



**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.)

Advt. No.: GBU/Admn/2019/02

Date:- 25 December. 2019

**Last date of application received: 16<sup>th</sup> January 2020**

Applications are invited from the eligible candidates for appointment to the following posts :

S.No.	Name of Post(s)	Number of Vacancies				Mode of appointment	Pay-Level (7 <sup>th</sup> CPC)
		SC	OBC	UR	Total		
1	Director Works	-	-	01	01	On Deputation	On Deputation (As per rule)
2	Assistant Engineer (Civil)	-	-	01	01	On Deputation	On Deputation (As per rule)
3	Assistant Registrar Grade-I	-	-	01	01	On Deputation	On Deputation (As per rule)
4	Deputy Controller of Examinations	-	-	01	01	On Consolidated Salary	50,000 per month or Reducing pension from last pay which ever is lower
5	Fire cum Security officer	-	-	01	01	On Consolidated Salary	42,000 per month or Reducing pension from last pay which ever is lower
6	Assistant Security Officer	-	-	01	01	On Consolidated Salary	32,000 per month or Reducing pension from last pay which ever is lower
7	Junior Engineer (Civil)	-	-	02	02	Contract	Pay Matrix-06(34400-102800)
8	Junior Engineer (Electrical /Mechanical)	-	-	02	02	Contract	Pay Matrix-06(34400-102800)
9	Horticulture Inspector	-	-	01	01	Contract	Pay Matrix 06(34400-102800)
10	Technical Assistant	-	-	03	03	Contract	Pay Matrix 05(29200-84500)
11	Office Assistant	01	-	01	02	Contract	Pay matrix 03(21700-63200)

**Mode of Appointments:**

- (i) Sr. No: 1 to 3 on deputation (maximum 3 years)
- (ii) Sr. No: 4 to 6 on Short Term Contract (maximum 2 years)
- (iii) Sr. No: 7-11 On contract basis in pay matrix.

**(A) For deputation:**

- **Director (Works):**

- (a) The officer holding the post of Assistant Engineer with 8 years regular services. OR working as Executive Engineer with 02years experience in Uttar Pradesh Government/Central Government or similar services/Statutory or autonomous organizations, Central/State University/Institute of National Importance.
- (b) The application should be forwarded through proper channel along with the NOC from the concerned department.
- (c) The candidate will be paid only deputation allowance over the last pay drawn as per the U.P. Government rules.
- (d) All other perks, as applicable, shall be paid.
- (e) Being residential University, it is required by the candidate to stay in the available house in the campus.
- (f) No T.A/D.A shall be paid to candidates for attending the interview/interaction.
- (g) The Age of the applicant must not be more than 56 years as on the date of filling the application.

- **Assistant Engineer (Civil):**

- (a) Officers holding the post of Assistant Engineer in Uttar Pradesh Govt/Central Government or similar services/Statutory or autonomous organizations, Central/State University/Institute of National Importance.
- (b) The application should be forwarded through proper channel along with the NOC from the concerned department.
- (c) The candidate will be paid only deputation allowance over the last pay drawn as per the U.P. Government rules.
- (d) All other perks, as applicable, shall be paid.
- (e) Being residential University, it is required by the candidate to stay in the available house in the campus.
- (f) No T.A/D.A shall be paid to candidates for attending the interview/interaction.
- (g) The Age of the applicant must not be more than 56 years as on the date of filling the application.

- **Assistant Registrar Grade-I:**

- a) Officers holding the post of Assistant Registrar with 05 year experience in Pay level-10 (56100-157700) in Uttar Pradesh Govt./Central Government or similar services/Statutory or autonomous organizations, Central/State University/Institute of National Importance.
- b) The application should be forwarded through proper channel along with the NOC from the concerned department.
- c) The candidate will be paid only deputation allowance over the last pay drawn as per the U.P. Government rules.
- d) All other perks, as applicable, shall be paid.
- e) Being residential University, it is required by the candidate to stay in the available house in the campus.
- f) No T.A/D.A shall be paid to candidates for attending the interview/interaction.
- g) The Age of the applicant must not be more than 56 years as on the date of filling the application.

**(B) On consolidated salary**

- **Deputy Controller of Examinations:**

- (a) Officers retired from the post of: Registrar/Deputy Registrar/Controller of examination/Dy. Controller of examination from Uttar Pradesh Govt./Central Government or similar services/Statutory or autonomous organizations, Central/State University/Institute of National Importance
- (b) Five year of experience as examination work.
- (c) No T.A/D.A shall be paid to candidates for attending the interview/interaction.
- (d) The Age of the applicant must not be more than 63 years as on the date of filling the application.

- **Fire-cum Security officer:**

- a) Officer retired from the post of Junior Commandant Officer from Indian Armed Force,
- b) The Age of the applicant must not be more than 50 years as on the date of filling the application.

- **Assistant Security officer:**

- a) Officer retired from Non Commandant officer from Indian Armed Force,
- b) The Age of the applicant must not be more than 50 years as on the date of filling the application.

**The essential, desirable qualifications and experience for the  
above posts(s), as per serial number: 7-11**

<b>Junior Engineer (Civil) -02 (UR)</b>	
Essential	Diploma/Degree in Civil Engineering with at least 55% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization in case of diploma holders.
Desirable	Knowledge of working in computerized environment.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)
Job Responsibilities	The JE will have to present at the worksite every day. He will ensure that the works are being done at the work site are according to the specifications and as per the quality. He will prepare the estimates of the works in consultation with Sr. officials taking the measurements of the works and submission of the bills. Any other work assigned by the higher authorities from time to time.
<b>Junior Engineer (Electrical) -02 (UR)</b>	
Essential	Diploma/Degree in Electrical Engineering with at least 55% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization in case of diploma holders.
Desirable	Knowledge of working in computerized environment.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)
Job Responsibilities	The JE will have to present at the worksite every day. Operation's and maintenance of lifts & DG sets. sub-station supervision and electrical distribution system. He will ensure that the works are being done at the work site are according to the specifications and as per the quality. He will prepare the estimates of the works in consultation with Sr. officials taking the measurements of the works and submission of the bills. Any other work assigned by the higher authorities from time to time.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)
<b>Horticulture Inspector: 01(UR)</b>	
Essential	Graduation in Plant Science/ Horticulture/Agriculture with at least 50% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization
Desirable	
Job Responsibilities	The Horticulture Inspector will have to present at the worksite every day. He will ensure that the works are being done at the work site are according to the specifications and as per the quality. He will prepare the estimates of the works in consultation with Sr. officials taking the measurements of the works and submission of the bills. Any other work assigned by the higher authorities from time to time.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)
<b>Technical Assistant : 03(UR)</b>	
Essential	<b>Essential:</b> B.Sc/B.Tech/BCA/MCA/3 year diploma in relevant subject from any recognized institute/University with at least 50% Marks or equivalent grade. 05 years experience in relevant field in case of Diploma, B.Sc/BCA <b>OR</b> ITI certificate in relevant subject from any recognized institute/University with at least 50% Marks or equivalent grade. 05 years experience in relevant field.

Desirable	<b>Desirable:</b> Knowledge of working in on Audio Video/Networking & Hardware/Programming & Hardware. Candidate will be selected out of following 3 specilizations: 1. Audio Video 2. Networking & Hardware 3. Programming & Hardware
Job Responsibilities	Any other work assigned by the higher authorities from time to time.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)
<b>Office Assistant: 02 (01 UR, 01 SC)</b>	
<b>Essential:</b>	Intermediate or 10+2 or its equivalent with at least 50% marks or its equivalent from a recognized University/Institution. Possessing a speed of 35/30 w.p.m. in English/Hindi typing.
Desirable	Graduation and one Year Diploma in Computer Application from Government recognized institution
Job Responsibilities	Any other work assigned by the higher authorities from time to time.
Age limit	40 Years (no age bar for Gautam Buddha University candidates)

### GENERAL INSTRUCTIONS TO THE CANDIDATES

- (a) Eligible and desirous candidates may apply for one or more post(s) through offline only upto 05.00 PM, **16<sup>th</sup> January, 2020** by visiting the University's web site ([www.gbu.ac.in](http://www.gbu.ac.in)). 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. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.

(b) Candidates are advised to fill the information carefully in the application form. University will neither be responsible for any wrong information furnished by the candidates(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
- (a) The University reserves its 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 a candidate to be called for selection process.

(b) **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.

(c) The University reserve 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.

(d) **Any modification/correction/addition etc., if any, related to the Advertisement and or related to the recruitment process will be uploaded in the University web site 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.**

3. (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) OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.  
  
(c) 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 Budha University, Greater Noida.  
  
(e) The candidates who claimed to be from Economically Weaker Section (EWS) will have to fulfill the criteria contained in the office Memorandum No.36039/1/2019-Estt.(RES) dated 31.03.2019 Issued by the GOI.
4. The University reserves the right to assign/transfer the selected candidates to any section/department within the university and appointments will be offered accordingly.
5. (a) All qualifications obtained by the candidates should be from any recognized University. The University reserves the right to relax any of the qualifications/experience in exceptional cases. Any experience gained after the minimum qualifying degree/diploma will only be taken into consideration. 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 candidate 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/employees.  
  
(b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.
6. No TA/DA will be paid for appearing written/skill tests for any posts.
7. (a) Regular employees/persons serving in Govt./Semi Govt./PSUs should send the completed application along with all relevant supporting documents. Duly self-attested, THROUGHPROPER CHANNEL. The envelope containing complete application should be superscribed as “Application for the post of .....” and must be sent to “The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar- 201312 Uttar Pradesh on or before the closing date.  
(b) Please note that admission to written test is purely provisional. Before appearing for the practical Test/Computer Test/Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.
8. (a) University will not be responsible for any postal 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 candidature.

9. In case of any dispute, decision of the Vice-Chancellor, Gautam Buddha University shall be final.
10. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be University and courts/tribunals/forums at Gautam Budha Nagar, UP. Only shall have sole and exclusive jurisdiction to try any such cause/disputes.

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# Gautam Buddha University

Gautam Budh Nagar- (U.P.)

**Application Form for Non Teaching Posts**  
**On Direct/Deputation/Retired persons**

**Advertisement No: GBU/Admn/2019/02 Date: 25.12.2019**

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

Photograph

Post Applied for.....

1. Name (in Block letters) \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. A) Date of Birth \_\_\_\_\_  
B) Date of Retirement \_\_\_\_\_
4. Category (SC/ST/OBC/UR.) \_\_\_\_\_  
(Pl. enclose certificate)
5. If Physically Handicapped \_\_\_\_\_  
(Pl. enclose certificate)
6. Gender (Male/Female) \_\_\_\_\_
7. Marital Status \_\_\_\_\_
8. Highest Qualification \_\_\_\_\_
9. Mobile No. & E-mail ID \_\_\_\_\_
10. Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **Academic Qualifications Record:**

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

(Please enclose self-attested copies of certificates for all above-mentioned academic qualifications)



13. **Experience with type of work & period:**

S. No.	Name of Organization	Designation	Type of work (if any)	Duration	
				From	To
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

(Please enclose all above mention certificates, if any)

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

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**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, G.B. Nagar within ..... 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:.....

Dated:.....

Place:.....