



# 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)  
Greater Noida Gautam Buddha Nagar- 201312 (U.P.)

## RECRUITMENT OF NON TEACHING POSTS

Advertisement No: GBU/Admn/2026-03

Dated: 23 June 2026

### Direct Recruitment/On Deputation

The Gautam Buddha University, Greater Noida, Gautam Budh Nagar U.P. Invites application to fill up the following Posts for direct recruitment OR Deputation basis. The details of posts including mode of recruitment, qualifications/experience and age limit are as under:-

S. No.	Name of Post	Level/Grade Pay	Number of Post & Category	Mode of Appointment
1.	Deputy Registrar	Level -12 GP- Rs.7600	01 UR	On Deputation
2.	Deputy Controller of Examination	Level -12 GP- Rs.7600	01 UR	Direct Recruitment
3.	Assistant Registrar Group-A	Level -11, GP- Rs.6600	01 UR	Direct Recruitment OR On Deputation
4.	Assistant Registrar Group-B	Level-10, GP-Rs.5400	01 UR	Direct Recruitment OR On Deputation
5.	Fire Cum Security Officer	Level -10, GP- Rs.5400	01 UR	Direct Recruitment
6.	Horticulture Inspector	Level -7, GP Rs. 4600	01 UR	Direct Recruitment
7.	Cashier	Level -7, GP Rs. 4600	01 UR	Direct Recruitment
8.	Assistant Accountant	Level-5, GP Rs. 2800	01 SC	Direct Recruitment
9.	Office Assistant	Level-03 GP Rs. 2000	12 (SC-03, OBC-03, UR-05, EWS-01)	Direct Recruitment

### Direct Recruitment Positions:

#### Deputy Controller of Examination (01 UR)

Post	DEPUTY CONTROLLER OF EXAMINATION
Classification	Group A
Scale of pay	PB-3, Rs. 15600-39100 GP-7600/-
Mode of Exam./Test for direct recruitment	Interview
Qualification for direct recruitment	A master's degree with at least 55% of the marks or its equivalent from a recognized University/Institution. <b>and</b> At least 5 years of experience as Assistant Professor (AGP - 6000) along with experience in educational administration. <b>or</b> Comparable experience in research establishment and/or other institutions of higher education. <b>Desirable:</b> Knowledge of working in computerized environment.
Age limit for direct recruitment	50 years (no age bar for Gautam Buddha University candidates)

**Direct Recruitment:****Assistant Registrar Group-A (01 UR)**

Post	Assistant Registrar
Classification	Group A
Scale of pay	PB-3, Rs. 15600-39100 GP - Rs 6600 Level-11
Mode of Exam./Test for direct recruitment	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> A good Academics Record plus master's degree with at least 55% of the marks or its equivalent from a recognized University/Institution. <b>Desirable:</b> Knowledge of working in computerized environment. <b>and</b> 3 years of experience of supervisory nature in administrative matter in a University/research establishment/other institutions of higher education in the PB – 3 with GP 5400.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

**Direct Recruitment:****Assistant Registrar Group-B (01 UR)**

Post	Assistant Registrar
Classification	Group B
Scale of pay	PB -3, Rs. 15600-39100 GP – Rs. 5400 Level-10
Mode of Exam./Test for direct recruitment	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> A good academic record with Master's degree at least 55% of the marks or its equivalent from a recognized University/Institution and 3 years of experience in the GP Rs.4800/- in the feeder cadre i.e. Section Officer/Private Secretary/Security Officer. <b>Desirable:</b> Knowledge of working in computerized environment. <b>and</b> 3 years of experience of supervisory nature in administrative matter in a University/research establishment/other institutions of higher education in the PB – 2 with GP 4600.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

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**Direct Recruitment:**  
**Fire –Cum- Security Officer -01 (UR)**

Post	<b>FIRE –CUM- SECURITY OFFICER</b>
Classification	Group B
Scale of pay	PB-3 Rs. 15600-39100 GP – Rs 5400/- Level -10
Mode of Exam./Test for direct recruitment	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> 1. A Graduate or an equivalent qualification from a recognized University/Institution. 2. At least 10 years experience in Police/Para-Military Forces/Armed Forces not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/ Motor Cycle. <b>Desirable:</b> 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should able to speak English and Hindi. <b>Note:</b> 1. Selection will be done on the basis of endurance, driving test of Motor Cycle followed by an interview. 2. The selected candidate has to wear Uniform after joining the University service. 3. The selection committee may co-opt one suitable Group 'A' Police Officer or Commissioned Officer from Armed Forces of the Union as Expert member.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

**Direct Recruitment:**  
**Horticulture Inspector -01 UR**

Post	<b>Horticulture Inspector</b>
Classification	Group-B
Scale of pay	PB-2, Rs. 9300-34800 G.P. 4600/- Level-07
Mode of Exam./Test for direct recruitment	Written exam /Interview
Qualification for direct recruitment	<b>Essential:</b> 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
Age limit for direct recruitment	40 (no age bar for Gautam Buddha University candidates)

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**Direct Recruitment:****Cashier-01 UR**

<b>Post</b>	<b>Cashier</b>
Classification	Group-B
Scale of pay	(9300-34800) G.P. 4600/-
Mode of Exam./Test for direct recruitment	Written Test and Interview
Qualification for direct recruitment	<b>Essential:</b> Commerce/Economics/Mathematics graduate with at least 50% marks or equivalent from a recognized University/Institution. Three years of Accounts and financial experience in GP – 2800/- . <b>Desirable:</b> One Year Diploma in Computer Application & Knowledge of Accounting software.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

**Direct Recruitment:****Assistant Accountant- 01 SC**

<b>Post</b>	
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2800/-
Mode of Exam./Test for direct recruitment	Written test, Typewriting test and Interview
Qualification for direct recruitment	<b>Essential:</b> Graduation in Commerce/Economics/Mathematics with at least 50% marks or equivalent from a recognized University/Institution; possessing a speed of 35/30 w.p.m. in English/Hindi typing. <b>Desirable:</b> One Year Diploma in Computer Application & Knowledge of Accounting software.
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

**Direct Recruitment:****Office Assistant -12 (SC-03, OBC-03, UR-05, EWS-01)**

<b>Post</b>	<b>Office Assistant</b>
Classification	Group-C
Scale of pay	(5200-20200) G.P. 2000/-
Mode of Exam./Test for direct recruitment	Written test, Typewriting test and Interview
Qualification for direct recruitment	<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. <b>Desirable:</b> Graduation and one Year Diploma in Computer Application from Government recognized institution
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

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## Qualification and General Terms & Conditions for recruitment on Deputation Basis:

Name of Post	Eligibility
Deputy Registrar	Working as Deputy Registrar (Regular Post) or at least 05 years' Experience as Assistant Registrar in a Central/State University/Semi Govt. Services. Age limit: not exceed 56 years on the closing date of receipt of the application.
Assistant Registrar-Group-A Level-12	Officials working in the relevant field in Central/State government/Central/State University/Government R&D Institutions. AND Holding analogous post on regular basis OR Minimum 03 years regular service in the level- 10 of 7 <sup>th</sup> pay commission. Age limit: not exceed 56 years on the closing date of receipt of the application.
Assistant Registrar-Group-B Level-10	Officials working in the relevant field in Central/State government/Central/State University/Government R&D Institutions. AND Holding analogous post on regular basis OR Minimum 03 years regular service in the level- 08 of 7 <sup>th</sup> pay commission. Age limit: Age limit: not exceed 56 years on the closing date of receipt of the application.

### TERMS AND CONDITIONS FOR DEPUTATION:

1. Applications of eligible candidates shall be forwarded through proper channel by the parent department/organization along with a No Objection Certificate (NOC) and vigilance clearance certificate. Applications not routed through proper channel shall not be considered.
2. **Age Limit:** Not exceeding 56 (fifty six) years on the closing date of receipt of application.
3. The selected candidate shall be entitled to pay and allowances as per deputation rules of the Government of Uttar Pradesh. Deputation allowance, if applicable, shall be payable as per prevailing rules. No other financial benefits outside the applicable rules shall be admissible.
4. The period of deputation shall be governed by the rules and regulations of the Government of Uttar Pradesh and/or the University, as applicable. The tenure may be extended or curtailed at the discretion of the competent authority.
5. The University reserves the right to shortlist, select, or reject any application without assigning any reason thereof. The decision of the competent authority shall be final and binding.
6. The application must be accompanied by complete bio-data along with self-attested copies of all relevant documents pertaining to educational qualifications and experience.
7. The deputation may be terminated at any time by the competent authority without assigning any reason, subject to applicable rules and service conditions.
8. Since the University is a residential institution, the selected candidate shall be required to reside in the accommodation available within the University campus, subject to availability and applicable rules.

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## GENERAL INSTRUCTIONS FOR DIRECT RECRUITMENT CANDIDATES:

1. Appointment of the selected candidate against a regular position shall initially be on contractual basis for a period of two years, which shall also be treated as the Probation Period. During the said period, the performance and conduct of the candidate shall be assessed and, on the basis of such assessment, the services may be regularized, the Probation Period may be extended for a maximum period of one additional year, or the services may be terminated.
2. The Number of vacancies may be increased or decreased. The University reserves the right to fill or not to fill the post as per the requirement of the University.
3. The name of the post of applied for must be clearly filled in the application form with reference to the advertisement. **Separate application form must be filled for each post along with fee by online payment (NEFT/RTGS only) / Bank draft for Rs. 1000/- (Rs. One thousand only) for UR category payable to the Gautam Buddha University, Greater Noida. The SC/ST/OBC/differently abled persons are to pay Rs. 500/- (Rs. Five hundred only) on submission of valid documents.**

Online payment (NEFT/RTGS) reference no./transaction no. must be filled in the Application Form at proper place. The details for online payment is as follows:

1. Account No : 6660000100000025
  2. IFSC : PUNB0666000
  3. Bank Name : Punjab National Bank
  4. Branch Name : Gautam Buddha University, Campus, Greater Noida, Gautam Budh Nagar, U.P. -201312
4. The application fee is required to be paid only by candidates applying for the regular post.
  5. In the event of extension of the Probation Period, a fresh appraisal of the performance and conduct of the candidate shall be undertaken upon completion of the extended period, and the services shall thereafter be either regularized or terminated, as the case may be.
  6. Eligible and desirous candidates may submit their applications in the prescribed format along with all relevant supporting documents for one or more posts through Speed Post/Registered Post/Courier addressed to the Registrar, Gautam Buddha University, Greater Noida, Gautam Buddha Nagar- 201312, Uttar Pradesh. The duly filled application form must reach the University on or **before 23 July 2026 up to 5:30 PM.**
  7. 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 Buddha University, Greater Noida.
    - (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) The OBC candidates under creamy-layer will not get the advantage of reservation under the OBC category.
    - (c) The candidates, who claim to be from Economically Weaker Section (EWS), will have to fulfill the criteria contained as per U.P. Government rules.
  8. Candidates must ensure that they fulfill all eligibility conditions prescribed for the post applied for. Original certificates/documents in support of the information furnished in the application form shall be required at a later stage of the recruitment process. No deviation from the particulars furnished in the application form shall be permitted under any circumstances.
  9. Candidates are advised to fill in the application form carefully and accurately. The University shall not be responsible for any incorrect information furnished by the candidate. The candidate shall be solely responsible for the correctness and authenticity of the information provided in the application form. No request for change, modification, or correction shall be entertained thereafter.
  10. The University reserves the right to limit the number of candidates to be called for the selection process by applying higher criteria over and above the prescribed minimum qualifications and experience. Mere fulfillment of the essential qualifications shall not entitle a candidate to be called for the selection process.
  11. Call letters and all further communications relating to the recruitment process **shall be sent only through email.** No other mode of communication shall be adopted. Candidates are

- therefore required to possess at least one valid and active email address throughout the recruitment process.
12. The University reserves the right not to fill any or all advertised posts and to cancel the advertisement wholly or partially without assigning any reason thereof. The decision of the University in this regard shall be final and binding.
  13. Any modification, corrigendum, addendum, or update relating to the advertisement or recruitment process shall be uploaded only on the official website of the University. No separate communication shall be made in this regard. Candidates are advised to regularly visit the University website for updates.
  14. The University reserves the right to assign or transfer selected candidates to any section, department, centre, office, or campus of the University, as deemed necessary.
  15. All qualifications obtained by the candidates must be from recognized Universities/Institutions. The University reserves the right to relax any qualification and/or experience requirement in exceptional cases. Only the experience acquired after obtaining the minimum prescribed qualification shall be considered.
  16. The University may verify the antecedents and documents submitted by the candidate at any stage during the tenure of service. In case any information or document submitted by the candidate is found to be false, fabricated, suppressed, or misleading, the services of the candidate/employee shall be liable to termination and appropriate legal action may also be initiated.
  17. No TA/DA shall be admissible for appearing in the interview, written test, skill test, computer test, or any stage of the recruitment process.
  18. Candidates serving in Government Departments, Semi-Government Organizations, Autonomous Bodies, or Public Sector Undertakings shall submit their applications through proper channel along with a No Objection Certificate issued by the competent authority.
  19. Admission to the written test shall be purely provisional. Original certificates/documents may be verified before permitting the candidate to appear in the practical/computer/skill test, wherever applicable. Candidates shall be allowed to participate further in the recruitment process only upon satisfactory verification of the documents submitted in support of the information furnished in the application form.
  20. Selected candidates shall submit an undertaking stating that they shall reside in the accommodation provided within the University campus, subject to payment of prescribed charges, and shall remain available on campus as and when required.
  21. The University shall not be responsible for any postal delay, technical delay, or non-receipt of applications.
  22. Interim correspondence and enquiries relating to the recruitment process shall neither be entertained nor replied to.
  23. Any attempt to influence the recruitment process in any manner whatsoever shall lead to disqualification of the candidate.
  24. In case of any dispute arising out of the recruitment process, the decision of the Competent Authority of Gautam Buddha University shall be final and binding on all concerned. Interested and eligible candidates may submit their applications in the prescribed format through Speed Post/Registered Post/Courier only, addressed to:

**The Registrar**

Gautam Buddha University

Greater Noida, Gautam Budh Nagar – 201312

Uttar Pradesh, India

**The duly completed application form must reach the University on or before 23 July 2026 up to 5:30 PM.**

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