

GURUGRAM UNIVERSITY GURUGRAM

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

Advertisement No. 06/2018

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

Applications for the post of T.P.O. are invited. Details regarding post, 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 **14.09.2018**. 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

GURUGRAM UNIVERSITY GURUGRAM
(Estd. by State Act-17 of 2017)

The University, invites applications for the post of Training and Placement Officer. Last date for receipt of applications is 14.09.2018. **For details please visit our Website: www.gurugramuniversity.ac.in**

Advt. No. 06/2018

Registrar



GURUGRAM UNIVERSITY GURUGRAM

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

Advertisement No. 06/2018

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

Applications for the following post 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. 1000/- for Class A (fee of Rs. 250/- for Class A 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)

Post Code	Name of posts	Pay Scale (s)	Number of Vacancies
01	Training & Placement Officer	37400-67000 AGP of Rs.9000 (pre-revised)	UR-1

The University follows Reservation Policy/Rules as per State Govt. of Haryana norms.

Application forms complete in all respects for the above post should reach the office of the Registrar Gurugram University, Gurugram-122018 latest by **14-09-2018 (4 P.M.)**.

REGISTRAR

Endst. No. GU/2018/_____

Dated _____

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

1. P.S. to Vice-Chancellor (for kind information of the Vice-Chancellor), GUG.
2. 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. 06/2018

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 or they should produce “No Objection Certificate” at the time of interview, otherwise they will not be allowed to appear for the interview.
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 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 14.09.2018 upto 4 pm..
9. No TA/DA for attending the test / interview etc. will be paid.
10. Candidates must write “Application for the post of Training & Placement Officer” on the top of envelop in which the application is being submitted.
11. The last date of receipt of applications in the office of Registrar, Gurugram University is 14.09.2018 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.
12. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD shall be given as per the Haryana Govt. rules.

13. University will not be responsible for any postal delay and applications received late will be rejected.
14. No concession of fee is admissible to applicants of other States.
15. 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.
16. The experience will be considered only after acquiring the essential qualification.
17. The application fee for the post will be Rs. 1000/- (Rs. 250/- and 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.
18. The upper age limit is 50 years for this post. For candidates who are in employment and have applied through proper channel, age bar shall not be applicable.
19. The candidates are advised to visit the University website regularly for any updation / new instructions/scrutiny/selection process.
20. 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. Only those possessing the required specialization(s) and fulfilling the minimum eligibility conditions thus need apply.
21. Only candidates found eligible by the Screening Committee will be called for interview. Those declared ineligible will not be informed of their status being as such. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post both in terms of minimum eligibility conditions and the required specialization attached therewith, if any.
22. The University reserves the right to shortlist candidates on the basis of objective criteria. 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.

QUALIFICATION FOR DIRECT RECRUITMENT OF THE POST OF TRAINING AND PLACEMENT OFFICER:

- (i) A Ph.D. degree with First Class at Master's degree in the Engineering/ Technology/ Management/ Pharmacy.
- (ii) 12 years of industrial/professional experience at Managerial Level in Training and Development.
- (iii) Excellent communication both in written and spoken English is essential
- (iv) Knowledge of Hindi/Sanskrit upto Matric Standard

CRITERIA/WEIGHTAGE FOR AWARD OF SCORES FOR DIRECT RECRUITMENT FOR THE POST OF TRAINING AND PLACEMENT OFFICER:

Total Marks-50

Sr. No.	Parameters	Max Marks	Marks assessed by Committee
A. Academic Record		20	
	(a) Minimum Academic Qualifications 00 marks OR (b) Throughout First Class (5 marks for each 1st Division in Matric, +2, B.A./B.Sc./B.Com, and M.A./M.Sc./MBA) OR (c) 1st Division in M.A./M.Sc. and 1st Division In any two of the lower examinations (5 mark each)	20	
B. Domain Knowledge & Skills		18	
	(i) Assessment of Domain Knowledge and skills by selection committee	08	
	(ii) Industrial/Professional Experience- 2 marks for each year of Industrial/Professional experience over and above the essential minimum required experience	10	
C. Interview		12	
1	Communication Skill	04	
2	Quality of response	04	
3	Overall personality	04	
Total Marks obtained by applicant/assessed by committee			

Note: -

1. Assessment of Category A, and B (ii) will be done by the Screening Committee.
2. Assessment of category B (i) and C will be done by the Selection Committee.

SELF ASSESSMENT PERFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF TRAINING AND PLACEMENT OFFICER:

Total Marks-50

Name & Father's Name of the applicant:				
Date of Birth:				
Post applied for:				
Sr. No.	Parameters	Max Marks	Self Assessment Score*	Verified Score**
A. Academic Record		20		
	(a) Minimum Academic Qualifications 00 marks OR (b) Throughout First Class (5 marks for each 1st Division in Matric, +2,B.A/B.Sc./B.Com, and M.A./M.Sc./MBA) OR (c) 1st Division in M.A./M.Sc. and 1st Division In any two of the lower examinations (5 mark each)	20		
B. Domain Knowledge & Skills		18		
	(iii) Assessment of Domain Knowledge and skills by selection committee	08		
	(iv) Industrial/Professional Experience- 2 marks for each year of Industrial/Professional experience over and above the essential minimum required experience	10		
C. Interview		12		
1	Communication Skill	04		
2	Quality of response	04		
3	Overall personality	04		
Total Marks obtained by applicant/assessed by committee				

Note: -

1. Assessment of Category A, and B (ii) will be done by the Screening Committee.
2. Assessment of category B (i) and C will be done by the Selection Committee.

Note: Supporting documents/evidence for claiming the score, wherever required are to be attached.

*To be filled by the applicant.

**To be verified by the Screening/Scrutiny Committee

(Name & signature of the applicant)

Serial No.....

GURUGRAM UNIVERSITY, GURUGRAM
Application form for Non-Teaching posts

A passport size
recent photograph
of the candidate

Application No.....

Signature of Candidate

(To be filed in by the office)

NOTE:

- i. The application form should be filled 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 for non-teaching posts will be Rs. 1000/- for Class A and B and Rs. 500/- for Class C and D (Rs. 250/- and 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 asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the Registrar, 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)