



**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. Clerk-Cum-DEO and Hostel Warden (Girls). Last date for receipt of applications is **06.12.2018**. For details please visit University Website: [www.gurugramuniversity.ac.in](http://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](http://www.gurugramuniversity.ac.in); Further, the university will not send any further information/call letters by post/newspapers.

**Advt. No. 16/2018**

**Registrar**

## **GURUGRAM UNIVERSITY GURUGRAM**

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

**Advertisement No. 16/2018**

**BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)**

The University invites applications for the posts of Non-Teaching i.e. Clerk-Cum-DEO and Hostel Warden (Girls). 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 **06.12.2018 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**



# GURUGRAM UNIVERSITY GURUGRAM

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

## Advertisement No. 16/2018

**BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)**

Applications for the following posts are invited on the prescribed application form available at Gurugram University website ([www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in)). Details regarding post, prescribed qualifications and instructions are available at University Website [www.gurugramuniversity.ac.in](http://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.	Clerk-Cum-DEO	As per 7 <sup>th</sup> CPC	UR-14,SC-04, BCA-03, BCB-02, PWD-01, ESM(Gen)-02, ESM (SC)-01, ESM(BCA)-01, ESM(BCB)-01 SC(Sports)-01
2.	Hostel Warden (Girls)	As per 7 <sup>th</sup> CPC	UR-01

The abbreviations are to be interpreted as follows: UR: Unreserved, SC: Scheduled Caste; BC-A: Backward Class-A; BC-B: Backward Class-B; ESM: Ex-Servicemen; PWD: Person with Disability.

**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 **06-12-2018 (upto 4 P.M.)**.

**REGISTRAR**

**Endst. No. GU/2018/**

**Dated: 02.11.2018**

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. 16/2018

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](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-A: Backward Class-A; BC-B: Backward Class-B; 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 06.12.2018 (upto 4PM).
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 06.12.2018 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-A, BC-B, 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 any time before or after the written examination or interview (wherever applicable) 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](http://www.gurugramuniversity.ac.in); Further, the university will not send any further information/call letters by post/newspapers.
22. The applicants for the post at Sr. No. 1, after qualifying the written test(s) may be called for Type/Computer Test, 20 for 01 post and then 10 for every additional post, in order of merit.
23. The merit list as per criteria shall be displayed on the University Website. Therefore, the applicants may visit the University Website frequently.
24. The documents enclosed with the application form should be self-attested and page numbered.

**Note:-**

The benefit of reservation will be given only to Haryana domiciled candidates. The candidates of SC/BC-A/BC-B/ESM/PWD are required to submit SC/BC-A/BC-B/ESM/PWD Certificate duly issued by the Competent Authority of Haryana only.

Only such PWD candidates would be eligible for reservation in services/posts who suffer 40% relevant disability or more. The dependent sons/daughters of ESM who fulfil all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM if suitable ESM candidates are not available. ESM/DESM candidates 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 at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview self- attested photocopy of identity card issued by concerned Zila Sainik Board.

### **QUALIFICATION FOR THE POST OF CLERK-CUM-DEO**

- (i) Bachelor Degree from recognized University.
- (ii) Typing Speed of 35 W.P.M in English and computer test at the speed of 8000 depression per hour in MS Word.
- (iii) Knowledge of English & Hindi / Sanskrit up to Matric Standard

### **QUALIFICATION FOR THE POST OF HOSTEL WARDEN (GIRLS)**

1. Master's Degree with 50% marks and two years experience in the line.
2. Knowledge of English & Hindi/Sanskrit up to Matric standard.
3. Only female candidates can apply for this post.

**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
<b>Total</b>		<b>: 100 Marks</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:-

- 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 (Vimukt Jatis 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.

**(a 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 is Rs. 500/- (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](http://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-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/BC-A/BC-B/ESM/PHD)
- 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/BC-A/BC-B/PHD/ : \_\_\_\_\_  
Ex-Servicemen of Haryana (if yes, attach a  
certificate from the competent authority )
- c) Male/Female/Trans-gender : \_\_\_\_\_
- d) Marital 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 of .....to theRegistrar, 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)