

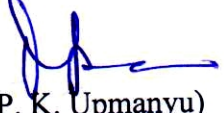
MOST URGENT
TIME BOUND

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(Personnel Branch-III)

Sub: Advertisement for inviting applications for the non-teaching post of Placement Officer in GGSIP University on Contract basis.

Please find enclosed herewith a brief advertisement for inviting applications for the post of Placement Officer in GGSIP University on Contract basis with the last date of inviting application for the above said post is 12.06.2020 upto 5:00 P.M.

You are requested to kindly upload the same on University website.


(Brig. P. K. Upmanyu)
Joint Registrar (Personnel)

✓ **Incharge- Server Room**

UO No. GGSIPU/Personnel/2020/ 8738

Dated: May, 2020



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi-110078
Website: www.ipu.ac.in

F.No. F.No GGSIPU/Personnel/2020/

Dated: 29.05.2020

Employment Notice

Guru Gobind Singh Indraprastha University, Delhi invites applications on prescribed format from eligible and willing candidates to fill-up the post of Placement Officer in the GGSIP University on Contract basis as per the following requirement:-

Essential Qualification:

B.E./B. Tech Engineering Degree and MBA (HR) from a recognized Institute / University.

Desirable:

Industrial / Corporate exposure or any additional educational qualification.

Experience: Minimum of 7 years of proven experience in the relevant filed.

Age limit: 40 years

Mode of appointment: The appointment shall be on contractual basis initially for a period of two years, extendable upto three years on the basis of performance.

The said appointment of Placement Officer will be against a vacant post of Associate Professor as the University needs experienced person for performing duties. The consolidated salary shall be Rupees 1.5 Lacs per month.

The prescribed format for filling up by the candidate is enclosed alongwith this notice. The candidates interested are required to fill the form and send it to the University as attachment on the email: pers2ipu@gmail.com.

Interested candidates may apply through email at pers2ipu@gmail.com. upto 12.06.2020, 5:00 P.M..

(Brig. P.K. Upmanyu)
Jt. Registrar (Pers.)



Last date: 12.06.2020 upto 5:00 P.M.

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, NEW DELHI-110078

APPLICATION FORM FOR THE PLACEMENT OFFICER

Space for
self attested
Photograph

- Note:
1. Fill in all the information in block letters only.
 2. Attach separate sheet in case of insufficient space in any column.
 3. Attach copies of all the mark-sheets/degree(s)/certificates.

1. Post applied for :
2. Candidate's name in full :
3. Address for correspondence
4. Permanent residential address:
5. (a) Telephone No. (with STD Code) :
(b) Mobile No. :
(c) Fax No. (with STD code) :
6. E-mail address :
7. Date of Birth :
Age as on Last Date:
Years Months Days
8. Father's/ Husband's name:
9. Marital status:
11. Nationality :
12. Category (Gen./OBC/ SC/ST/PWD*):
* Persons With Disabilities
13. Designation & complete postal Address of current employer

PLACEMENT OFFICER (ON CONTRACT)

Grid for candidate's name in full

Grid for address for correspondence

Grid for permanent residential address

Grid for telephone and mobile numbers

Grid for fax number

Grid for date of birth and age breakdown

Grid for father's/husband's name

Grid for marital status

Grid for nationality and religion

Grid for designation and postal address

14. Educational Qualifications: (Attach duly attested copies)

-2-

Examination	Division/ Grade	% age of marks	University/ Board	Year of Passing/ Award	Subjects
10 th Class or equivalent					
10+2 or equivalent					
Graduation Specify name of degree					
.....					
Post Graduation Specify name of degree					
.....					
Ph. D. / M.Phil or PG-Degree etc.					
.....					
Any other					
.....					

15. Experience (Please start with the latest & Attach duly attested copies):

Post held/ Designation & Nature of Appointment	Name of the Institute/ Department/Organization	Period of Experience			Pay Band/ Pay scale/ & GP	Last basic Pay (Rs.)	Nature of work	Reasons for leaving (wherever applicable)
		From	To	Total (year & Month)				

16.

Language(s) Known (Please tick)	Read	Write	Speak
(i) Hindi			
(ii) English			
(iii)			

17. Present Basic Pay: Rs. _____ in the Pay Scale of Rs. _____

18. Basic Pay acceptable: Rs. _____

19. Period required for joining, if selected: _____

20. Any other relevant information you wish to give in support of your candidature:

Contd..3

21. Name and address of two persons (other than relatives) to whom references can be made:

1. _____

2. _____

22. Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there from. I also understand that in case any information is found to be false, my services shall be liable to be terminated without notice.

I have read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

23. Recommendation of the employer (to be submitted by those who are in employment) – (if applicable)

Date :


Place:

Signature & Seal of the employer

General Instructions and Guidelines

1. No column of application should be left blank. Strike out those columns, which are not applicable.
2. Application received late shall not be entertained.
3. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
4. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
5. Application Form must also be accompanied by attested copies of all Educational and Professional Qualifications, Experience Certificates. An application, without the said documents is likely to be rejected during the course of screening.
6. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated. No claim for refund of cost of application or processing fee shall be entertained.
7. The University reserves the right to fill or not to fill post advertised, no correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted.
8. The number of posts may vary at the discretion of the University. Applicants not found suitable for the position applied, may be considered for the next lower position/post/Grade Pay, if available and the University reserves the right not to fill some or all the posts advertised, if the circumstances so warrant.
9. The University reserves the right to withdraw advertised posts at any time without assigning any reason. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates.
10. Full name may be mentioned in application form. If there was change of name at any stage of time, original name may also be mentioned.
11. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
12. In addition to basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
13. No applicant having more than one living wife/husband is eligible for appointment.
14. Incomplete/unsigned application /application without photograph/application not in prescribed proforma and those received in University after closing date will be rejected without assigning any reason.
15. No documents will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
16. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.

17. No TA/DA shall be payable to applicant for any journey performed for attending the test/ interview.
18. Canvassing in any form shall be treated as disqualification.
19. No enquiry personal or in writing for recruitment shall be entertained.
20. Any dispute, if any, with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
21. The application, on the prescribed format, duly filled in, complete in all respects, should be sent on University email id: pers2ipu@gmail.com latest by 12.06.2020 upto 5:00 p.m.
22. The subject of email should be clearly mentioned as "Application for the Post of Placement Officer (on Contract).



(Brig P. K. Upmanyu)
Joint Registrar(Personnel)