



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
website: www.gurugramuniversity.ac.in e-mail: establishment@gurugramuniversity.ac.in

RECRUITMENT NOTICE

Advt. No. – ENT-10/2022

Online applications are invited from eligible candidates for regular non-teaching posts of Assistant, Clerk-cum-DEO, Steno-Typist (English) and Lab. Assistant. Link for online applications alongwith detailed instructions, eligibility qualifications, pay levels and modalities for selection will be available on the University website www.gurugramuniversity.ac.in w.e.f. December, 12, 2022.

Any addendum/ corrigendum shall be posted only on the University Website.

Dated: 06.12.2022

**Sd/-
REGISTRAR**

Endst. No. GUG/Estt/2022/3411-3414

Dated: 07.12.2022

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

1. The Dean Academic Affairs.
2. The Finance Officer.
3. Head/Programmer, UCDA for uploading on university website immediately.
4. PA to VC/Registrar (for information)

Sd/-
**Deputy Registrar (Estt)
For Registrar**



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Website: www.gurugramuniversity.ac.in e-mail: registrar@gurugramuniversity.ac.in

Advt. No. ENT-10/2022

Online applications are invited for direct recruitment of the following non-teaching budgeted posts (Group-C) through the link available at Gurugram University website (www.gurugramuniversity.ac.in):

Sr.	Name of post	Pay Level (as per 7 th CPC)	No of post	Category
1	Assistant	FPL-6	06	EWS-01, SC-02, BCA-01, UR-01 & BCB-01
2	Clerk-cum-DEO	FPL-2	16	UR(PwD-LV)-1, BCA(ESM)-2, SC(ESM)-1, BCA(PwD-BL) -1, BCB(ESM)-1, UR(ESM)-1, UR-05, SC-02, EWS-01, BCB-01
3	Steno-Typist (English)	FPL-2	02	UR-02
4	Lab. Assistant (For Engineering)	FPL-4	01	UR-01
5	Lab. Assistant (For Pharmacy)	FPL-4	01	UR-01

Abbreviations - PwD(BL)- Person with Disability (Blindness), PwD(LV) - Person with Disability (Low Vision), EWS- Economically Weaker Section, BC- Backward Class (A/B), ESM- Ex-Servicemen, SC- Scheduled Caste, UR- Unreserved

*In case no eligible ESM candidate of a particular category (except one post of BCA-ESM) is found or qualify the test(s), the same will be filled from respective category. For example, if eligible SC candidate of ESM category is not available/qualify the test(s), then the post will be filled up from amongst candidates of SC category. Further, in case no suitable EWS candidate found, the same will be filled from candidates of General Category.

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 category candidates are exempted from payment of 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 Dec 12, 2022 and closing date Jan 02, 2023 (12:00 midnight). No concession of fee is admissible to applicants from other States.

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 Jan 17, 2023.

REGISTRAR



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GENERAL TERMS & CONDITIONS

1. The Applicant must be citizen of India.
 2. Applicants willing to apply are advised to apply online through the link available on the University website www.gurugramuniversity.ac.in between the opening date Dec 12, 2022 and closing date Jan 02, 2023.
 3. Applicants are advised to make sure before applying that they are indeed eligible in terms of minimum eligibility conditions.
 4. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee for the same.
 5. Age shall not below than 18 years and more than 42 years. Age relaxation to the candidates under various categories shall be given as per the provisions in the General Administration Department, Haryana Govt. notification no. 22/132/2013-1GS-III dt. 22nd March 2022 or amended time to time up to last date.
 6. The candidates who are already in the service of Govt./ Semi Govt./Autonomous Aided Bodies must apply through proper channel by sending a copy of printout of his/her application along with NOC & enclosures through his/her employer, within 15 days of last date. However, they may send printout of online application as an advance copy up to the last date as notified by the University to avoid delay, otherwise their candidature will be cancelled.
 7. A candidate needs 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 eligibility conditions for respective posts are 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 selection criteria along with syllabus for written test are placed at **Annexure B**. The qualifying marks in written test are 50%. The written test will be held in English language only.
 10. Neither any document by hand/email/post nor any request for any change will be accepted/considered after last date of submission of application form by the candidate
 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.
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12. 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/ interview. However, the University reserves its right to restrict the shortlisted applicants to a reasonable number.
 13. 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.
 14. The experience will be considered only after acquiring the essential qualification.
 15. 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/ESM 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 fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category 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) ESM 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) In case no suitable applicant of EWS category found, the post reserved for same will be filled by General Category candidate.
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16. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
17. Any type of corrigendum/addendum/amendment/notice/updation etc. related to this advertisement shall be uploaded on University website. Further, the University will not send any further information/call letters by post/newspapers. Therefore, the candidates are advised to regularly keep on visiting the University website.
18. 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.
19. No correspondence what so ever will be entertained from the candidates regarding conduct/result and the reason for not being called for Test/Interview.
20. 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).
21. The University reserves the right to increase or decrease or not to fill or withdraw any or all of the advertised posts without assigning any reason at any stage.
22. All disputes will be subject to Jurisdiction of Gurugram Court only.

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.ac.in between the opening date Dec 12, 2022 and closing date Jan 02, 2023 (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 Jan 17, 2023.

DEPUTY REGISTRAR

QUALIFICATIONS FOR THE POST OF ASSISTANT

- (i) Master Degree having at least 55% marks from a recognized University

OR

- (i) Bachelor Degree having at least 60% marks from a recognized University.

OR

- (i) Master Degree and having at least 5 years' experience as Clerk on regular service in a University/ Examining Body/Semi Govt. /PSU/Corporations / Govt. and Non Govt. aided Colleges/Educational Institutions.

OR

- (i) Bachelor's Degree having at least 50% marks with 5 years' experience as Clerk in a University/ Examining Body/Semi Govt./PSU/Corporations/ Govt. and Non Govt. aided Colleges/ Educational Institutions.
- (ii) Computer Typing Speed of 30 W.P.M in English.
- (iii) Knowledge of English and Hindi/Sanskrit up to matric or higher Level.
- (iv) Shall have adequate knowledge of MS-office, payroll packages, Internet, and acquaintance with ICT.

QUALIFICATIONS FOR THE POST OF Clerk-cum-DEO

1. Bachelor's Degree having at least 50% marks from a recognized University.
 2. Computer Typing Speed of 30 W.P.M. in English.
 3. Should qualify SETC Part-I and Part-II as per the instructions of the Govt. of Haryana. *(it is clarified that on selection to the post, the candidates have shall have to qualify the SETC-I & II within their period of Probation of one year or up to maximum extended period of probation, if any, by the competent authority. The candidate shall not be granted annual increment or promotion till he/she qualifies SETC, failing which the services may also be dispensed with or otherwise as per the instructions of the State Govt.)*
 4. Knowledge of English & Hindi/Sanskrit up to matric or higher level.
 5. Shall have adequate knowledge of MS-office, payroll packages, Internet, and acquaintance with ICT.
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QUALIFICATIONS FOR THE POST OF STENO TYPIST (ENGLISH)

1. Bachelor's Degree from a recognized University or its equivalent.
2. Knowledge of English and Hindi/Sanskrit up to matric or higher Level.
3. Qualifies a test in Stenography in English at the speed of 80 W.P.M and transcription thereof on Computer at the speed of 20 W.P.M (8% mistakes are permissible)
4. Should qualify SETC Part-I and Part-II as per the instructions of the Govt. of Haryana. (*it is clarified that on selection to the post, the candidates have shall have to qualify the SETC-I & II within their period of Probation of one year or up to maximum extended period of probation, if any, by the competent authority. The candidate shall not be granted annual increment or promotion till he/she qualifies SETC, failing which the services may also be dispensed with or otherwise as per the instructions of the State Govt.*)

QUALIFICATIONS FOR THE POST OF LAB ASSISTANT (for Engineering)

1. Bachelor Degree in Engineering from a recognized University
OR
Diploma in relevant subject from State Board of Technical Education or equivalent with 1st division
OR
10+2 with (at least 50%) Science Stream from a recognized Board or equivalent with 05 Years working experience in relevant field
2. Knowledge of English and Hindi / Sanskrit up to matric or higher Level.

QUALIFICATION FOR THE POST OF LAB ASSISTANT (for Pharmacy)

1. Bachelor Degree in Pharmacy from a recognized University
OR
Diploma in Pharmacy from State Board of Technical Education or equivalent with 1st division
OR
10+2 with (at least 50%) Science Stream from a recognized Board or equivalent with 03 Years working experience in relevant field
 2. Knowledge of English and Hindi / Sanskrit up to matric or higher Level.
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Selection Criteria for the Group C posts

1. The Selection of the applicants to the posts belonging to Group-C 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 95 Marks	:	95 marks
ii)	Socio-Economic Criteria and Experience	:	05 marks
	Total	:	100 Marks

3. 5% weight-age for socio-economic criteria shall be provided to candidates fulfilling various socio-economic criteria as detailed below:-

3.1 An applicant who is bonafide resident of Haryana shall be entitled to 5% weight-age provided that-

(i) Neither he himself nor any person from amongst the applicant's family is/was or has been regular employee in any Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Haryana Government or any other State Government or Government of India.

(ii) Gross annual income of the family from all sources i.e. salary agriculture business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note 1:- It shall be confirmed from the data of Parivar Pehchan Patra.

Note 2:- The definition of 'Family' for the purpose of this sub-clause shall be as under:-

Family for the purpose of –

- (i) Male applicant means applicant himself, his father, mother, wife, unmarried brother(s) and Son(s);
- (ii) Female unmarried applicant means applicant herself, her father, mother and unmarried brother(s);
- (iii) Female married applicant means applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s).
- (iv) Divorced female applicant means applicant herself, her father, mother, unmarried brother(s) and son(s).

(5% weight-age)

3.2 If the applicant being a bonafide resident of Haryana is-

- (i) a widow; or
- (ii) the first or the second child and his father had died before attaining the age of forty-two years; or
- (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years,

Shall be entitled to 5% weight-age subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma

(5% weight-age)

3.3 If the applicant being a bonafide resident of Haryana belongs to such de-notified tribe (vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weight-age.

(5% weight-age)

3.4 If the applicant being a bonafide resident of Haryana, he shall be awarded half percent weightage for each year or part thereof exceeding six months of experience on the same or a higher post in any Department / Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Haryana Government. No weight-age of experience shall be awarded for any period less than six months or for a period exceeding eight years.

(4% weight-age)

4. Other conditions :

- (i) No applicant shall be given more than a total of 05% weight-age for socio-economic criteria and experience under any circumstances.
 - (ii) The weight-age shall be given only once in a lifetime for appointment to a post of Group-C or D.
 - (iii) If a person himself or his family member is once selected/ appointed with or without getting the benefit of weight-age. No other family member shall be considered for weight-age for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in Note2 under sub-clause (3.1).
 - (iv) If a person resigns from government service while working on regular basis in any Department/Board / Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim weight-age again under socio-economic criteria.
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BROAD SYLLABUS & PATTERN OF THE WRITTEN TEST FOR THE POST OF ASSISTANT

A) Computer Typing Test: This will be of qualifying nature. Separate qualifying of this test is mandatory. This typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.

- Total Time: 20 Minutes
- Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 600 words.

NOTE: Correct words copied with applicable penalties for every missing, wrong and left word shall be scored.

- The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

B) Written Test

1. Max. Marks: **95 Marks** & 2. Time: 120 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of MCQs (multiple choice questions) and/or subjective questions. The minimum qualifying marks shall be 40% (38% of SC/ST).
5. The examination will be held in English medium only.
6. The Question Paper will comprise of three sections as given below:

Section-I	General Aptitude	30 marks
Section-II	Office Procedures	30 marks
Section-III	Computer Appreciation & Applications	35 marks

Section I: Syllabus for General Aptitude

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. *(Syllabus up to 12th standard as prescribed by NCERT)*

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. *(Syllabus up to 12th standard as prescribed by NCERT)*

Unit D: Questions on Reasoning and analytical Ability

Section II: Syllabus for Office Procedures

File Management & Movements, Forms & Procedures of Communication, Drafting of communication, Security of official information & Documents, Records keeping & Management, Functioning of University System

Section III: Syllabus for Computer Appreciation & Applications

Introduction to Computers & Windows, MS office: Word Processing, Spread-Sheet, Power Point, Internet, E-mail, Use of ICT in day to day functioning.

BROAD SYLLABUS & PATTERN FOR THE WRITTEN TEST FOR THE POST OF CLERK-CUM-DEO

Following tests are to be conducted

A) Written Test	75 Marks
B) Computer Typing Test	20 Marks

(A) Written Test

1. Max. Marks: 75 Marks & 2. Time: 90 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of 75 MCQ of 1 mark each. The minimum qualifying marks shall be 40% (38% of SC/ST).
5. The examination will be held in English medium only.
6. The Question Paper will comprise of two sections as given below:

Section-I	General Aptitude	50 marks
Section-II	Computer Appreciation & Applications	25 marks

Section I: Syllabus for General Aptitude

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. *(Syllabus up to 10th standard as prescribed by NCERT)*

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. *(Syllabus up to 10th standard as prescribed by NCERT)*

Unit D: Questions on Reasoning and analytical Ability

Section II: Syllabus for Computer Appreciation & Applications

Introduction to Computer, Introduction to Windows, Word Processing, Spread-Sheet, Power Point, Internet, www and Web Browsers, Introduction to E-mail (details are at Annexure-B).

B) Computer Typing Test: 20 Marks

Separate qualifying of this test is mandatory. This typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.

- Total Time: 20 Minutes
 - Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 600 words.
- NOTE: Correct words copied with applicable penalties for every missing, wrong and left word shall be scored.
- The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)
 - The minimum speed of 30 wpm will be qualifying with weight age of 0 (zero) marks. Thereafter, one mark shall be given for each completed wpm subject to a maximum of 20 marks corresponding to the speed of 50 wpm. The rounding off of the speed, if required will be carried out as per standard procedure.
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BROAD SYLLABUS & PATTERN FOR WRITTEN TEST FOR THE POST OF STENO-TYPIST (ENGLISH)

This test will be in two parts: Written Test and Stenography Test

• **Written Test**

1. Max. Marks: 35Marks & 2. Time: 60 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of 35MCQ of 1 mark each. The minimum qualifying marks shall be 40% (38% for SC/ST).
5. The examination will be held in English medium only.

Syllabus

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. *(Syllabus up to 10th standard as prescribed by NCERT)*

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. *(Syllabus up to 10th standard as prescribed by NCERT)*

Unit D: Questions on Reasoning and analytical Ability

• **Stenography Test:** 60 Marks

Separate qualifying of this test is mandatory. The candidate shall have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

First Stage:

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates. Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "*SHORTHAND*". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

Second stage:

In second stage of the test, candidates need to type the text that he has written within 12 minutes on computer only. Admissible Mistakes are 8% i.e. 19 words.

Marking scheme:

Every mistake accounts for 1.5 marks. Its meaning is in case of 19 mistakes, marks deducted are $1.5 \times 19 = 28.5$, So, in a text of 240 words, if five mistakes are there, then marks obtained will be $60 - 7.5 (1.5 \times 5) = 52.5$

BROAD SYLLABUS & PATTERN FOR WRITTEN TEST FOR THE POST OF LAB ASSISTANT

Written test: 95 MCQs Duration: 2 hrs No negative marking

Syllabus:

Part I: Aptitude (35 Multiple Choice Questions of 1mark each)

Unit A General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B General English, covering Grammar- Prepositions, adverbs, conjunction, direct/ indirect speech, singular & plural, tenses, antonyms/synonyms etc
(Syllabus up to 10th standard as prescribed by NCERT)

Unit C Questions on Reasoning and analytical Ability

Part II: Subject knowledge (60 Multiple Choice Questions of 1 mark each)

Unit A General Science & Mathematics: NCRTE Syllabus of 10+2 standard.

Unit B Lab Procedures & Good Practices, Safety Precautions, Handling & Maintenance of equipments, Preparation of SOPs for equipments, Maintenance of Lab records, Understanding of flammable & highly flammable solutions and handling procedures, Disposable of different waste.etc

This examination will be held in English medium only.
