

Indira Gandhi University
Meerpur-Rewari



इंदिरा गांधी विश्वविद्यालय
मीरपुर-रेवाड़ी

(A State University under Haryana Act No. 29 of 2013)

Advt. No.22/2020

Applications are invited for the post of Clerk (s), Dy.Superintendent(s), Assistant Registrar(s) & Deputy Registrar(s) from the employees working in State Universities of Haryana on deputation basis initially for a period of one year or till the regular appointment is made whichever is earlier. Last date for submission of application is 16.11.2020 at 5.00 p.m. Please visit the University website www.igu.ac.in for other details /conditions etc.

REGISTRAR

**Indira Gandhi University
Meerpur, Rewari**



**इंदिरा गांधी विश्वविद्यालय
मीरपुर - रेवाड़ी**

(A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12-B & 2(f) of UGC Act, 1956

Advertisement No. 22/2020

Dated 04.11.2020

**REQUIREMENT OF CLERK (S), DY.SUPERINTENDENT(S),
ASSISTANT REGISTRAR(S) AND DEPUTY REGISTRAR(S) ON DEPUTATION**

Applications are invited for the post of Clerk (s), Dy.Superintendent(s), Assistant Registrar(s) & Deputy Registrar(s) from the employees working in State Universities of Haryana on deputation basis on usual terms and conditions initially for a period of one year or till the regular appointment is made whichever is earlier.

The candidates who are presently working or have worked in establishment, accounts, purchase & store branch and interested to work on deputation may apply for the post of Clerk (s), Dy.Superintendent(s), Assistant Registrar(s) & Deputy Registrar(s). Interested employees who are willing to join on deputation may apply through proper channel on the prescribed application form to be downloaded from the university website www.igu.ac.in. However, they may send an advanced copy of the application through email on establishmentbranch@igu.ac.in. The applications must reach to the office of Deputy Registrar, Establishment, Indira Gandhi University, Meerpur-Rewari by **16/11/2020 at 5:00 p.m.**

REGISTRAR

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI
APPLICATION FORM FOR NON-TEACHING POST FOR DEPUTATION
Advertisement No. 22/2020

Application No.
(To be filled in by the office)

A signed passport
size recent
photograph of the
candidate duly
attested must be
pasted here

-
1. a) Post applied for _____
(Give the full and correct name of the post)
- b) Advertisement No. _____
2. a) Name in Full (in block letters) _____
- b) Father's Name _____
- c) Mother's Name _____
3. a) Present Postal Address _____

- b) Mobile No. _____
- c) E-mail Address _____
4. a) Date of Birth _____
5. a) Do you belong to SC/BC/Ex-Serviceman/
Physically Handicapped category? _____
(If yes, attach a certificate from the competent authority)
- c) Male/Female _____
- d) Marital Status (Married/Unmarried) _____
6. a) Present employment, if any, with pay & grade _____
- b) Date of next increment _____
- c) Name of Employer _____
- 7 a) Have you ever been disqualified from
undertaking University/department work or
placed under suspension or FIR is registered
(Say Yes or No) _____
- b) Is there any vigilance enquiry pending against
you?(Say Yes or No) _____

8. Educational Qualifications (from Matriculation onwards)

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
Any other exam.								

Note:- Attested copies of certificates in support of qualifications be attached with this application.

9. Employment: - Give particulars concerning all periods of employment, including professional nature.

Name of Employer/ Institution	Designation of the Post held and its pay scale	Branch	Duration of appointment/service		Basic Pay & allowances separately
			From	To	

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the Indira Gandhi University, Meerpur, Rewari.

Place

Date

.....

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr....., who is at present working as in the (Deptt./Orgnization) is recommended and forwarded for consideration for the post of..... to the Registrar, I.G.University, Meerpur, Rewari. In case, he/she is selected on deputation basis in the I.G.University, Meerpur, Rewari he/she will be relieved of his/her present position.

Place
Date

Signature of the Head
of the office/organization
(Seal of Officer)