



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122018

Advertisement No. 02/2019

Online applications are invited for various Non-Teaching posts. Details of posts, reservations of seats, prescribed qualifications and instructions etc. are available at University Website - www.gurugramuniversity.ac.in

Application processing fee of Rs. 500/- (Rs. 125/- for SC candidates of Haryana only) shall also be deposited online. 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.

Last date of submission online applications is **28-7-2019 (up-to 5.00pm)**. Incomplete application will summarily be rejected.

Any type of corrigendum/addendum/amendments/notice/updation etc. relating to this advertisement shall be uploaded on University website www.gurugramuniversity.ac.in;

Note:- Candidates who have applied earlier (for any of the above posts) need not apply again, however, any updation in academic qualification, experience etc if any will be accepted through written application up to the last date.

Registrar



GURUGRAM UNIVERSITY GURUGRAM

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Details of posts:-

Sr. No.	Name of posts	Classification	Pay Scale (s)- Pre-revised	Number of Vacancies
1.	Junior Engineer (Civil)	C	As per 7 th CPC	UR-02
2.	Clerk-Cum-DEO	C	As per 7 th CPC	UR-06, SC-03, BC(A)-02, BC(B)-01, PWD-01, ESM(UR)-03, ESM(SC)-01, ESM(BCA)-01, ESM(BCB)-01, SC(Sports)-01, BCA(OSP)-01, EWS-01
3.	Store Keeper (Graduate)	C	As per 7 th CPC	UR-01
4.	Lab. Technician	C	As per 7 th CPC	UR-02
5.	Lab. Assistant	C	As per 7 th CPC	UR-03, SC-01, EWS(Gen)-01
6.	Daftri	C	As per 7 th CPC	UR-03
7.	Draftsman	C	As per 7 th CPC	UR-01
8.	Driver	C	As per 7 th CPC	UR-03

Note: Candidates who have applied earlier against posts mentioned on Serial Numbers 1,5,6,7 & 8 need not to apply again, however, any updation in academic qualification, experience etc, if any, will be accepted through written application up to the last date.

Reservation as per State Govt. of Haryana norms. Benefits of reservation will be given only to the residents of Haryana.

REGISTRAR

Endst. No. GUG/Estt/2019/ 771-775

Dated: 08.07.2019

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

1. The Finance Officer, Gurugram University, Gurugram.
2. University Website.
3. PS to VC (for kind information of the Vice-Chancellor), Gurugram University, Gurugram
4. PA to Registrar (for kind information of the Registrar), Gurugram University, Gurugram.
5. Ms Sonia, Assistant (Public Relations, GUG)

SUPERINTENDENT



GURUGRAM UNIVERSITY, GURUGRAM

IMPORTANT INSTRUCTIONS FOR NON-TEACHING POSTS

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.
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 **28-07-2019**
10. No TA/DA for attending the test / interview etc. will be paid.
11. 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.

12. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD and EWS shall be given as per the Haryana Govt. rules.
13. 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.
14. The experience will be considered only after acquiring the essential qualification.
15. The application fee for the post will be Rs. 500/- (Rs. 125/- for SC candidates of Haryana) only. 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.
16. 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.
17. 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.
18. The applicants of Group-C posts wherever applicable, after qualifying the written test may be called for Computer Typing Test, 20 for 01 post and 10 for every additional post, in order of merit.
19. The merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website regularly.
20. All the documents attached with the application form should be self-attested.
21. Certificates regarding weightage under Socio-Economic criteria shall be submitted as per format specified by the State Government vide No. 22/28/2003-3GS-III also available on the university website.

Note: -The benefit of reservation will be given to the candidates of reserved categories who are residents of Haryana only. Such candidates are required to enclose cast certificates as per format laid down by the state Government duly issued by the competent authority with the application and in original at the time of interview. Dependent of ESM shall be required to produce a fresh Eligibility Certificate duly issued by the respective Zila-Sainik Board at the time of interview.

1) JUNIOR ENGINEER (CIVIL)

- a. Bachelor degree in Civil Engineering or equivalent qualifications or Diploma in Civil Engineering (3 year) from State Board of Technical Education or equivalent with 03years experience of Civil works in University/ Govt. / Semi-Govt. / Public buildings.
- b. Knowledge of English and Hindi/Sanskrit up to Matric standard.

2) CLERK-CUM-DEO

- a. Bachelor Degree from recognized University.
- b. Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.
- c. Knowledge of English & Hindi / Sanskrit upto Matric Standard

3) STORE KEEPER

- a. 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.
- b. Knowledge of Computer, English and Hindi / Sanskrit up to Matric Standard

4) LAB. TECHNICIAN

- a. 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.

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

5) LAB. ASSISTANT

- a. Diploma in relevant subject form State Board of Technical Education or 10+2 with Science from a recognized Board with 5 years experience in a University/ aided College.
- b. Knowledge of English and Hindi / Sanskrit up to Matric Standard

6) DAFTRI

- a. 10+2 Examination from a recognized Board.
- b. Knowledge of English and Hindi / Sanskrit up to Matric Standard
- c. Should have 02 years experience in a University / Govt./Semi-Govt./ Examining Body Office.

7) DRAFTSMAN

- a. Matriculation from a recognized Board.
- b. Diploma in the trade of Draftsman (Civil) from State Board of Technical Education.
- c. 03 Years experience in the relevant field in a University / Govt./Semi-Govt. Organization.
- d. Knowledge of Computer, English and Hindi / Sanskrit up to Matric Standard.

8) DRIVER

- a. Matriculation with English and Hindi/Sanskrit from a recognized Board.
- b. Heavy / Light Vehicle Driving License
- c. 5 Years experience of driving, in a Govt./Semi-Govt. Office / University.

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:-

I. If the applicant is a Widow; or

II. If the applicant is the first or the second child and his father had died before attaining the age of 42 years; or

III. 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:

- 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi and concerned or relevant subject, as applicable.
- 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.