



Advt. No. IGU/ENT/02/2026/ ३४२३

Dated: 03/07/2026

REQUIREMENT OF NON-TEACHING STAFF (DEPUTATION/CONTRACTUAL BASIS)

It is hereby notified for the information of all the concerned that Indira Gandhi University Meerpur, Rewari intends to fill up the following Non-Teaching Posts on deputation/contractual basis for a period of one year for deputation and six months for contractual basis or till the regular appointment is made whichever is earlier. The interested eligible candidates holding qualifications as per **Annexure-'A'** may apply on the prescribed proforma (**copy attached**) along with photocopy of their credentials. The application through proper channel or along with NOC is to be sent to the Registrar Indira Gandhi University Meerpur, Rewari, Pin 122502 Haryana latest by **20/07/2026 up to 05:00 P.M. positively.**

Sr. No.	Name of the Post	No. of Post	Requirement
1.	Librarian (Acad. Pay Level - 14)	01	Applications are invited from the eligible employees working in Centre/State Government Undertaking/ Institutions/ Departments 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. 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, such employee may send advance copy of application form to the University address as given below so as to reach well before the last date of the application on the address as given below so as to reach well before the last date of the application. Note: In case no person found eligible for deputation or no one applies for the respective posts on deputation mentioned at Sr. No. 1 to 5, in that case the posts will be filled up on contractual basis preferably with the retired employees on the terms and conditions to be decided on mutual consent.
2.	Assistant Librarian (Acad. Pay Level - 10)	01	
3.	System Analyst (FPL-09)	01	
4.	Programmer (FPL-09)	01	
5.	Junior Engineer (FPL -06)	02 (Electrical & Civil each)	
6.	Steno Typist (FPL -02)	5	
7.	Clerk (FPL -02)	8	

Any type of corrigendum/addendum/amendments/notice/updating etc. related to this advertisement shall be uploaded on University website www.igu.ac.in. Further, the University will not send any further information/call letters post/newspaper. The qualifications of the post annexed as **Annexure-A**.

Instructions: -

1. The applications must reach to the office of Registrar, Indira Gandhi University, Meerpur, Rewari-122502 by **20/07/2026 up to 05:00 p.m.**
2. The candidate must provide NOC of his/her department, in case he/she is shortlisted for deputation.
3. All the enclosed documents should be page numbered and self-attested.
4. Incomplete application and without relevant supporting documents attached with it will not be considered in any case.
5. No TA/DA shall be paid for attending the interview.
6. The selection on deputation shall be on temporary basis for a fixed time or till vacancy is filled on regular basis, whichever is earlier.

7. The University reserves the right to increase/decrease the number of posts or not to fill any post without assigning any reason.
8. Mere fulfillment of eligibility conditions does not entitle a candidate to be called for interview.
9. Incomplete application form will not be considered in any case.
10. Any type of corrigendum/addendum/amendments/notice/updating etc. related to this advertisement shall be uploaded on University website www.igu.ac.in.

REGISTRAR

Endst No: IGU/ENTS/2026/ 3824-3858

Dated: 03-07-2026

Copy of the above is forwarded to the following for information and necessary action please:

1. Dean, Academic Affairs, IGU, Meerpur, Rewari.
2. All Deans of Faculties/Dean of Colleges/Chairpersons of UTDs, IGU, Meerpur, Rewari.
3. The Finance Officer, IGU, Meerpur, Rewari.
4. The Joint Director (Local Audit), IGU, Meerpur, Rewari.
5. Director, University Computer Centre, with the request to upload the same on the University website.
6. A.R., O/o Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), IGU, Meerpur, Rewari.
7. PA to Registrar (for kind information of the Registrar), IGU, Meerpur, Rewari.


03-07-2026
Deputy Registrar (Estt.)

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

APPLICATION FORM FOR NON-TEACHING POST ON DEPUTATION /CONTRACTUAL BASIS

Advt. No. IGU/ENT/02/2026

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. 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								
Sr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
M.Phil.								
Ph.D (Date Of Regn. of Ph.D.)								
NET/SET/etc.								
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	Duration of appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

10. List of the certificates (self-attested copies) attached: -

- | | |
|------|-------|
| i) | vi) |
| ii) | vii) |
| iii) | viii) |
| iv) | ix) |
| v) | x) |
| xi) | xii) |

11. Additional information, if any (attach separate sheet, if required)

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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 I. G. University, Meerpur, Rewari.

Place

Date

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(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Ms./Mrs./Shri/Dr., who is at present working as in the (Deptt./Orgnization) is recommended and forwarded for consideration for the post ofto 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:
Dated:

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

Annexure-‘A’ (01 to 03 Pages)

Sr. No.	Name of the Post	Qualifications
1.	Librarian	<p>i) A Master’s Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.</p> <p>ii) At least ten years as a Librarian at any level in a University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years’ experience as a College Librarian.</p> <p>iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.</p>
2.	Assistant Librarian	<p>i) A Master’s degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>ii) A consistently good academic record with knowledge of computerization of library.</p> <p>iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the University Grants commission (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: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>iv) Hindi/Sanskrit upto Matric Standard.</p> <p>Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. (ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>

3.	System Analyst	<p>i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering through regular mode with at least 50% marks. ii) 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization. iii) Hindi/Sanskrit upto Matric Standard. OR i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA with at least 50% marks. ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization. iii) Hindi/Sanskrit upto Matric Standard.</p>
4.	Programmer	<p>i) B.E./B.Tech. (CSE/IT) or MCA /M.Sc. (Computer Science/Software Engg./Information Technology) with at least 50% marks through regular mode. ii) Essential Experience: 2 years' experience as programmer in University System/Govt./Govt. aided Institution. iii) Hindi/Sanskrit upto Matric standard.</p>
5.	Junior Engineer	<p>Junior Engineer (Civil) i) B.E./B.Tech. (in Civil engineering) with 60% Marks and one year experience in the relevant field OR Three year Diploma in Civil Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Civil Works in Govt./Public Sector in construction and maintenance of building/relevant field. ii) Should have good knowledge of working on Computers. iii) Knowledge of Hindi/Sanskrit up to Matric/ 10th Standard. Junior Engineer (Electrical) i) B.E./B.Tech. (in Electrical Engineering) with 60% Marks and one year experience in the relevant field. OR Three year Diploma in Electrical Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Electrical Works in Govt./Public Sector/relevant field. ii) Should have good knowledge of working on Computers. iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
6.	Steno Typist	<p>i) A Bachelor's Degree or its equivalent from any recognized university with at least 50% marks. ii) English short hand at the speed of 80 w.p.m. and transcription thereof at the speed of 20 w.p.m. OR Hindi short hand at the speed of 64 w.p.m. and transcription thereof at the speed of 15 w.p.m. on computer. iii) Candidate should be able to work on computers and with Internet and do data entry efficiently. iv) Knowledge of Hindi/Sanskrit upto Matric Standard.</p>

7.	Clerk	<p>i) A Bachelor's Degree or its equivalent with at least 50% marks from a recognized University/Institution.</p> <p>ii) Required to qualify the written test.</p> <p>iii) Required to qualify the computer typing test at the speed of 35/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>iv) Knowledge of Hindi/Sanskrit up to Matric/10th standard.</p>
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