions/scrutiny/selection process. Any type of corrigendum /addendum / amendments /notice/updation etc. related to this advertisement shall be uploaded on University website www.gurugramuniversity.ac.in; Further, the university will not send any further information/call letters by post/newspapers.
22. The applicants of Group-C posts, after qualifying the written test may be called for Type/Computer Test, 20 for 01 post and 10 for every additional post, in order of merit.
23. The merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website frequently.
24. 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 one day before appearing in the test. DESM shall be required to

produce a fresh Eligibility Certificate duly issued by the respective Zila-Sainik Board in original one day before appearing in the test.

Superintendent Qualification :

- (i) Bachelor Degree from a recognized University.
- (ii) 5 years' office experience as Assistant in a University / Examining Body

OR

- 10 years' office experience as clerk in a University / Examining Body
- (iii) Knowledge of English & Hindi/Sanskrit upto Matric Standard.

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

Criteria For Selection to the Post of Superintendent

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 shall be conducted and only those who secure 50% or above shall be considered as qualified.	50
2.	Academic Qualification	25
	a Minimum essential qualifications (Master Degree with at least 50% Marks or Bachelor Degree with at least 60% marks)	00
	b 10 th : 02% of percentage of 60% and above	02
	c 12 th : 04% of percentage of 60% and above	04
	d Graduation : 06% of percentage of 60% and above	06
	e Post Graduation : 08% of percentage of 60% and above	08
	f Additional qualification (Regular Diploma/ M.Sc./MCA in Comp. Sc./IT from recognized University/Board (Govt./Semi Govt) : 05% of percentage of 50% and above	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 100 Marks and duration of the screening test will be 90 Minutes. There will be ¼ negative marks for each wrong answer. Screening test Question paper will be of Objective Type (Multiple Choice). There will be five sections in the Question Paper. Maximum Marks of each section are mentioned in the broad syllabus.
- Maximum 100 marks of the Screening test will be reduced proportionally to 50.
- Short-listing of Candidates: The number of candidates to be called for interview shall be 20 for single vacancy and 10 for each additional vacant post (category wise). The candidate(s) shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks secured by the candidates out of the total of 80 marks mentioned in aforesaid Selection Criteria (Marks obtained in above mentioned criteria will be excluding marks of Performance in Interview). The rank list shall be prepared only when the number of candidates (who qualified qualifying test) is 20 or more.
- 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 OF SCREENING TEST FOR THE POST OF SUPERINTENDENT

(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.

QUALIFICATION FOR THE POST OF PRIVATE SECRETARY

1. Graduate with 03 years experience as P.A or 5 years experience as Stenographer with good interpersonal skills, fluency in English, effective communication skills.
2. The candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 100 WPM and accurate computer typing speed of 40 WPM.
3. Knowledge of English and Hindi/ Sanskrit up to Matric Standard.

Note: Preference will be given who have knowledge of English/ Hindi Stenography & Typing.

Selection Criteria shall be based on following Weightage Points:

- i. Matriculation: 5%
- ii. 10+2: 5%
- iii. Graduation: 20%
- iv. Post-Graduation: 10%
- v. Additional higher qualification: 5 Marks
- vi. Relevant Experience as Personal Assistant in University/Govt. Institution/Public Sector Undertaking/ Reputed Private Organization: Max. 10 Marks
(1 mark for one year experience)
- vii. Professional Skill/Computer Proficiency Test : 20 Marks
 - i) Qualifying English/Hindi Stenography speed: 100 wpm in English.
 - ii) Skill Test Norms on Computer Dictation: 10 minutes @ 40 w.p.m
Transcription : 50 minutes (English)
- viii. Domain Knowledge: 05 Marks

With respect to:

- i) Conceptual clarity of subject
 - ii) Overall subject knowledge
 - iii) Knowledge of latest developments in the subject
- ix. Presentation: 08 Marks
- x. Interview: 12 Marks

BROAD SYLLABUS & PATTERN FOR THE POST OF PRIVATE SECRETARY

Stage-I	Stage-II	Remarks
<p>i. Qualifying proficiency in stenography in English with minimum speed of 100 w.p.m. in English</p> <p>ii. Skill Test norms on Computer:</p> <p>Dictation: 10 minutes @ 100 w.p.m.</p> <p>Transcription: 50 minutes, Other areas relevant to the post</p> <p>Note: Those failing to qualify shall not be called for interview.</p>	<p>Type: Practical and Objective Type (Test is qualifying in nature)</p> <p>Qualifying marks: 50%</p> <p>Max. Marks: 40</p> <p>Time: 45 Minutes</p> <p>Note: Those failing to qualify shall not be called for interview.</p> <p>Contents:</p> <ul style="list-style-type: none">- Knowledge of MS Office, Excel, MS Word, Power Point Presentation- Internet Browsing/ Access- Basic/ Common Computer Terms	

QUALIFICATION FOR THE POST OF ASSISTANT

- (i) Bachelor Degree from recognized University.
- (ii) 5 years' office experience as Clerk in a University / Examining Body.
- (iii) Typing Speed of 30 W.P.M in English and computer test at the speed of 7000 depression per hour in MS Word.
- (iv) Knowledge of English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF INFORMATION ASSISTANT

- (i) Bachelor Degree in Computer Engineering / Computer Science/Computer Application / Computer Science and Engineering or Electronics/ Pharmacy.

OR

Three years Diploma in appropriate field from State Technical Education Board with 03 years experience in relevant field in Govt. / Semi-Govt. Organization.

- (ii) Typing Test Speed of 20 wpm in English and computer test at the speed of 8000 depression per hour in MS Word.
- (iii) Knowledge of English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF TECHNICAL ASSISTANT –GRADE-II

1. Master Degree in Computer Science/ M. Tech./ M. Pharmacy or Bachelor Degree in Computer Science/ B. Tech./ B. Pharmacy with 1st division or Diploma in CSE/IT/ECE/Pharmacy with 1st division from State Technical Education Board or equivalent with 05years experience in relevant field in a University/ Govt. / Semi-Govt. Organization.
2. Knowledge of English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF P.A. (Personal Assistant)

- (i) Bachelor's degree.
- (ii) 3 years experience as Stenographer
- (iii) Shorthand Speed of 100 wpm in English and computer typing speed of 8000 depression per hour in MS Word.
- (iv) Knowledge of English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF LAB. TECHNICIAN

1. Diploma in relevant subject from State Board of Technical Education with three years experience in a University/ Govt./aided college.

OR

ITI Certificate in the relevant subject with five years experience in a University / Govt. / aided college.

OR

B. Tech. / BCA / B. Pharm.

2. Knowledge of English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF STORE KEEPER (Graduate)

1. Bachelor degree in Engineering/ Pharmacy with 1st division or B.Sc. with 5 Years experience as Store Keeper in a University/ Govt./Semi-Govt. Organization. The candidate should know the typing and should be well versed with processing for orders and maintenance of store records.
2. Knowledge of Computer, English and Hindi / Sanskrit up to Matric Standard

QUALIFICATION FOR THE POST OF STENO TYPIST (ENGLISH)

1. Graduation from a recognized University or its equivalent.
2. Knowledge of English and Hindi/Sanskrit up to Matric Standard.
3. Qualifies a test in Stenography in English at the speed of 80 W.P.M and transcription thereof on Computer at the speed of 20 W.P.M (8% mistakes are permissible)
4. Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.

QUALIFICATION FOR THE POST OF STENO TYPIST (HINDI)

1. Graduation from a recognized University or its equivalent.
2. Knowledge of English and Hindi/ Sanskrit up to Matric Standard.
3. Qualifies a test in Stenography in Hindi at the speed of 80 W.P.M and transcription thereof on Computer at the speed of 15 W.P.M (8% mistakes are permissible)
4. Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.

SELECTION CRITERIA FOR GROUP- C POSTS.

The Selection criteria shall be based on following weightage points:

i)	Written Test of 90 Marks	:	90 marks
ii)	Socio-Economic Criteria and Experience	:	10 marks
Total			: 100 Mark

The marks of experience and Socio-Economic Criteria are to be allocated as follows:

- (a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any Department / Board / Corporation / Company / Statutory Body /Commission /Authority of Government of Haryana or any other State Government or Government of India.

(5 Marks)

- (b) Orphan/Widow:-

- a. If the applicant is a Widow; or
- b. If the applicant is the first or the second child and his father had died before attaining the age of 42 years; or
- c. If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(5 Marks)

- (c) If the applicant belongs to such a denotified tribe (VimuktJatis and Tapriwas) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class

(5 Marks)

- (d) Experience : One – half (-0.5) mark for each year or part thereof exceeding six months of experience out of a maximum of 10 years, on the same or a higher post in any Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Government of Haryana. No marks will be awarded for any period less than six months.

(Maximum of 5 marks)

No applicant shall be given more than 10 marks under any circumstances.

- (e) The written exam shall be divided into two portions comprising:

- a. 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi and concerned or relevant subject, as applicable.
- b. 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

To qualify the written test, the candidates would have to secure minimum 50% marks.

Note: The applicants of Group C-Posts after qualifying the written test may be called for Type/Computer test, wherever prescribed in the qualifications of the post(s); 20 for 01 post and then 10 for every additional post.

The candidates shall have to qualify the Typing / Computer / Shorthand test at the prescribed speed, wherever applicable before selection. The Typing/Computer/Shorthand test shall be conducted by the University and no relaxation shall be given to any candidate.



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 Group A and B posts and Rs. 500/- for Group C and D posts (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.
- 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 ofto 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)