



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

website: www.gurugramuniversity.ac.in e-mail: registrar@gurugramuniversity.ac.in

No. GUG/Estt/2023/469

Dated:24.04.2023

Advertisement No – ET-02/2023

Applications are invited in the prescribed application form available at university website www.gurugramuniversity.ac.in from the interested eligible applicants for filling up following post:-

Posts	No. of Post	Pay Level as per 7 th CPC	Remarks
Assistant Librarian	01 (Gen- PwD- DH*) 01 (UR)	APL-10	01 post of PwD category advertised earlier vide Advt. No. ET-08/2022 stands vacated as no application of respective category were received.

* Person with benchmark disability "Deaf and Hard Hearing.

Note: 1. Number of posts advertised may increase or decrease, including complete withdrawal without assigning / conveying any reason. 2. The reservation has been given as per State Govt. Reservation Policy. However, the reservation of posts is subject to change as per the Govt. of Haryana Reservation Policy/norms come into force. Change, if any, will be notified through the University Website. 3. The Last date of submission of application by speed/regd. post is **23.05.2023 upto 4:00 PM**. No application shall be entertained through email/fax.

Application fee will be Rs.1000/- (fee of Rs. 250/- for SC/EWS candidates of Haryana) to be submitted in the shape of demand draft in favour of **Finance Officer, 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. No concession of fee is admissible to applicants of other States.

Any type of corrigendum/ addendum/ amendments/ notice/update etc. related to this advertisement shall be uploaded on University website.

Sd/-
REGISTRAR

Copy to:-

1. The Dean Academic Affairs, GUG.
2. The Deputy Registrar (Estt), GUG.
3. The Finance Officer, GUG.
4. The Programmer (UCDAC) for uploading on the University website, GUG.
5. PA to VC/Registrar (for information), GUG.



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

W website: www.gurugramuniversity.ac.in e-mail: registrar@gurugramuniversity.ac.in

IMPORTANT INSTRUCTIONS FOR TEACHING POST

All applicants are required to apply in the prescribed format available on the university website, with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. The applicants are required to read these details before filling up the form:-

1. The candidate must be citizen of India.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application as prescribed by the University from time to time for the respective post. The prescribed essential qualifications and experience indicated at **Annexure-A** are bare minimum and mere possession of the same will not make any candidate to be shortlisted for further written test / interview.
3. No fee/document or both shall be entertained after last date/time of receipt of application. Candidates applying for multiple posts will be required to pay separate fee against each post applied.
4. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled caste/Scheduled Tribe/Backward classes 'A' & 'B', (Non creamy Layer) of Haryana/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (J) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
6. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
7. The applicant who obtained his/her degree(s), which is/are essential for eligibility, from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University (Sikkim), Global Open University (Nagaland) and Vinayaka Mission University, Salem, Tamilnadu vide notification. D.O No. F 5- 4/2014 (CPP-I/PU) dated 05.08.2014 and D.O No. F 10-6/2011 (PS) Misc. dated 06.07.2015 have been declared ineligible for appointment in the University. However, his/her candidature will be considered for the appointment in the University if they upload the certificate as per Annexure titled "Certificate in respect to Ph.D. from main campus and supervisor eligibility as per UGC norms", in addition to Annexure titled "For the candidates who registered for Ph. D. Programme prior to July 11, 2009" or Annexure titled "For the applicant who have registered for Ph. D. Program on or after July 11, 2009", whichever is applicable, from concerned universities. Such applicant having degrees issued by the above Universities through Distance Education Mode will have to upload the certificate duly verified from the Distance Education Council/Distance Education Bureau, New Delhi (**Annexure-B**).
8. In case of applicant, who is otherwise eligible, the benefit of such degree(s) towards marks/weightage/score would also be subject to the uploading of certificate(s) as per Annexures mentioned in point no. 05 above.
9. University reserves the right of deciding the discipline(s) as concerned/allied/relevant while scrutinizing the applications.

10. Claim of benefit of reservation wherever applicable will be given as per State Govt. Instructions/guideline applicable time to time. The candidate shall have to upload the valid certificate of reservation duly issued by the competent authority.
11. The candidate applying for the post of **Assistant Librarian** have to submit application Form by speed / registered post on or before last date notified by the University, to the Registrar, Gurugram University, Mayfield Garden, Sector-51, Gurugram along with self-attested visible/readable photocopies of certificates/testimonials/reprints of research publications, title page(s) with ISBN/ISSN and content page(s) of each Book / Journal / Proceeding in which the publication(s) under reference is /are published must be numbered in sequence and be filled against their entries in the application form.
12. a) The candidate who are already in employment of Government Departments, Universities, Educational Institutions, Public Enterprises, Quasi-government Organisations etc., whether in a permanent or temporary capacity, shall apply for the post through proper channel.
b) They may, however advised to submit advance copy/copies of their application directly to the University well before the last date.
c) If there is delay in the forwarding of the application, candidates should, if and when called for interview, bring with them the written permission of the Head of the Department or their employer as the case may be, permitting them to appear before the Selection Committee for interview.
d) In absence of a "No Objection Certificate", the candidates may not be interviewed.
13. Any of the posts advertised may be withdrawn from being filled-up at any time without assigning any reason and the claim of refund of application fee will be entertained within ten days from the date of withdrawal of said post by the University.
14. The application form should be duly/properly filled in. The candidates will have to meet minimum score required for the said post, wherever applicable and should calculate the score accurately and justify their claim on their own by enclosing necessary documentary evidence in the support.
15. The applicant who have registered for Ph. D. Programme prior to July 11, 2009 and have been awarded degree, are required to produce a certificate for the fulfillment of the conditions to be certified by the Registrar or the Dean Academic Affairs of the University concerned in the format appended at **Annexure-C**.
16. The applicant who have registered for Ph. D. Programme on or after July 11, 2009 are required to produce a certificate for the fulfillment of the provisions of the UGC (minimum standards and procedure for award of Ph. D. degree) Regulations, 2009/2016 as the case may be to be issued by the Vice-Chancellor/Pro-Vice-Chancellor/Dean, Academic Affairs/Dean, (Research & Development) of the concerned Universities as per **Annexure-D**.
17. The Criteria for shortlisting of candidate for Assistant Librarian is placed at **Annexure-E**. Respective columns of these annexures are to be filled and then to be signed by the candidate.
18. 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. Thus only those possessing the required specialization(s) and fulfilling the minimum eligibility conditions need to apply.
19. The application fee for the post will be Rs.1000/- (fee of Rs. 250/- for SC/EWS 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. No concession of fee is admissible to applicants of other States. Fees once paid will not be refunded under any circumstances.
20. The number of post may be increased or decreased including complete withdrawal, without assigning any reason. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.

21. Candidates are advised to visit the University website regularly for any update/new instructions/Scrutiny/Selection process including the interview schedule.
22. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
23. The post-doctoral experience shall be counted only if the candidate has worked on a post-doctoral fellowship of some government funded agency like UGC/ICSSR etc. Such Experience shall be counted only for the original term provided under the relevant rules.
24. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable. The documents enclosed with the application form should be self-attested and page numbered.
25. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
26. Age Limit: Maximum 55 years. No relaxation will be admissible.
27. The candidates found eligible by the Screening Committee and short listed by the University will be called for interview. Those declared ineligible will not be informed about their status.
28. For avoidance of doubt, it is hereby clarified that, If class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent cumulative Grade Point Average (CGPA) is to be considered as equivalent to first class. In case of CGPA awarded to the candidates on a 10- point Scale, the candidate need to obtain and submit the table of equivalence from the concerned university along with the application form.
29. In case of any inadvertent mistake in the process of Selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
30. The Application form along with self-attested copies of supporting documents should be sent to The Deputy Registrar (Estt), Gurugram University, Mayfield Garden, Sector-51, Gurugram by speed Post **on or before 23.05.2023** up to 4.00 PM. No application will be received through e-mail/fax. The University would not be responsible for any postal delay. The Candidates must mention the documents attached with application form with page numbers. Additional sheets may be used, if so required, to provide the information. Candidates must write "Application for the post of _____" on top of envelop in which application alongwith enclosures are being submitted.

Sd/-
REGISTRAR



GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

website: www.gurugramuniversity.ac.in

e-mail: registrar@gurugramuniversity.ac.in

ANNEXURE- A

Sr. No	Posts	Qualifications
1	Assistant Librarian	<p>i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)</p> <p>ii) A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>

Note :- The experience (wherever required) will be considered only after acquiring the essential qualification.

Annexure-B

The candidate who have obtained their degrees from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University (Sikkim), Global Open University (Nagaland) and Vinayaka Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities, in addition to Annexure titled "For the candidates who registered for Ph.D. Programme prior to July 11, 2009" or Annexure titled "For the candidates who registered for Ph.D. Programme on or after July 11, 2009" whichever is applicable.

Certificate in respect to Ph.D. from main campus and supervisor eligibility as per UGC norms

CERTIFICATE

This is to certify that Sh./Ms. _____ S/D/O of Sh. _____ has completed his/her degree through the main campus of the (Name of the University) at regular mode with the approval of the Statutory Bodies/Councils, wherever it is required. Further, in case of M.Phil/Ph.D. degrees, this is to certify that the University has allocated the supervisor from amongst the regular faculty members in a department or its affiliated PG College/Institutes depending on the number of students per faculty members, the available specialization among the faculty supervisor and the research interest of the student. Authorized Signatory of the Concerned University.

Authorized Signatory of the
Concerned University

ANNEXURE- C

(For the candidates who registered for Ph.D. Programme prior to July 11, 2009)

CERTIFICATE

Certified that Dr. _____son/daughter of Sh.
_____ Regn. _____ No. has been awarded Ph.D. Degree
vide Notification No. _____ Dated _____. He/She has fulfilled the following
conditions prescribed by the U.G.C. under point 3 of U.G.C. notification dated 11.07.2016, published in
the Gazette of India, New Delhi on 11.07.2016: -

- 1) The Ph.D. degree of the candidate awarded in regular mode only;
- 2) The Ph.D. thesis has been evaluated by at least two external examiners;
- 3) An Open Ph.D. viva-voce of the candidates had been conducted;
- 4) The Candidate has published two research papers from his/her Ph.D. work out of which at least one in a referred journal;
- 5) The Candidate has presented made at least two papers based on his/her Ph.D. work in conferences/seminars sponsored / funded/supported by the UGC/ICSSR/CSIR or any similar agency.

(Registrar / Dean Academic Affairs)
Authorized Signatory of the
Concerned University

ANNEXURE- D

(For the candidates who registered for Ph.D. Programme on or after July 11, 2009)

CERTIFICATE

This is to certify that Dr. _____ S/D/o Sh.
_____ with Regn. No. _____ has been awarded the
Degree of Ph.D. on in the subject of on fulfillment of the Provision of the UGC (Minimum Standards and
Procedure for awards of Ph.D. Degree) Regulations, 2009/2016 as the case may be.

(Registrar / Dean Academic Affairs)
Authorized Signatory of the
Concerned University

ANNEXURE- E**Criteria for Short-listing/selection of applicants as Assistant Professor/ Assistant Librarian**

Sr.	Academic Record	Score			
		1	Graduation	80% & Above =15	60% to less than 80% = 13
2	Post-Graduation	80% & Above =25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC non-creamy layer/PWD) to less than 60% =20	
3	M.Phil	60% & above = 07		55% to less than 60%= 05	
4	Ph.D	30			
5	NET with JRF	07	NET- 05	SLET/SET- 03	
6	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)				10
7	Teaching/ Post Doctoral Experience (2 marks for one year each)				10
8	Awards				
	International/ National Level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)				03
	State- Level (Awards given by State Government)				02

However, if the period of teaching/Post-doctoral experience is less than one year then the mark shall be reduced proportionately.

- Note: A) i) M.Phil + Ph.D Maximum – 30 Marks
ii) JRF/NET/SET Maximum – 07 Marks
iii) Awards category Maximum – 03 Marks
- B) Number of candidates to be called for Interview shall be decided by the University
- C) Academic Score - 80
Research Publications - 10
Teaching Experience - 10
Total - 100

The Academic score as specified in above mentioned table shall be considered only for short-listing of the candidates. The selections shall be based on the composite score as follows:

Domain Knowledge (50)	Teaching Skills (30)	Interview (20)	Composite Score (100)
To be assessed through written test	To be assessed through ppt Presentation		



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: registrar@gurugramuniversity.ac.in

Application Form for Direct Recruitment to Teaching Posts/Asstt. Librarian

Advt No:	Details of fee:		Paste Attested Passport Size Photograph
POST APPLIED FOR:			
1. Full Name (block letters)			
2. Father's/Husband's Name:		3. Mother's Name:	
4. Correspondence Address with e-mail & Phone no) Mob. E-Mail:		5. Permanent Address: Aadhar Number:	
6. Date of Birth		7. Age on last date Years.....Months... Days
8. Male/Female/TG		9. Marital Status:	10.Nationality:
11. Do you belong to SC/BC/PWD/ESM or any other (Please specify with proof):			

12. Educational Qualifications (Strike off which is not applicable):

Examination/Degree	Year	Division	% of Marks /Grade	University/ Board	Subjects/ Specialization	Regular/Distance (Full/Part time)
Matric/ Xth						
Pre- Uni./10+2/Inter/diploma						
B.E/B.Tech/B.Sc/B.com/BB A/any other						
M.E/M.Tech/MBA/M.Sc./ MCA or any other						
NET/SLET/GATE						
M.Phil						
PhD (Full time/Part time)	Subject.....				
Date of Registration	Topic of Thesis.....				
Date of thesis submission	Name of the University/Institute that has awarded the PhD Degree				
Year of Award of Degree				
		Is the degree awarded as per UGC PhD regulation 2009 (Yes/No)				
Any other qualifications						

13. Teaching/Professional/Research positions held (Give in chronological order starting with the present post)

Employer	Post held	Pay Scale / Band	Basic Pay with GP	Period of employment		Nature of duties/work/Teaching/Research/other
				From	To	

*only full time experience will be considered.

14(a) Has there been any break in your career?, If so, give details thereof with reasons:

b) Have you ever been punished during your service or convicted by a Court of Law? If so, give details?

c) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet

15 (a) Teaching experience (full-time) Institute/College/University:

(b) Research Experience:

(c) Any other Experience (Please specify):

16. Research contribution	Awarded	submitted	In Progress
PhD guided			
M.Phil guided			
Master's			
Number of sponsored research projects			
Number of consultancy projects			

17. Prizes/Medals/Awards/Honours (pl specify)

18. Extra-curricular activities, if any. Give details of proficiency acquired and part taken in other extra-curricular or social activities such as NCC, public debates and social service etc

19. Have you studied Hindi up to Matric Standard? Yes/No _____

20. Present Designation and Grade Pay _____

Total emoluments

.....

21. **a) Published Research Papers in Peer-Reviewed or UGC listed Journals** (attach proofs)

Sr.	Title with page nos. and date of publication	Journal	ISSN / ISBN No	Whether peer reviewed,	Impact Factor as per Thomson Reuters list	No. of co-authors	Whether You are main Author?	Journal listed in UGC list or not? Give number

- b) Publication other than Research Papers** (attach proofs)

Sr.	Book Authored/Chapter Authored/ Editor of Book (any other pl specify)	Publisher	International/ National	ISSN/ ISBN No	No. of co-authors	Whether you are the main author

22. **RESEARCH AND ACADEMIC CONTRIBUTIONS** (Applicable to *Professors & Associate Professor only*)

The Applicants applying for the post of Professor/Associate Professor are required to fill in the details pertaining to Academic/ Research score in the prescribed form Part B attached herewith. Guidelines for calculation of Academic/Research Score are also mentioned therein.

23. Give name, designation and address of three references not related to you.

References should be of persons with or under whom you have worked or who have intimated knowledge of your work.

- (i)
- (ii)
- (iii)

24. List of Enclosures:

It is certified that the foregoing information given by me is correct and true to the best of my knowledge and belief and no material information has been concealed. Further, I am aware of the fact that if the information given above is found incorrect or false at any stage, I am liable to be punished.

Date.....

Signature of the Candidate

(Note- Candidates may use additional sheets, wherever required, to furnish complete information)