



Gautam Buddha University

Greater Noida, Gautam Budh Nagar, U.P.-201312

ROLLING ADVERTISEMENT No.: GBU/Admn./2024/05 Dated 17 Oct. 2024

Recruitment of Assistant Professor (On Contract for Fixed Duration) University School of Management

Gautam Buddha University invites applications for “Assistant Professor on contract for fixed duration (OCFD)” in the **University School of Management**. Interested candidates may send their applications in the prescribed format only through Speed Post/Registered Post/Courier addressed to “The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar-201312 (UP) India”.

Details of required Subject, Qualifications, Experiences, No. of Positions, Remuneration & Application form are as follows:

University School of Management:

Name of Department	Required Specialization	No. of Positions	Qualifications
Business Management	Commerce/Marketing/ Operations/Business Analytics and General Management	07	As per UGC norms.

Terms and Conditions:

- The Assistant Professor (On Contract for Fixed duration) shall be engaged for Academic Session 2024-25 only for a duration of maximum 10 (ten) months only.
- The Candidates must possess qualifications (**at the time of submitting application**) as per norms prescribed by the concerned regulatory bodies, such as, UGC, AICTE, BCI, RCI, CoA etc.
- Monthly Emoluments/Honorarium**
(1) **For Assistant Professor (OCFD):** Monthly Honorarium/Pay:-Rs.40,000/- (Rs.Forty Thousand) per month for candidates having Master degree and Rs. 45,000/- (Rs. Forty Five Thousand) per month for those having Ph.D degree as per guidelines of UGC/AICTE at the entry level, i.e. Assistant Professor.
- Essential Qualifications:**
(i) **For Management Areas**(Marketing/ Operations/Business Analytics and General Management): Candidates having Master's Degree in Business Management / Administration/ in a relevant management related discipline in accordance with the UGC/rules of Concerned Regulatory Bodies.
(ii) **For Commerce:** Candidates having Bachelor's and Master's Degree in Commerce (with Accounting & Finance specialization) in accordance with the UGC.
Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC like SLET/SET (State level eligibility test) OR who are OR have been awarded a Ph.D. Degree in accordance with the UGC (Minimum standards and procedure for award of M.Phil./Ph.D. Degree) regulations, 2009 or 2016 and their amendments from time to time as the case may be, shall be exempted from NET/SLET/SET.
- Screening of applications shall be done by a Committee. **Only shortlisted candidates will be called for interview.**
- The Assistant Professor (On Contract for Fixed duration) shall perform all duties assigned by the University. They have to ensure, completion of entire examination process for all types of examination (Regular/Back paper/Special paper/Repeat, etc.) for the courses allocated to them even if the term of contract is complete.
- The Selected Candidates may be provided accommodation in University Campus **as per availability only on** the terms and conditions laid down by the University from time to time.
- The Assistant Professor (On Contract for Fixed duration) will be entitled to avail casual leave of 05 (five) days only per semester.
- The Selected candidates will be entitled for availing “academic leave” for a period of 05 (five) days only to its maximum in the entire duration of engagement for the Academic Session 2024-25 towards participation in academic meets and training programmes.

(Signature of the Applicant)

10. The Selected Candidates may bring any type of Project from Govt./Corporate Funding Agency and required resources/facilities on the conditions laid down by the University from time to time.
11. The applicants for the post of Assistant Professor (On Contract for Fixed duration) should be from reputed Institute/ University and may have evidence of published research work and teaching experience at the **University/IIT/NIT Level**.
12. Selection against vacancy shall not confer on the appointee any right of permanent appointment/regularization or for payment of other allowances and benefits admissible to regular faculty.

General Conditions:

- (i) The name of the post applied for must be clearly filled in the application form with reference to the advt. **Separate application form must be filled for each post along with fee by crossed IPO or Bank draft for Rs. 1000/- (Rs. One thousand only) payable to the Gautam Buddha University, Greater Noida. The SC/ST/OBC/differently abled persons are to pay Rs. 500/- (Rs. Five hundred only) on submission of valid documents.**
The application fee may also be paid in online mode. The details for online payment is as follows:
 1. Account No : 6660000100000025
 2. IFSC Code : PUNB0666000
 3. Bank Name : Punjab National Bank
 4. Branch Name : Gautam Buddha University, Campus, Greater Noida, Gautam Buddh Nagar, U.P.
- (ii) Unsigned/ Incomplete application or without application fee or supporting documents, and application received late shall be summarily rejected.
- (iii) The Number of vacancies may be increased or decreased. The University reserves the right to fill or not to fill the post as per the requirement of the University.
- (iv) Merely fulfilling the minimum qualifications does not mean that the candidate will be called for interview.
- (v) The honorarium finalized by the Selection Committee at the time of interview will be final, and stand for the entire duration for which the candidate is selected. **Any change in qualification after interview will not be considered for any change in the amount of honorarium.**
- (vi) The candidate has to submit an undertaking while applying that he/she is not occupied with any other assignment elsewhere.
- (vii) The candidates have to appear for interview in physical mode only. In case, if the candidate is selected, he /she have to submit joining of duties physically in the Establishment Cell of the GBU.
- (viii) The University follows the reservation norms as per U.P. Government rules for SC, ST, OBC and PwDs' Only approved list of SC, ST and OBC categories is applicable at Gautam Buddha University, Greater Noida.
 - (a) The SC/ST and OBCs-NCL are required to produce a copy of the Caste Certificate in the format prescribed by the Government as and when required.
 - (b) The OBC candidates under creamy-layer will not get the advantage of reservation under the OBC category.
 - (c) The candidates who claim to be from Economically Weaker Section (EWS), will have to fulfill the criteria contained as per U.P. Government rules.
- (ix) Eligible and desirous candidates may send separate application (on prescribed format) along with all relevant documents for one or more post(s) through Speed Post/Registered Post/Courier addressed to the Registrar Gautam Buddha University, Greater Noida, Gautam Buddha Nagar 201312 U.P.
- (x) 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 late stage of recruitment process at the time of interview only. **No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.**
- (xi) Candidates are advised to write the desired information carefully in the application form. University will not be responsible for any wrong information furnished by the candidates(s). The candidate(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
- (xii) 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 qualifications. Fulfillment of qualifications per-se does not entitle candidates to be called for selection process.
- (xiii) **Call letter to short-listed 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.
- (xiv) **Applicants, in their interest are advised to remain in touch with the website of the Gautam Buddha University: www.gbu.ac.in for any information related into the recruitment since the beginning till the recruitment process is completed. The Gautam Buddha University will not be responsible in any case if any candidate skips any recruitment information due to not visiting the website.**
- (xv) **Any modification/correction/addition/corrigendum, etc. 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.**
- (xvi) No TA/DA will be paid for appearing interview/written/Skill tests.
 - (a) University will not be responsible for any technical delay.

(Signature of the Applicant)

- (b) Interim correspondence/ enquires shall not be entertained or replied to.
- (c) Any attempt to influence the recruitment process whatsoever will lead to Disqualification of candidate.
- (xvii) In case of any dispute, decision of the Vice-chancellor, Gautam Buddha University Shall be final.
- (xviii) The applicant(s) must carry the original photo i.d. proof (which has been indicated by him/her in the application), at the time of interview for verification.
- (xix) The applicant(s) shall have to produce necessarily the original testimonials at the time of interview, failing which the applicant(s) will not be allowed to appear in the interview.
- (xx) The Assistant Professor (On contract for fixed duration, OCFD) will be a full time worker for the entire contract period, and he/she is required to adhere to the administrative and disciplinary regulations of the GBU. Failure to comply with the same will become a ground for termination of the Assistant Professor (On contract for fixed duration, OCFD) without notice.
- (xxi) The working hours/days for the Assistant Professor (On contract for fixed duration, OCFD) will be same as for regular employees of the GBU. No extra benefit will be allowed for working beyond the office hours. Unauthorized absence from the work/work place for a continuous period of 06 days without valid reasons and without prior intimation may lead to the termination of the contract/engagement. Regular attendance of the Assistant Professor (On contract for fixed duration, OCFD) will be ensured by the Dean of the School.
- (xxii) The selected candidate(s) will not be allowed to accept or hold any other full time/part time assignment in online/offline mode during the period of his/her position of Assistant Professor (On contract for fixed duration, OCFD) in the GBU.
- (xxiii) If the selected candidate leaves the engagement without permission, he/she shall not be provided "Certificate of Experience", **and not be paid any emoluments/amount due to him/her on that day.** In any case, the working candidate has to submit "No dues Certificate" to the Dean of the School. The Decision of Competent Authority in this regard shall be final.
- (xxiv) In the event of his/her leaving the engagement under unforeseen situations during the contract period, the working Assistant Professor (On contract for fixed duration, OCFD) will be required to submit at least one month's prior notice for acceptance of his/her resignation. Otherwise, the Competent Authority has the right to forfeit his/her emolument. However, his/her services will be terminated at any stage/time, if he/she is found guilty in any type of misconduct or his/her performance is not found up to the mark, Concealing of facts or canvassing in any form shall lead to termination at any time/stage.
- (xxv) The selected candidate(s) shall have no legal right to claim regularization or absorption against any post or any further contractual agreement at the GBU, on or after termination of the contract. He/ She will not confer any right to seek permanent absorption.

-XXXXX-

(Signature of the Applicant)



Gautam Buddha University

Greater Noida Gautam Budh Nagar- (U.P.)201312

PHOTO

Application format for Assistant Professor
(On Contract for Fixed Duration)
School of Management

Rolling Advertisement No: GBU/Admn/2024/05 Date 17 Oct. 2024

IMPORTANT :- *To be filled in by the Candidate only*

School Name: _____ Department Name: _____

Subject/Specilization: _____

Note:

1. Please read the “Advertisement” and “Terms and Conditions” carefully before filling the application form. No column (s) should be left blank. All the desired details must be given in word and not be indices and dots.
2. Postal Order/Bank Draft No:.....date:.....Amount.....
Name of Bank/Post office.....
3. Online payment reference no. /transaction no.....

1. Name in Full in Capital letters : _____
2. Father’s/Husband’s Name : _____
3. Date and place of Birth : _____
4. Category (SC/ST/OBC/UR.) : _____
(Please enclose authentic certificate)
5. Gender (Male/Female/Other) : _____
6. Marital Status : _____
7. Highest Qualification : _____
8. Mobile No. : _____
9. E-mail ID (most correct one) : _____
10. Aadhar Card Number : _____
11. Pan Card Number : _____
12. Present Address for
Correspondence : _____

13. Permanent Address : _____

(Signature of the Applicant)

14. Particulars of all examinations passed and degree and technical qualifications commencing with the matriculation or equivalent examinations:

<i>Examination passed/ Degree obtained</i>	<i>Board/ University</i>	<i>Subject(s) studied</i>	<i>Year of Passing</i>	<i>% Marks</i>	<i>Div./Grade</i>

(Please enclose self attested copies of certificates and mark sheets for all the mentioned academic qualifications)

15. Any additional qualification (such as, training/short-term courses attended, Webinar/Seminar organized etc.) Attach separate sheet.

16. Service Experience, if any:

<i>S. No.</i>	<i>Name of the University/ Institute/Organization</i>	<i>Designation</i>	<i>Type of experience (Teaching/ Research/ Industrial)</i>	<i>Experience</i>		<i>Total Experience (Year & Months)</i>
				<i>From</i>	<i>To</i>	
1						
2						
3						
4						
5						

(Please enclose self attested copies of all mentioned services.)

17. Publications: (Number for each category) Published and / or Accepted; Attached list of publications and first page of the published paper /Acceptance letter.

i) Research Paper/Review/Book Chapter/Popular Article:

ii) Book/Bulletin/Monograph: :

iii) Patents/Copyrights :

18. API score as per UGC guidelines :

(Signature of the Applicant)

19. Research/Project Supervised (No.); attached list for details:
- At UG level : _____
- At PG level : _____
- At Doctoral level : _____
20. Awards & recognitions at National/International level : _____
 Name, year, Awarded by (Attach Separate sheet) : _____
21. Participation in National/International Seminar/Conference/Summit, etc. (Attached list with title of paper(s) presented)
22. References (These should be persons resident of India and intimately acquainted with the applicant character and work, but must not be relatives. Please provide details of affiliation, mobile no. and e-mail)
1. _____
2. _____
23. Other information not covered above, such as, Membership of Professional Societies / Fellowship, etc. (Please attach separate sheet, if required)

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I also declare that in case an opportunity is given to serve the GBU, I shall join the University, within the prescribed period. I also declare that all material information has been disclosed. **I will not leave my duties between the Semester concerned, and also will not take any assignment elsewhere during my service in GBU.** In case of applying for some post (ad hoc/temporary/regular) elsewhere, **I will apply through proper channel as laid out by the GBU,** I also understand that if any information provided above is found false or inaccurate, my candidature shall be treated as cancelled and necessary action may be taken against me as deemed fit as per University rules.

Date:.....

(Signature)

Place:.....

Name:.....

(Signature of the Applicant)