



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. Daftri, Peon, Hostel Attendant(Male), Hostel Attendant(Female), Library Cleaner, Lab Cleaner, Library Attendant, Lab. Attendant, Carpenter Grade-I, Electrician, Plumber Grade-II, Lineman, Mali-cum-Chowkidar, Sweeper/Cleaner. Last date for receipt of applications is **29.11.2018**. 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. 14/2018

Registrar

GURUGRAM UNIVERSITY GURUGRAM

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

Advertisement No. 14/2018

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. Daftri, Peon, Hostel Attendant(Male), Hostel Attendant(Female), Library Cleaner, Lab Cleaner, Library Attendant, Lab. Attendant, Carpenter Grade-I, Electrician, Plumber Grade-II, Lineman, Malicum-Chowkidar, Sweeper/Cleaner. 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 **29.11.2018 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



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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. 500/- (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	Pay Scale (s)- Pre-revised	Number of Vacancies
1.	Daftri	As per 7 th CPC	UR-02
2.	Peon	As per 7 th CPC	UR-04, SC-1, BC(A)-1
3.	Hostel Attendant (Male)	As per 7 th CPC	UR-01
4.	Hostel Attendant (Female)	As per 7 th CPC	UR-01
5.	Library Cleaner	As per 7 th CPC	UR-01
6.	Lab Cleaner	As per 7 th CPC	UR-01
7.	Library Attendant	As per 7 th CPC	UR-01
8.	Lab. Attendant	As per 7 th CPC	UR-03
9.	Carpenter Grade-I	As per 7 th CPC	UR-01
10.	Electrician	As per 7 th CPC	UR-01
11.	Plumber Grade-II	As per 7 th CPC	UR-01
12.	Lineman	As per 7 th CPC	UR-01
13.	Mali – Cum – Chowkidar	As per 7 th CPC	UR-01
14.	Sweeper/ Cleaner	As per 7 th CPC	UR-03

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 **29-11-2018 (upto 4 P.M.)**.

REGISTRAR

Endst. No. GU/2018/

Dated: 30.10.2018

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. 14/2018

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 29.11.2018.
10. No TA/DA for appearing in the test 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 29.11.2018 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 anytime before or after the written examination 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. 500/- (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 merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website frequently.
23. 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 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.

QUALIFICATION FOR THE POST OF DAFTRI

1. 10+2 Examination from a recognized Board.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard
3. Should have 02 years experience in a University / Govt./Semi-Govt./ Examining Body Office.

QUALIFICATION FOR THE POST OF PEON

Matriculate with English and Hindi from a recognized Board.

QUALIFICATION FOR THE POST OF HOSTEL ATTENDANT (MALE)

1. 10 + 2 examination from a recognized Board.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF HOSTEL ATTENDANT (FEMALE)

1. 10 + 2 examination from a recognized Board.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF LIBRARY CLEANER

1. Matriculation from a recognized Board with ability to read and write English.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard.

QUALIFICATION FOR THE POST OF LAB. CLEANER

1. Matriculation from a recognized Board with ability to read and write English.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF LIBRARY ATTENDANT

1. 10 + 2 examination from recognized Board with 03 years experience in a Govt./ University Library.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF LAB ATTENDANT

1. 10+2 in Science Stream from a recognized Board or Matric with Science from a recognized Board with 3 years experience in a University/ aided College.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF CARPENTER GRADE-I

1. Matric with ITI Certificate in the trade of Carpenter with 2 year experience
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF ELECTRICIAN

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

Desirable:

Six months certificate of Computer Applications

QUALIFICATION FOR THE POST OF PLUMBER GRADE-II

1. Matriculation from a recognized Board with ITI Certificate in the trade of Plumber/ Fitter with 2 years experience.
2. Knowledge of English and Hindi/Sanskrit upto Matric standard.

QUALIFICATION FOR THE POST OF LINEMAN

1. Matriculation from recognized Board with two year I.T.I. Diploma in Electricity or two year vocational course of lineman.
2. Knowledge of English and Hindi / Sanskrit upto Matric Standard

QUALIFICATION FOR THE POST OF MALI – CUM – CHOWKIDAR

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

QUALIFICATION FOR THE POST OF SWEEPER / CLEANER

1. Matriculation from recognized Board with well-versed in work of sweeping & cleaning
2. Knowledge of English and Hindi / Sanskrit up to Matric Standard

SELECTION CRITERIA

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.

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 will be Rs. 500/- (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 zRegistrar, 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)