



GURUGRAMUNIVERSITYGURUGRAM

(State University Established by Haryana Act-17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

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

RECRUITMENT NOTICE (Advt. No. NT-02-06/2025)

Online applications are invited for the various non-teaching posts on regular basis. Detailed instructions including number of posts, eligibility conditions, selection criteria etc. alongwith the link for submission of online application will be available on the University website www.gurugramuniversity.ac.in from 10.12.2025 (09:00 am) to 30.12.2025 (midnight). Print out of application (Hard copy) need not be submitted. Any addendum/corrigendum/amendments/notice/updation etc. related to this advertisement shall be uploaded only on the University Website

Sd/-
REGISTRAR

Dated :05.12.2025



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Advt. No.: NT-02-06/2025

Online applications are invited for direct recruitment to following non-teaching budgeted posts through online link available at www.gurugramuniversity.ac.in: **Join WhatsApp Channel: [Click Here](#)**

Advt. No.	Post	Pay Level	Group	No. of posts	Category
NT-02/2025	Carpenter-Gr-I	FPL-4	C	01	UR-1
NT-03/2025	Clerk-cum-DEO	FPL-2	C	18	UR-5, Gen(ESM)-2, DSC-1, OSC-2, DSC(ESM)-1, EWS-2, BCA-1, BCA(ESM)-1, BCB-1, BCB(ESM)-1 & PwBD(LV)*-1
NT-04/2025	Steno-Typist(Eng.)	FPL-2	C	02	DSC-1 & EWS-1
NT-05/2025	Daftri	FPL-2	C	01	BCA-1
NT-06/2025	Peon	FPL-DL	D	05	DSC-1, EWS-1, BCA-1, BCB-1 & ESP(Gen)-1
* PwBD (LV) is horizontally reserved under UR category.					

- Abbreviations: PwBD(LV)-Person with benchmark disability (Low Vision), EWS- Economically Weaker Section, DSC- Deprived Scheduled Caste, OSC-Other Scheduled Caste, UR-Unreserved, BCA- Backward Class-A, BCB-Backward Class-B, ESM- Ex-Servicemen and ESP-Eligible Sports Person.
- In case no eligible EWS candidate is found or qualify the test(s), the same will be filled from Un-reserved category. Accordingly, General category candidates may also apply.
- In case of non-availability of suitable candidate under horizontal reservation category of ESM under any vertical Category of Gen/DSC/OSC/BC/EWS for which post(s) are reserved but no ESM/DESM candidate of respective category is available, the candidate from the respective vertical category will be considered for that post. Benefit of reservation of ESM/DESM will be applicable as State Govt. Instructions issued time to time
- In case no suitable candidate of Persons with Benchmark disabilities (PwBD) from its respective categories of disability is available in the present recruitment process, then vacancies of PwBD will be filled by interchange among the categories of disabilities and in case no suitable person with benchmark disabilities is available, then these posts will be filled up by appointment of **a person other than a person with disability**, being advertised for the 4th time, in view of the Haryana Government's instructions dated 25.04.2018.

Complete details including eligibility conditions, selection criteria and general instructions are available at University website www.gurugramuniversity.ac.in. Application Fee will be accepted online detailed as under:

General		DSC/OSC/BCA/BCB/EWS/ESM candidates of Haryana State	
Male/Female	Female (Haryana Domicile)	Male	Female
500/-	250/-	125/-	63/-



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Note:-

- (i) The applicants resident of outside Haryana belongs to any reserved category shall be considered for the post advertised under UR category only. Hence, they have to apply only against the post advertised under unreserved (UR) category. The relaxation in application fee is applicable to the reserved categories of Haryana only.
- (ii) The PwBD category candidates of Haryana are exempted from payment of application fee.
- (iii) The DESM candidate have to pay application fee as per his/her respective category.
- (iv) The University reserves the right to increase or decrease the number of posts and to withdraw or not to fill any post without assigning any reason at any stage whenever required.

Interested applicants are advised to apply online through online link available on www.gurugramuniversity.ac.in between **10.12.2025 (9:00 am)** to **30.12.2025 (midnight)**. Print out of online application need not to be submitted / sent.

Sd/-
REGISTRAR

Endst. No: GUG/ Estt/2025/NT/818

Dated: 05.12.2025

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

1. The Finance Officer, GUG.
2. Director, UCDAC for uploading on the University website
3. Nodal Officer, Samarth for activation of link for online application on university website.
4. OSD to VC/PA to Registrar (for information).

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



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GENERAL TERMS & CONDITIONS

1. The Applicant must be citizen of India. Eligible & interested persons may apply online through online link available on the University website www.gurugramuniversity.ac.in w.e.f 10.12.2025 (9:00 am) to till 30.12.2025 (midnight). Print out need not to be submitted / sent. No application will be accepted in off-line/other mode.
2. Appointment on these posts are on provisional basis subject to verification of Character antecedents of the appointed candidates.
3. In case of non-availability of suitable candidate under horizontal reservation category of ESM under any vertical Category of Gen/DSC/OSC/BC/EWS for which post(s) are reserved but no ESM/DESM candidate of respective category is available, the candidate from the respective vertical category will be considered for that post. Benefit of reservation of ESM/DESM will be applicable as State Govt. Instructions issued time to time
4. The hard copy of downloaded (online filled) application form along with all uploaded documents must be brought at the time whenever called upon by the University.
5. Applicants are advised to ascertain their eligibility before applying to ensure that they are indeed eligible in terms of minimum eligibility conditions (**Annexure-A**) as on cut-off date i.e. the last date of application. All the Certificates/documents relating to eligibility conditions including qualification, experience will be determined with regard to last/cut-off date.
6. In the case of internal candidates, minimum qualifications as prescribed by the University in respect of various posts may be relaxable.
7. The University does not scrutinize the documents at the time of submission of online application and the same will be checked only during Scrutiny/verification.
8. Applicants are advised to fill their application form carefully and correctly such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, marks obtained, passing year, photo, Signature, experience, fee & other details etc. Applicants are advised to check the spellings as per documents. No request for change of any particular on the online application form shall be entertained after submission on any other ground. Applicant will be responsible for any mistake in the data filled in application form and fee paid.
9. An applicant needs to apply by filing up all the requisite fields and all the required documents will need to be uploaded/ sent along with the printout of online application form. Application without required application fee, self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or received after last date of receipt will be rejected and no correspondence will be entertained in this regard.
10. The University will not be responsible for any error/omission/commission/ suppression of information by an applicant knowingly/unknowingly/overtly/ covertly while filling the application form and uploading documents. Neither any document by hand/email/ post nor will any request for any change be accepted / considered after last date of submission of application. However, the University may ask any additional documents in support of any information/document for clarity as & when so required.
11. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the applicants. No inquiry or correspondence will be entertained in this regard.
12. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that an applicant does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable for action as per rules, in addition to criminally prosecution, irrespective of any benefit availed or not by furnishing the false/ incorrect information.



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13. The University reserves the right to call any applicant personally along with printed copy of the application form with uploaded documents original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.
14. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee.
15. Age of the applicant must not be below 18 years and above 42 years. Age relaxation to the applicant under various categories shall be given as per the provisions in the General Administration Department, Haryana Govt. notification no. 22/132/2013- 1GS-III dated 22nd March 2022 or amended time to time.
16. Applicant who is already in service of Govt./Semi Govt./Autonomous Bodies shall upload NOC of his employer with his online application and submit his/her application (printout of filled application form) through proper channel along with vigilance clearance certificate from the Competent authority. In case application is not forwarded due to whatever reasons till the time of written test, "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer have to be produced at the time of Documents Verifications/Interview (as the case may be).
17. The Selection Criteria alongwith syllabus for respective posts will be notified later. The requisite qualification and relevant experience etc. for eligibility shall be determined as on the last date of submission of online application.
18. It will be mandatory to qualify the written and/or skill test (wherever applicable). The qualifying marks in written/skill test are 50% (47.5% for DSC/OSC/BC/PwBD). The written test will be held in **English & Hindi** language. In first stage, all the applicants will be allowed to appear in written/skill test without ascertaining the eligibility and the applications of only those who qualify the test will be scrutinized for eligibility. Thereafter, the test-qualified and eligible applicants will be considered for further process of selection.
19. 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 further selection process. The University may restrict the shortlisted applicants to a reasonable number on the basis of the marks obtained in written and/or skill test.
20. 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.
21. 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.
22. The experience will be considered only after acquiring the essential qualification.



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38. 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).
39. 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.
40. If any question arises relating to the advertisement and its general terms & conditions, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.
41. 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 10.12.2025 (9:00 am) to 30.12.2025 (midnight). [Join Telegram Channel: Click Here](#)

Sd/-

Deputy Registrar (Estt)

Eligibility Conditions

Carpenter Gr.-I

- (i) Matric with ITI Certificate in the trade of Carpenter with two years' experience in the relevant field.
- (ii) Knowledge of Hindi/Sanskrit upto Matric.

Clerk-cum-DEO [More Updates Visit Website: HaryanaJobs.in](http://HaryanaJobs.in)

- (i) Graduate with minimum 60% marks at matric or 50% marks at 10+2 level.
- (ii) Candidate will have to qualify the test as prescribed by the competent authority including proficiency in computer application and appreciation, typing (with speed of minimum 30 wpm in English).
- (iii) Knowledge of Hindi/Sanskrit upto Matric or at Higher Level.

Note :- 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.

Steno-Typist(Eng.)

1. Graduate with at-least 60% marks at matric or 50% Marks at 10+2 level.
2. English shorthand at a speed of 80 wpm and transcription of 20 wpm (8% mistakes are permissible) & Word processing speed of 8000 keys/ hours or more.
3. Ability to work on computer with internet efficiently.
4. Knowledge of English & Hindi/Sanskrit up-to Matric or higher level.

Note :- 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.

Daftri

1. 10+2 Examination from a recognized Board.
2. Knowledge of Hindi/Sanskrit upto Matric or at Higher Level.

Peon

1. Matriculate with Hindi/Sanskrit from recognized Board.

Certificate regarding physical limitations in an examine to write

This is to certify that, I have examined Mr./Ms./Mrs _____ (name of the candidate with disability) a person with _____ (nature and percentage of disability as mentioned in the certificate of disability) S/D/O _____ a resident of _____ (village / District State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Place :

Date:

Signature and Seal of the Medical Authority

Name & Seal of Member Name & Seal of Member

Name & Seal of Member

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability- Orthopedic specialist/PMR).

Letter of undertaking for using Own Scribe.

I _____ a candidate with _____ (name of the disability)
appearing for the _____ (name of the examination) bearing roll no.
_____ at _____ (name of the centre).

My qualification is _____. I do hereby state that
_____ (name of the scribe) will provide the service of
scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that
his/her qualification is less than minimum qualification of the said post. In case, subsequently it is
found that his/her qualification is not as declared by the undersigned and is beyond my qualification,
I shall forfeit my right to the post and claims relating thereto.

Dated:

(Signature of the candidate with disability)