

# **NOIDA AND GREATER NOIDA SHIKSHA SAMITI**

## **Guidelines for Application for the post of “Education Officer”**

The NOIDA AND GREATER NOIDA SHIKSHA SAMITI, henceforth mentioned as NGNSS, is a Society registered under the Society Registration Act 1860. Applications are invited from the Retired employees in the prescribed format from the **Indian Nationals** for **filling up the mentioned vacancies in NOIDA AND GREATER NOIDA SHIKSHA SAMITI situated in Noida and Greater Noida notified areas. The society runs inter colleges in Noida & Greater Noida as per details:-**

- I.** Mahamaya Balika Inter College, Sector -44, Noida–Greater Noida Expressway, Noida, District- Gautam Budh Nagar, UP.
- II.** Panchsheel Balak Inter College, Sector -91, Noida, District: Gautam Budh Nagar, UP
- III.** Savitri Bai Phule Balika Inter College, Kasna , Greater Noida, District : Gautam Budh Nagar, UP
- IV.** Gautam Buddha Balak Inter College, Knowledge Park-V, Greater Noida, District: Gautam Budh Nagar, UP

### **IMPORTANT**

#### **1. APPLICATION FORM :**

Candidates must apply in the prescribed Application Form devised by the NGNSS for this purpose and available on the website: [www.gbu.ac.in](http://www.gbu.ac.in).

#### **2. LAST DATE FOR RECEIPT OF APPLICATIONS:-11<sup>th</sup> June, 2018:**

Candidates must send their applications by speed post/registered post or by hand at the address mention below. The NGNSS will not be responsible for applications sent at any other address (including NGNSS office). Candidates are advised to send the applications well in advance to avoid any postal delay. The applications must reach the office on or before 11<sup>th</sup> June, 2018 up to 5.00 pm in the office of Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar-201312 UP.

#### **3. ELIGIBILITY OF APPLICANTS:**

All applicants must ensure that they fulfill the essential qualifications and age for the post applied for and other conditions stipulated in this advertisement. The Applications of those candidates not fulfilling the essential qualifications and other requirement will be summarily rejected and no correspondence will be made in this regard.

#### **4. AGE LIMIT:** Maximum 62 Year for applying .The cutoff date is 31/05/2018.

## **5. GENERAL INSTRUCTIONS:**

- I.** Applications must be submitted in the prescribed format published as on the website : [www.gbu.ac.in](http://www.gbu.ac.in) .
- II.** Envelopes containing the application must be super-scribed in bold letters as “**APPLICATION FOR THE POST OF EDUCATION OFFICER**”.
- III.** The application must be addressed to Registrar, Gautam Buddha University and should be sent at full address Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar, UP

## **6. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

- Self attested photocopies of all the educational qualifications, academic and professional, mark-sheets for all the years, degree/diploma certificates starting from Senior Secondary/Intermediate to highest academic/professional qualification the candidate possesses.
- achievement/distinction in Sports, Literary activities, Scouts & Guides, NCC, NSS etc.,
- Aadhar Card & PAN Card Photo Copies
- Class 10<sup>th</sup> certificate for proof of date of birth,
- Caste/category, sub-category certificates issued by the competent authority.
- Retirement/reliving certificate & Last Salary drawn certificate (Self attested copy) to be attached.

## **7. REASON FOR REJECTION:**

The following are the parameters of rejection of application of candidate:

- I.** Non-Receipt of any of the documentary proof in the form of self attested photocopies of qualification, mark-sheets, other certificate(s) retirement /reliving etc. as per details in point no. 06.
- II.** Not possessing the degree/desired qualification.
- III.** Not fulfilling any of the laid down eligibility criteria.
- IV.** Incomplete application or application not received on proper format within due date.

## **8. CONTACT:**

For any clarification, applicants may contact Office of the Director (Works), Administrative Building, Room No: F-11 (First Floor), Gautam Buddha University, Greater Noida, District – Gautam Budh Nagar, UP-201312., Phone No.- 0120-2344260/0120-2344252.

**9. NOTE:-**

- I. The qualification and experience prescribed above are the minimum and mere possession of the same shall not entitle any application to be called for the interview.***
- II.** If any of the claims is found to be incorrect, the candidates may render themselves liable to suitable action by the NGNSS in terms of the extent of the rules of the NGNSS on the subject.