



## **GURUGRAM UNIVERSITY, GURUGRAM**

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

Sector-51, Gurugram (Haryana)-122018

**Advertisement No. ENT-04/2019**

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](http://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 **13.08.2019 (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](http://www.gurugramuniversity.ac.in);

**Note:-**Candidates who have applied earlier (for any of the above posts) need not apply again.

**Registrar**



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

## Details of posts:-

Sr. No.	Name of posts	Classification	Pay Scale (s)- Pre-revised	Number of Vacancies
1.	Steno-Typist (English)	C	As per 7 <sup>th</sup> CPC	UR-02
2.	Steno-Typist (Hindi)	C	As per 7 <sup>th</sup> CPC	UR-02
3.	Carpenter Grade-I	D	As per 7 <sup>th</sup> CPC	UR-01
4.	Electrician	D	As per 7 <sup>th</sup> CPC	UR-01
5.	Mali – Cum – Chowkidar	D	As per 7 <sup>th</sup> CPC	UR-02
6.	Hostel Attendant (Male)	D	As per 7 <sup>th</sup> CPC	UR-01

**Note: Candidates, who have applied earlier against posts mentioned on Serial Numbers 3 to 6 needs 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/ 1041-1045  
19**

**Dated: 23-07-**

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)

**-sd/-  
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](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 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 **13.08.2019**
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](http://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.

## **QUALIFICATIONS & ELIGIBILITY -**

### **1) STENO TYPIST (ENGLISH)**

- a. Graduation from a recognized University or its equivalent.
- b. Knowledge of English and Hindi/Sanskrit up to Matric Standard.
- c. 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)
- d. Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.

### **2) STENO TYPIST (HINDI)**

- a. Graduation from a recognized University or its equivalent.
- b. Knowledge of English and Hindi/ Sanskrit up to Matric Standard.
- c. 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)
- d. Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.

### **3) CARPENTER GRADE-I**

- a. Matric with ITI Certificate in the trade of Carpenter with 2 year experience
- b. Knowledge of English and Hindi / Sanskrit up to Matric Standard

### **4) ELECTRICIAN**

- a. Matriculation from a recognized Board.
- b. ITI Certificate in Electrical trade along with two years experience of basic knowledge of Light transmission and heavy transmission.
- c. Knowledge of English and Hindi / Sanskrit upto Matric Standard.

#### **Desirable:**

Six months certificate of Computer Applications

### **5) MALI – CUM – CHOWKIDAR**

- a. Matriculation from recognized Board with well-versed in work
- b. Knowledge of English and Hindi / Sanskrit up to Matric Standard

### **6) HOSTEL ATTENDANT (MALE)**

- a. 10 + 2 examination from a recognized Board.
- b. Knowledge of English and Hindi / Sanskrit up to Matric Standard

## **SELECTION CRITERIA FOR GROUP C AND D 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
<b>Total</b>			<b>: 100 Mark</b>

**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:

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.