



# GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) e-mail: [registrar@gurugramuniversity.ac.in](mailto:registrar@gurugramuniversity.ac.in)

Ref: Rectt/T-8/2023/122

Date: Jan 25, 2024

## NOTICE

Sub: Document Verification and Assessment of Socio-economic & experience weight-age of shortlisted applicants for the post of Lab Assistant (Chemistry) vide Advt. No 8/2023

Reference: this office notice no. Rectt/T-8/2023/102 dated Jan 12, 2024 on the subject and the said process conducted on Jan 23, 2024

As none of the shortlisted applicants for the post of Lab Assistant (Chemistry) could be found eligible for ESM category, therefore, the following applicants are hereby added to the list of shortlisted applicants for this post:

Sr	Application ID	Roll No.
1	GU-13916	635001
2	GU-13975	635002
3	GU-14697	635006
4	GU-14782	635007

3. The above applicants are advised to report for document verification at 9:30 am on Jan 29, 2024, at the reception of the University campus in Sector 51, Gurugram, along with all original certificates in support of their eligibility and the information filled in the application form. If any applicant fails to produce the documents in support of eligibility as per specified conditions at the time of document verification, his/her application will summarily be rejected. The applicants are advised to bring the originals of following document along **with set of self-attested photocopies:**

- Print out of the online filled application form
- Two Photo (pp size) with Identity & Address Proof having recent clear photograph
- Certificate for claiming benefits of reservation (ESM) issued from the Competent Authority as specified by the State of Haryana on the prescribed format only, along with Domicile certificate.
- Matriculation Mark sheet and certificate
- Senior Secondary/Diploma Mark sheet and certificate
- Bachelor's (UG) Mark Sheets & Degree Certificate
- Certificate of Experience (strictly as requisite in eligibility conditions) with clear mention of Designation, Time-period & Pay scale/Band with AGP, which must be supported with Salary slip/PF statement/ Form 16/ Bank Statement, or any other valid proof of salary paid as claimed. *Such proof will not be required for experience of legal matters/ practicing in court of law.* Irrelevant (not as per requisite eligibility conditions) experience will not be considered.



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It is clarified that if any of the above documents is not produced at the time of document verification, the respective information/data will not be considered which may lead to ineligibility. No time will be permissible to submit any document later on. If an applicant does not report for document verification, he/she will not be considered for further process of selection.

4. Further, as per the selection criteria mentioned in the Advertisement, the weightage of socio-economic criteria & experience is to be ascertained for all the eligible applicants. Accordingly, applicants are hereby informed that in addition to the documents related to eligibility and category, the following documents are also required to be produced in support of the information of respective applicants in the undertaking attached at Annexure-A to ascertain this weightage:

Criteria	Requisite Documents
If neither the applicant nor any person from among the applicant's family, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Haryana Govt. or any other State Govt. or GoI	Affidavit in this concern duly issued from the first-Class Magistrate/ Public Notary/ Oath Commissioner
Gross annual income of the family from all sources i.e., salary agriculture, business, profession etc. for the financial year 2022-23 was less than one lakh eighty thousand rupees	
If the applicant is a widow	Proof of Marriage along with Death Certificate of Husband
If the applicant is the first or the second child and his/ her father had died before attaining the age of 42 years	Affidavit stating that he/she is first/second child along with Date of Birth & Death Certificate of Father
If the applicant is the first or second child and his/her father had died before applicant had attained the age of 15 years	
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	Caste/Class certificate issued from the Competent Authority
Experience	Experience (over & above requisite) Certificate along with salary slip/Form 16/Proof of PF/CPF/NPS/ESI Contribution

In absence of requisite documents, the claim of the respective applicant will not be considered.

  
**REGISTRAR**

Enclosure: Annexure A

Copy to  
a) All concerned applicants via email  
b) Web Administrator: to upload on the University website  
c) PA to VC: for information



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Annexure-A

## UNDERTAKING

(Submitted by the applicant of Group C & D post at the time of document verification)

I hereby furnish the following information:

A. Whether the applicant (.....) or any person from amongst the applicant's father, mother, spouse, brothers and sons is, was or has been a regular employee in any Deptt/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Govt of Haryana or any other State Govt./GoI. **(YES/ NO)** \_\_\_\_\_

B. Whether Gross annual income of the family of applicant (.....) from all sources i.e., salary agriculture, business, profession etc. for the financial year 2022-23 was less than one lakh eighty thousand rupees. **(YES/ NO)** \_\_\_\_\_

C. Orphan/ Widow: -

i) Whether the applicant (\_\_\_\_\_) is a widow. **(YES/ NO)** \_\_\_\_\_

ii) Whether the applicant (\_\_\_\_\_) is the first or the second child and his father had died before attaining the age of 42 years. **(YES/ NO)** \_\_\_\_\_

iii) Whether the applicant (\_\_\_\_\_) is the first or the second child and his father had died before the applicant had attained the age of 15 years. **(YES/ NO)** \_\_\_\_\_

D. Whether 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. **(YES/ NO)** \_\_\_\_\_

I \_\_\_\_\_ hereby undertake that the information stated above is true and correct to the best of my knowledge, and nothing has been concealed therein. I hold myself liable for perjury, falsehood, misrepresentation and/or omission and/or falsification or act of dishonesty for any fraudulent, fake or tampered documents that have been submitted. Further, I shall not take advantage of the certificate(s) issued by the Competent Authority if in the meantime any other eligible person in any family obtains the benefits thereof in the recruitment.

Signature of the Applicant

Name of the Applicant: \_\_\_\_\_

Application ID: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_