



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122018

Online applications are invited for the 02 posts of Assistant UR (Non-Teaching posts) because the State Govt. of Haryana granted special permission to fill up only 02 posts of Assistant. **Details of Application Processing fee, no. of Posts, qualifications/selection criteria and instructions for application procedure etc. are available on University Website: www.gurugramuniversity.ac.in.**

Last date for submission of online application is 22.11.2021 **(upto 5:00 PM)**. Incomplete application will be summarily rejected.

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.

Note:- The University Administration reserves the right to withdraw the Advertisement without assigning any reason

Advt. No. ENT- 16/2021

ASSISTANT REGISTRAR(ESTT)

Endst. No. GUG/Estt./2021/ 4939-4944

Dated: 29/10/2021

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

1. The Controller of Examinations, GUG.
2. The Finance Officer, GUG.
- ✓ 3. The Deputy Registrar (I.T) for uploading on the University website, GUG.
4. OSD. to VC (for kind information of the Vice-Chancellor), Gurugram University, Gurugram.
5. Steno/P.A to Registrar (for kind information of the Registrar), Gurugram University, Gurugram.
6. Assistant (Public Relations) for publishing in Dainik Jagran (Hindi) and The Tribune (English) newspapers.

29/10/2021
Assistant Registrar (Estt.)



GURUGRAM UNIVERSITY GURUGRAM

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

Advertisement No. ENT- 16/2021

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

Online applications are invited for direct recruitment to the posts of Assistant (non-teaching budgeted posts) through the link available at Gurugram University website (www.gurugramuniversity.ac.in). Details regarding post, prescribed qualifications and instructions are detailed as under. The application processing fee Rs. 500/- shall also be deposited online. The women candidates of Haryana domicile are to pay 50% of the requisite fee.

Non-Teaching Posts (Budgeted)

Sr. No.	Name of posts	Group	Pay Level as per pay Matrix (7 th CPC)	Total post to be filled	Breakup of the posts
1.	Assistant	C	Level-06	2	UR-02

Application forms complete in all respects for the above post should be submitted online before closing date and time as notified by the University for this advertisement.

Sd/-

ASSISTANT REGISTRAR(ESTT)

Dated:

Endst. No. GUG/Estt/2021/

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

1. The Controller of Examinations, GUG.
2. The Deputy Registrar (I.T) for uploading on University Website, GUG.
3. The Finance Officer, Gurugram University, Gurugram
4. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), GUG.
5. P.A. to Registrar (for kind information of the Registrar), GUG.

Sd/-

Assistant Registrar(Estt.)

QUALIFICATION FOR THE POST OF ASSISTANT

(i) Master Degree having atleast 55% marks from a recognized University

OR

(i) Bachelor Degree having atleast 60% marks from a recognized University.

OR

(i) Master Degree and having atleast 5 years' experience as Clerk on regular service in a University / Examining Body /Semi Govt. /PSU/Corporations / Govt. and Non Govt. aided Colleges/Educational institutions.

OR

(i) Bachelor's Degree having atleast 50% marks with 5 years' experience as Clerk in a University / Examining Body /Semi Govt. /PSU/Corporations /Govt. and Non Govt. aided Colleges/Educational institutions.

(ii) Typing Speed of 30 W.P.M in English and computer test at the speed of 7000 depression per hour in MS Word.

(iii) Knowledge of English and Hindi / Sanskrit up to Matric Standard

(iv) Shall have adequate knowledge of MS office, payroll packages, Internet, And acquaintance with ICT technology





GURUGRAM UNIVERSITY, GURUGRAM

IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS

ADVERTISEMENT NO. ENT-

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 and they should also produce "No Objection Certificate" from the current employer with-in 15 days of the last date of advertisement otherwise their candidature will be cancelled.
2. Submission of incomplete application i.e. without self-attested copies of testimonials / academic certificates / experience certificate etc., prescribed fee shall stands summarily rejected.
3. The number of post may be increased or decreased by the university.
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 at any stage.
6. The abbreviations are to be interpreted as follows: UR: Unreserved.
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.
9. No TA/DA for appearing in the test etc. will be paid.

10. 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.
11. The experience will be considered only after acquiring the essential qualification.
12. The application fee for the post will be Rs. 500/-. The women candidates of Haryana domicile are to pay 50% of the requisite fee.
13. 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.
14. 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.
15. The applicants of Group-C posts wherever applicable, have to undergone Computer test first and those who will qualify they will be called for written test.
16. The merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website frequently.
17. All the documents to be attached with the application should be self-attested.
18. For the posts where interview of the candidates who declared eligible by the Screening Committee, is to be held, maximum 20 candidate for single vacancy and 10 candidate for each additional vacant post (category wise) shall be called for interview and in case the eligible candidate remain less than the above requirement then all the eligible candidate shall be called for interview.
19. No concession of fee is admissible to applicants of other States.
20. The Selection for the post of Group-C and D, if any advertised shall be made as per the Selection Criteria notified by the State Govt. or amended as time to time. Selection Criteria for Group-C & D Posts are attached with this advertisement. Claim under the socio economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate i.e. name of issuing authority, date of issue and reference no. etc. and also upload the requisite valid original certificate/document in prescribed annexure attached with this advertisement as Annexure- A-I, A-II, B-I, B-II, D-I, & E-I,

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along with their application in support of their claim failing which, no certification benefits shall be considered after last date of filling online applications.

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 form in original. 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.

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 (certificates to be furnished in prescribed annexure attached as A-I, A-II, B-I, B-II, D-I & E-I)	:	10 marks
Total	:	100 Marks

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 (Vimukt Jatis 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.

(a maximum of 5 marks)

No applicant shall be given more than 10 marks under any circumstances and for the post of Clerk, Steno-Typist, J.S.S. and S.S.S, the State Eligibility Test in Computer Appreciation and Applications (SETC) shall be mandatory.

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

a

- 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 :-

20 times candidates (as per merit prepared on the basis of written test and academic criteria / socio-economic criteria given above) of the advertised post shall be called for Typing/Computer/Shorthand test, wherever applicable and in case eligible candidates remain less than the above requirement, all the candidate will be called for Typing/Computer/Short Hand test.

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.

**Government of Haryana
General Administration Department
General Services-III Branch
No. 22/28/2003-3GS-III**

Dated Chandigarh, the 25th August, 2018

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurugram Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Subject: Regarding issuing the certificate in respect of Candidate who participate for the selection against Group - D posts in HSSC.

Sir/Madam,

I am directed to invite your kind attention to the subject cited above. The Government has adopted a new scheme for the candidates for selection to a post of group D. A total of maximum 100 marks will be available for scoring which include written examination for 90 marks and 10 marks for socio-economic and experience. In order to implement new scheme various certificate(s) shall be required to be obtained by potential candidates to avail the 10 marks of socio-economic criteria and experience.

Therefore, the following regulatory mechanism is hereby prescribed for seeking the said certificate:

Sr. No.	Kinds of Certificate	Application Form	Verifying Authority	Issuing Authority
1	Orphan Certificate	Annexure A-I	Member Panchayat/ Sarpanch/Councilor/ MLA/ MP of the concerned village/area/ constituency	Naib Tehsildar/ Tehsildar (Certificate in Annexure A-II)
2	Widow Certificate	Annexure B-I	Member Panchayat/ Sarpanch/Councilor/ MLA/ MP of the concerned village/area/ constituency	Naib Tehsildar/ Tehsildar (Certificate in Annexure B-II)
3	Certificate of De-notified tribe (Vinukt Jatis and Tapriwas jatis) or Nomadic Tribe of Haryana which is neither a SC nor a BC	As prescribed by the Revenue & Disaster Management Department	As prescribed by the Revenue & Disaster Management Department	As prescribed by the Revenue & Disaster Management Department

4	Experience Certificate of applicant	Application on plain paper to the head of the department or Appointing Authority	Any one chosen by the Appointing Authority	Appointing Authority (Certificate in Annexure D-I)
5	Non-employment Certificate	Annexure F- I		Self attested statement by applicant

The appointing Authorities or Recruitment Authorities as the case may be, are advised to obtain a self attested statement from the applicant in addition to the prescribed Performa to the effect that if at any stage the information provided in the Performa filled by him/her is found to be false, his/her services will be terminated on ground of furnishing wrong information. This termination of Service shall be done even if he/she would have made to the selection list without the marks for socio-economic criteria. In addition, criminal action for giving false information in the form of self attested statement shall be initiated against the applicant.

The above instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Satbir Singh
Superintendent, GS-III Branch,
for Chief Secretary to Government Haryana

INTERNAL DISTRIBUTION

Incharge- NIC for hosting the above instructions on the State Government website.

a

APPLICATION FORM FOR ORPHAN CERTIFICATE

To

The Naib Tehsildar/Tehsildar
_____**Sub:-Issuance of Orphan Certificate**

1	Name of Applicant (IN BLOCK LETTER)	
2	Date of Birth (enclose proof)	
3	Present Address, Village	
4	Post Office	
5	Police Station	
6	District	
7	Caste	
8	Father's Name	
9	Date of father's Death (enclose death certificate)	
10	Mother's Name	
11	Date of mother's Death (enclose death certificate)	
12	Name of Guardian	
13	Relationship with Guardian	
14	Occupation	
15	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No.(if any)	

Please issue me an "Orphan" Certificate.

Place:

Date:

Signature and Address of Witness

i)

ii)

Signature of applicant

VERIFICATION

I _____ s/o _____ Member Panchayat/Sarpanch/Councilor/MLA/MP of
concerned Village/area/constituency _____ verified personally and statement furnished by the
applicant are correct to the best of my knowledge and belief.

Signature with seal of Member Panchayat/ Sarpanch/Councilor/MLA/MP
of the concerned Village/area/constituency



Annexure-A-II**GOVERNMENT OF HARYANA
ORPHAN CERTIFICATE**

No. Date :

Certified that the person with the details mentioned below is an orphan:-

1.	Name (IN BLOCK LETTER)	
2.	Date of Birth	
3.	Address	
4.	Post Office	
5.	Police Station	
6.	District	
7.	Caste	
8.	Father's Name	
9.	Date of father's Death (enclose death certificate)	
10.	Mother's Name	
11.	Date of mother's Death (enclose death certificate)	
13.	Name of Guardian	
14.	Relationship with Guardian	
15.	Occupation	
16.	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No.(if any)	

This certificate is issued based on the details given in the application, verification report, local enquiry, facts and records produced by the applicant.



Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-B-I**APPLICATION FORM FOR WIDOW CERTIFICATE**

To
The Naib Tehsildar/Tehsildar

Sub:-Issuance of Widow Certificate.

Iwidow of Sh..... hereby give my particular as under:-

1.	Name of Applicant (IN BLOCK LETTER)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband (Death Certificate to be attached)	
10.	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No.(if any)	

Please issue me an "WIDOW" Certificate.

Place:-

Signature of the Applicant

Date

VERIFICATION

I s/oMember Panchayat/Sarpanch/Councilor/MLA/MP of concerned Village/area/constituency verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member Panchayat/ Sarpanch/Councilor/MLA/MP
of the concerned Village/area/constituency

Annexure-B-II**GOVERNMENT OF HARYANA
WIDOW CERTIFICATE**

No. Date :

Certified that the person with the details mentioned below is a widow:

1.	Name (IN BLOCK LETTER)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with Pin Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband	
10.	Aadhaar No./PAN Card No./Voter ID No.(if any)	

This certificate is issued based on the details given in the application, Verification Report, local enquiry, facts and records produced.



Signature with seal of the Naib Tehsildar/Tehsildar

Annexure-D-1Experience Certificate

1. This is to certify that Shri/Smt/Ms/Kumari
son/daughter/wife of Shri
resident of..... village/town.....
Tehsil District
of the Haryana State/Union Territory has been serving as
(complete nomenclature of the post) in the office of.....
(Department/Board/Corporation /Company/ Statutory Body /Commission /Authority
of Government of Haryana or any State Government or Government of India.)
2. The period of engagement was from
to..... and the completed years and months are
..... (years & months).
3. The EPF account no. (if any) is/was

Place:

Date:



Signature with seal of Issuing Authority (Head of Office)

Full Name

Designation

Address

Telephone No. with code

UNDERTAKING**Annexure E-I**

I Son/Daughter of
 agedyears, R/o
 District....., do hereby submit the following information for claiming marks under the
 socio-economic criteria namely:-

- (1) That I am to apply for the post ofin HSSC against
 Category No....., Advt. No....., Dated.....
- (2) That my Aadhaar No./PAN Card No./Voter ID No.(if any) is

- (3) That my father, mother, spouse, brother and son are /were not regular employee in any
 Department/Board/Corporation /Company/Statutory Body /Commission /Authority of Government of
 Haryana or any State Government or Government of India.
- (4) That as no person as mentioned above had been in employment, I may be allotted marks under
 the socio –economic criteria.
- (5) That I fully understand that the marks are given on the basis of information supplied by me and if
 at any stage it is found that the information has been provided wrongly then not only my service can be
 terminated on the ground of supply of wrong information even if without these marks also my name
 would have figured within the select list/recommendation list. I also understand that criminal action can
 be taken against me for providing wrong/false information.
- (6) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority
 if in the meantime any other eligible person in my family obtains the benefits thereof in the
 recruitment.

Place:-
 Date:-

DEPONENT

VERIFICATION:-

Verified that the contents of all the above paras are true to my knowledge and belief
 and nothing has been concealed therein.

Place:-
 Date:-

DEPONENT