



Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act, 2002
UP Act No. 9 of 2002, passed by the Uttar Pradesh Legislature)

Gautam Budh Nagar- 201312 (U.P.)

Detail Advertisement for Recruitment of Ministerial Stream Staff
On Contractual and Deputation Basis
Advertisement no: GBU/Admn/2024/07 date: 23 Oct. 2024

The Gautam Buddha University invites applications to fill up the following Ministerial Posts. The details of posts including mode of recruitment, qualifications/experience required and age limit are as under:-

Interested candidates may send their applications in the prescribed format through Speed Post/Registered Post only to “**The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar-201312 (UP) India**” on or before 13.11.2024 at 5.00 p.m.

Name of Post	Number of Post	Consolidated Salary per month	Essential, Desirable Qualification and Experience
Office Assistant (On Contract)	07 SC-02, OBC-02, UR-03	Rs. 30000/- (Consolidated)	Essential Qualification: Post-Graduation degree in Management / Public Administration or its equivalent from recognized University/Institution and possessing a speed of 30/25 w.p.m. in English/Hindi typing. Eight Years' Experience after graduation in Government University setups/ Govt. College/Public Service Undertaking/Autonomous government organization/including contractual/Outsourced agency workers working in Government Organization. And Desirable: 1year Computer Diploma. Knowledge of Establishment/ Accounts/ Manpower/ Security/ Administrative, maintenance work matters & drafting of official letters. Mode of Exam/Test eligibility: Interview Age limit: 40 years
Executive Associate -HR (On Contract)	01 UR	Rs. 40000/- (Consolidated)	Essential Qualification: Post-Graduation in Management with the Specialization in HR. Ten Years' Experience after graduation in Government University setups/ Govt. College/Public Service Undertaking/Autonomous government /Govt. funded University/ organization/ including contractual/Outsourced agency workers working in Government Organization. And Desirable: 1year Computer Diploma. Knowledge of Establishment/RTI and

			Administrative matters/Letter & file noting drafting/ knowledge of Hindi & English Typing and General Administration proceeding of university etc. Mode of Exam/Test eligibility: Interview. Age limit: 42 years
Executive Associate – General Administration (On Contract)	01 (OBC)	Rs. 40000/- (Consolidated)	Essential Qualification: Post-Graduation in Public Administration. Ten Years' Experience after graduation in Government University setups/ Govt. College/Public Service Undertaking/Autonomous government /Govt. funded University/ organization/including contractual/Outsourced agency workers working in Government Organization. And Desirable: 1year Computer Diploma. Knowledge of Establishment/RTI and Administrative matters/Letter & file noting drafting/ knowledge of Hindi & English Typing and General Administration proceeding of university etc. Mode of Exam/Test eligibility: Interview. Age limit: 42 years
Executive Associate - Legal Affairs (On Contract)	01 (SC)	Rs. 40000/- (Consolidated)	Essential Qualification: Law / LLB Ten Years' Experience after graduation in Government University setups/ Govt. College/Public Service Undertaking/Autonomous government /Govt. funded University/ organization/ including contractual/Outsourced agency workers working in Government Organization. And Desirable: 1year Computer Diploma. Knowledge of Establishment/RTI and Administrative matters/Letter & file noting drafting/ knowledge of Hindi & English Typing and General Administration proceeding of university etc. Mode of Exam/Test eligibility: Interview. Age limit: 42 years
Director Works (On Deputation)	01 UR	Level-12	Graduate in Engineering with at least 60% marks or its equivalent from a recognized University/AICTE. and 8 years of experience as Assistant Engineer in a University. OR In PWD/CPWD etc or research establishment or other Institutions of higher education as Assistant Engineer in PWD/CPWD University

			<p style="text-align: center;">Or</p> <p>In PWD/CPWD etc. or research establishment or other institutions of higher education.</p> <p>Desirable: Knowledge of working in computerized environment.</p> <p>OR</p> <p>Officers holding analogous post or Assistant Engineer with 8 years of experience, in the CPWD/State Government PWD services or similar organized services/Semi Government/PSU/Statutory or Autonomous Organization/University System.</p> <p>Age Limit: The maximum age limit shall not exceed 55 years on the last date as per the advertisement.</p>
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आवेदन करने हेतु शर्तें:

- उपरोक्त पदों पर प्रथम दृष्टया तीन वर्षों के लिए संविदात्मक नियुक्ति की जायेगी तथा तीन वर्ष के उपरान्त कर्मचारी के कार्य आचरण/दायित्व की समीक्षा कर सक्षम प्राधिकारी के अनुमोदन के उपरान्त विस्तारित की जा सकती है।
- विश्वविद्यालय की आवश्यकता एवं कर्मचारियों के आचरण/ कार्यदायित्व की समीक्षा उपरान्त उक्त पदों पर चयनित होने वाले कर्मचारियों की सेवाओं की संविदात्मक अवधि के अग्रेतर विस्तारण एवं मानदेय की बढ़ोत्तरी के सम्बन्ध में सक्षम प्राधिकारी द्वारा निर्णय लिया जा सकता है।
- उक्त पदों के लिए विज्ञापन हेतु आवेदकों के लिए आवेदन फार्म भरने का शुल्क सामान्य वर्ग हेतु रु0 1500/-अन्य पिछड़ा वर्ग हेतु रु0 1000/- एवं एस.सी/एस.टी वर्ग हेतु रु0 500/-होगी।

Note: विज्ञापन के संदर्भ में आवेदन पत्र में आवेदित पद का नाम स्पष्ट रूप से भरा जाना चाहिए। गौतम बुद्ध विश्वविद्यालय, ग्रेटर नोएडा को देय अपेक्षित शुल्क के लिए क्रॉसड आईपीओ या बैंक ड्राफ्ट द्वारा शुल्क के साथ प्रत्येक पद के लिए अलग-अलग आवेदन पत्र भरना होगा। आवेदन शुल्क का भुगतान ऑनलाइन मोड में भी किया जा सकता है। ऑनलाइन भुगतान का विवरण इस प्रकार है The details for online payment is as follows:

- Account No : 6660000100000025
- IFSC Code : PUNB0666000
- Bank Name : Punjab National Bank
- Branch Name : Gautam Buddha University, Campus, Greater Noida, Gautam Budha Nagar, U.P.-201312

- चयनित कर्मचारियों हेतु अन्य सुविधायें, अवकाश आदि विश्वविद्यालय में प्रचलित नियम व्यवस्था के अनुसार ही रहेंगी।
- समेकित वेतन के अतिरिक्त इन्हें अर्हतानुसार एवं उपलब्धता के आधार पर विश्वविद्यालय परिसर में आवास अनुमन्य होगा जिसमें आवासित होना अनिवार्य होगा। विश्वविद्यालय नियमानुसार कर्मियों को भवन की निर्धारित लाईसेंस फीस तथा वास्तविक बिजली आदि का भुगतान करना होगा।
- अभ्यर्थी भारत का नागरिक होना चाहिए।

7. प्राप्त आवेदनों की स्कूटनी/स्क्रीनिंग के पश्चात् साक्षात्कार आयोजित किये जायेंगे। अन्तिम चयन प्रार्थी की योग्यता/अनुभव/साक्षात्कार के आधार पर किया जायेगा।
8. आवेदक को इस आशय का शपथ पत्र संलग्न करना आवश्यक है कि उसके खिलाफ कहीं भी किसी भी प्रकार की जाँच लम्बित नहीं है।
9. संविदा की अवधि तैनाती की तिथि से तीन वर्ष तक होगी, प्रत्येक वर्ष की सेवाओं को पूर्ण करने के उपरान्त सेवा अवधि के ऑकलन पश्चात् अग्रेत्तर सेवा विस्तार/सेवा समाप्त की जा सकती है।
10. वर्णित पदों की संख्या घटाई अथवा बढ़ाई जा सकती है। मात्र अर्हतायें पूर्ण किये जाने के आधार पर आवेदक द्वारा नियुक्ति हेतु दावा नहीं किया जा सकेगा। नियुक्ति के सम्बन्ध में सक्षम प्राधिकारी का निर्णय अंतिम होगा।

प्रतिनियुक्ति की शर्तें:

1. प्रतिनियुक्ति पर वेतन आदि का भुगतान उत्तर प्रदेश शासन द्वारा निर्गत दिशा निर्देशों - शासनादेशों के अनुसार अनुमन्य किया जायेगा।
2. प्रतिनियुक्ति के आवेदन पत्र के साथ नियोक्ता से निर्गत अनापत्ति प्रमाण पत्र संलग्न कर प्रेषित करना अनिवार्य होगा।
3. विज्ञापन संख्या GBU/2024/02 Dated: 13 March 2024 के द्वारा निदेशक कार्य (प्रतिनियुक्ति) पद हेतु जिन अभ्यर्थियों ने आवेदन पत्र प्रेषित कर दिये गये हैं उन्हें पुनः आवेदन पत्र प्रेषित करने की आवश्यकता नहीं है।

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Eligible and desirous candidates may send application from (on prescribed format) along with all relevant documents for one or more post(s) through Speed Post/Registered Post to the Registrar, Gautam Buddha University, Greater Noida, Gautam Buddha Nagar -201312 U.P. latest by **13th Nov., 2024 till 05.00 P.M**
2. Candidates have to make sure that they are fully eligible for any particular post they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
3. Candidates are advised to write the information carefully in the application form. University will not be responsible for any wrong information furnished by the candidates(s) and candidate shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
4. The University reserves the right to place a reasonable limit on the total number of candidates to be called for selection process based on higher parameters over and above the essential qualification. Fulfillment of qualifications per-se-does not entitle candidates to be called for selection process.
5. **Call letter to the shortlisted candidates and any further information will be sent through email only. No other mode of communication will be adopted, so before sending the application form, candidates are required to have at least one working email which will be used during the entire selection process.**
6. The University reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final and binding.
7. Any modification/correction/addition etc., if any, related to the Advertisement and or related to the recruitment process will be uploaded in the University website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the University website for updates, if any.
8. The University reserves the right to assign/transfer the selected candidates to any section/department within the university and appointment will be offered accordingly.
9. All qualification obtained by the candidates should be from any recognized University. The University reserves the right to relax any of the qualification/experience in exceptional cases. The University may verify the antecedents and documents submitted by candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employee.
10. No TA/DA will be paid for appearing interview/skill tests for any posts.

11. Please note that that candidate's candidature is purely provisional and subject to the verification with the original certificate of the detail information provided in the application form, failing which the candidate will not be allowed to appear in the recruitment process.
12. Selected candidates will submit an Undertaking that they will reside in house/flat provided in the University campus on payment of requisite charges 7 days a week (24hrs.) and required to remain available as and when required.
13. (a) University will not be responsible for any technical delay.
(b) Interim correspondence/enquiries shall not be entertained or replied to.
(c) Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidate.
15. In case of any dispute, decision of the Vice-chancellor, Gautam Buddha University shall be final.

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Gautam Buddha University
Greater Noida, Gautam Budh Nagar (U.P.)-201312
Application form for
Ministerial Stream Staff
On Contractual / Deputation basis
Advertisement no: GBU/Admn/2024/07, Date: 23rd Oct. 2024

Recent
Photograph

IMPORTANT :- To be filled by the Candidate
Post Applied for :-

1. Name (in block letters) :-----
2. Father's/Husband's Name :-----
3. Date of Birth :-----
4. Category :-----
5. Gender :-----
6. Marital Status :-----
7. Highest Qualification :-----
8. Mobile Number :-----
9. E-mail ID :i) -----
: ii) -----
10. Postal Address :-----
:-----
:-----
11. Permanent Address: :-----
:-----
:-----

(Signature of candidate)

12. Academic Qualifications Record:

S.No.	Exam	Board/University	Year of Passing	%of marks	Div./Grade
1					
2					
3					
4					
5					
6					

(Enclose self-attested copies of certificates for all the above mentioned academic qualifications.)

13. Experience in job as per the advertisement (with period) :

S. N.	Name of Organization	Designation	Type of work	Duration		Total years of experience	Achievement (if any)	Remarks
				From	To			

(Enclose self-attested copies of all the above mentioned experience certificate)

14. State any other information not covered elsewhere (Please attach a sheet, if required) :

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the details given above are correct to the best of my knowledge and belief. I declare that in case an opportunity is given, I shall join Gautam Buddha University, Gr. Noida Gautam Budh Nagar within 15 days. I understand that if any information provided above is found to be false or inaccurate my candidature shall be treated as cancelled.

Signature

(Name)

Place:.....

Dated:.....