



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

Advertisement No. – ENT -04/2022

Online applications are invited from the eligible persons for direct recruitment in following non-teaching posts upto 23.07.2022.

Sr. No.	Name of posts	Group	Pay Level as per pay Matrix (7 th CPC)	Total posts to be filled	Breakup of the posts
1.	Public Relation Officer (PRO)	B	FPL- 08	01	UR-1
2.	Peon	D	DL	03	UR-1, SC-1 & BCA-1

Complete details including eligibility conditions, selection criteria and general instructions are available at University website www.gurugramuniversity.ac.in. Application Fee of Rs. 500/- (Rs.125/- for SC/BC & EWS candidates of Haryana) will also be accepted online. The women candidates of Haryana domicile will pay 50% of fee. The PWD/ESM candidates are exempted from payment application fee. Interested applicants are advised to apply online through the link available on the University website www.gurugramuniversity.ac.in between the opening date 01.07.2022 and closing date 23.07.2022 (12:00 midnight).

After successful submission of application form in online mode, the filled application form must be printed and signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent to the Deputy Registrar (Establishment), Gurugram University, Mayfield Garden, Sector-51, Gurugram (Haryana)-122003, latest by July 30, 2022.

Sd/-

REGISTRAR

Endst. No. GUG/ Estt/2022/**2280-2284**

Dated: **29.06.2022**

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

1. The Dean Academic Affairs, GUG.
2. The Finance Officer, GUG.
3. The Deputy Registrar (IT) for uploading on the University website, GUG.
4. OSD to VC (for kind information of the Vice- Chancellor), GUG.
5. P.A. to Registrar (for kind information of the Registrar), GUG.

Sd/-

**Deputy Registrar (Estt)
For Registrar**



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GENERAL INSTRUCTIONS

1. The Applicant must be citizen of India.
 2. Applicants willing to apply for the advertised post are advised to apply online through the link available on the University website www.gurugramuniversity.in between the opening date 01.07.2022 and closing date 23.07.2022 (12:00 midnight).
 3. Applicants are advised to make sure before applying that they are indeed eligible in terms of minimum eligibility conditions and the requisite specialization attached here with, if any.
 4. Application Fee of Rs. 500/- (Rs.125/- for SC/BC & EWS candidates of Haryana) will also be accepted online. The women candidates of Haryana domicile will pay 50% of fee. The PWD/ESM candidates are exempted from payment application fee. This fee is neither refundable nor transferable/adjustable. No concession is admissible for the applicants belonging to outside Haryana.
 5. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee for the same.
 6. The minimum age is 18 years and upper age limit is 42 years. Age relaxation is admissible as per State Govt. rules. No age relaxation is admissible to reserved category candidates applying for unreserved (UR) posts
 7. A candidate need to apply by filing up all the requisite fields and all the required documents will need to be uploaded/ sent along with the application form. Application not supported with required application fee, self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard.
 8. The University will not be responsible for any error/omission/commission/suppression of any information by the applicant knowingly/unknowingly/overtly/covertly while filling the application form and uploading the documents.
 9. The qualifications for respective post are placed at Annexure-A. The requisite qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application. The criteria for short-listing / selection are placed at Annexure B.
 10. No document will be accepted/ considered by the University after last date of submission of application form by the candidate and no subsequent request for any change will be considered or granted. No correspondence/email/ phone will be entertained in this regard.
 11. All qualifications must be attained from recognized Board/Universities/Institutes. The applicants who have obtained qualifications from any Board/University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised.
 12. For avoiding the doubt, it is hereby clarified that If class or division is not declared at the Bachelor's/Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent cumulative Grade
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Point Average (CGPA) is to be considered as equivalent to first class.

If a Grade Point System is adopted the CGPA will be converted into equivalent marks. Provide the relevant document of conversion of CGPA into equivalent marks along with application form.

In case of integrated programme, the % of marks will be considered for both the degrees covered (UG and PG) under the programme.

13. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be shortlisted for written test/ skill test / interview. The applications may be short-listed on the criteria specified at Annexure-B. The University reserves its right to restrict the shortlisted applicants to a reasonable number. The Selection will be made as per specified selection criteria. The structure & syllabus of the written test will be uploaded on the University website shortly.
14. The scrutiny of applications will be done on the basis of the information filled and documents uploaded by the applicants and thus remain provisional till the same gets verified. If on verification, any information/document is found to be incorrect at any stage (even after selection) the applicant will be liable for prosecution as per rules.
15. The written test will be conducted for these posts and it will be mandatory to qualify i.e. to secure a minimum of 50% marks (47.5% for SC/ST/PWD category) in this written test to be considered for further selection process.
16. The experience will be considered only after acquiring the essential qualification. The candidates have to produce the experience certificates clearly mentioning the designation, time period, pay scale/band/FPL, along with valid salary slip/Form-16/PF-ESI details etc. to claim the benefit of experience mentioned therein.
17. a) The benefit of reservation will be given only to those (SC/ BC-A/ BC-B/ PWD/ ESM/ EWS etc) applicants who are domicile of State of Haryana.
b) The applicants seeking reservation under any category e.g. SC/BC-A/BC-B/PWD/EWS etc. are required to submit the requisite certificate issued by the Competent Authority as prescribed by the State Govt. In case of women candidates, certificate from in-laws (Husband side) will not be entertained. The benefit of reservation to the applicants belonging to Backward Class Category is to be considered strictly as per the provisions of Haryana Backward Class (Reservation in Services and Admission in Educational Institutions) Act, 2016. The applicants who have claimed such reservation are required to produce the requisite certificate along with Income certificate issued from the Competent Authority as defined vide State Govt. Notification issued from time to time.

Note- (i) The applicants of reserved categories of Haryana for which no vacancy is available/reserved, can apply for the posts in General Category, if he/she fulfils all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category



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except fees and also attach scanned copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.

- (ii) The reserved category applicants of other States will be considered only against General Category. Such applicants should fulfill all the eligibility conditions as meant for General Category applicants.
 - (iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation.
 - (iv) The dependent sons/daughters of ESM will be considered against ESM category if suitable ESM applicants are not available. ESM/DESM applicants of Haryana claiming benefit will have to produce the fresh eligibility certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking including Para-Military Forces, in view of State Government instructions. Mere dependent certificate will not be entertained.
 - (v) The reservation of EWS category is applicable to only domiciles of Haryana, who are not covered under the existing schemes of reservation for Scheduled Caste, Backward Class (Block-A) and Backward Class (Block-B). The candidates are required to submit the valid certificate of EWS (Economically Weaker Section) category along with certificate of domicile issued by the Competent Authority failing application will be summarily rejected and no correspondence will be made in this respect. In case no suitable applicant of EWS category found, the post reserved for same will be filled by General Category candidate.
21. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
 22. Any type of corrigendum/addendum/amendment/notice/updation etc. related to this advertisement shall be uploaded on University website. Further, the University will not convey any further information/call letters by post/publishing in the newspaper. Therefore, the candidates are advised to regularly keep on visiting the University website.
 23. Applicants must have a valid active personal mobile no./email ID (not to be changed till the process gets over) as the relevant information may be emailed/SMS. The University will not be responsible for non-delivery of email/sms.
 24. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview and the reason for not being called for Test/Interview.
 25. The University reserves its right to increase/decrease the number of posts advertised and not to fill or withdraw any or all of the posts without assigning any reason.
 26. All the documents to be attached with the application should be self-attested with page number & details of enclosed documents should be specified otherwise the candidate will be responsible for misplace/loss of any enclosed document(s).
 27. The candidates, who are in employment should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of document verification/interview, otherwise their candidature will not be entertained.
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28. All disputes will be subject to Jurisdiction of Gurugram Court only.

Documents to be uploaded/submitted with Application Form:

- Copy of essential academic qualifications and matriculation certificate showing Date of Birth and other relevant details.
- Copy of a valid certificate for claiming reservation (if applicable) along with Haryana domicile Certificate issued by competent authority as notified by the State Govt.
- Scanned latest Photo duly signed by the applicant.
- Scanned signatures of the applicant
- Copy of all documents w.r.t information filled including higher qualification, experience etc.

How to apply:

Please read the instructions carefully before applying. Applicants willing to apply are advised to apply online through the link available on the University website www.gurugramuniversity.in between the opening date 01.07.2022 and closing date 23.07.2022 (12:00 midnight)

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Sd/-

DEPUTY REGISTRAR



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Annexure-A: Eligibility conditions including qualifications/experience etc.

QUALIFICATION FOR THE DIRECT RECRUITMENT TO THE POST OF PEON

Matriculate with English and Hindi from a recognized Board.

QUALIFICATION FOR DIRECT RECRUITMENT OF THE POST OF PUBLIC RELATION OFFICER:-

- (i) Post-graduate degree in Journalism Or Mass Communication of Public Relations & Advertisement from a recognized University with atleast three year's media experience in the relevant field/trade i.e. (Print/Electronic Media) or Publicity/Public Relations Organization or Public Sector undertaking / Govt. Organization or University.

OR

Post-graduate degree in English or Hindi with one year P.G Diploma in Journalism / Mass Communication/Public Relations & Advertising with atleast three years's media experience in the relevant field / trade i.e. (Print/Electronic Media) or Publicity / Public Relations Organization, Public Sector Undertaking / Govt. Organization or University..

- (ii) **Hindi/Sanskrit as one of the subject in Matriculation or higher.**
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ANNEXURE- B

Criteria for Short-listing/selection of applicants as Public Relation Officer

ACADEMIC WEIGHTAGE				DOMAIN KNOWLEDGE TO BE ADJUDGED THROUGH WRITTEN TEST	INTERVIEW	TOTAL
10 TH	10+2	UG	PG			
5 Marks	5 Marks	10 Marks	10 Marks	50 Marks	20 Marks	100 Marks



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Selection Criteria for the Group D posts

1. The Selection of the applicants to the posts belonging to Group-D shall be done on the basis of written exam, socio-economic criteria and experience.
2. The University shall be at liberty to set the number of questions, marks per question and duration of written examination. The scheme of marks in respect of selection to the post shall comprise of total 100 marks, as detailed under:
 - i) Written Test of 90 Marks : 90 marks
 - ii) Socio-Economic Criteria and Experience : 10 marks

Total : 100 Mark
3. The 90 marks for written exam shall be divided into two parts comprising:-
 - a. 75% weight-age for General Awareness, Reasoning, Maths, Science, Computer, English, Hindi (*up to 10th standard of Haryana Board of School Education-HBSE*)
 - b. 25% weight-age for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana (*up to 10th standard of Haryana Board of School Education-HBSE*)

Name of the Post	Weight-age for written test & Socio- Economic criteria and experience				
	Tests (90)	Socio- Economic criteria			Experience
Peon	Written Test/ Skill test/ typing test etc	05 (If neither the applicant nor any person from among the applicant's family viz. father, mother, spouse, brothers and sons 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)	05 (If the applicant is a widow OR if the applicant is the first or the second child and his father had died before attaining the age of 42 years OR the applicant is the first or second child and his father had died before the applicant had attained the age of 15 years)	05 (If the applicant belongs to such a de-notified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Schedule Caste nor a Backward Class)	08 (Half mark for each year or part thereof exceeding six months of experience, out of a maximum of 16years, on the same or a higher post in any department/ board/ corporation/ company/ statutory body/ commission/ authority of Govt. of Haryana. No marks will be awarded for any period less than six months)
Max Marks- 10 (no applicant shall be given more than 10 marks under any circumstances)					