



Gautam Buddha University

Greater Noida, Gautam Budh Nagar (U.P.)-201312

Advertisement no: GBU/Admn/2025-05 Dated: 31st July 2025

Direct Recruitment/Retired officials

The Gautam Buddha University invites application to fill up the following posts. The details of posts including mode of recruitment, qualifications/experience required and age limit are as under :-

Interested candidates may send their applications in the prescribed format through Speed Post/Registered Post/Courier only to “**The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar-201312 (UP) India**”. The duly filled application form must reach on or before 20th August 2025 upto 5.30 p.m.

S. No.	Name of Post	Level/Grade Pay/ Consolidated Salary	Number of Post & Category	Mode of Appointment
1.	Director Works	Level 12, PB-3 Grade Pay Rs.7600/- ----- For Retired person Rs. 78,800/- per month	01 UR	Direct Appointment/ Retired person
2.	Assistant Registrar Grade-II	Level 10 PB-3 Grade Pay Rs.5400/-	01 SC 01 UR 01 OBC	Direct Appointment
3.	Accountant	Level 07 PB-2 Grade Pay Rs. 4600/-	01 UR	Direct Appointment
4.	Cashier	Level 07 PB-2 Grade Pay Rs. 4600/-	01 UR	Direct Appointment
5.	Junior Engineer- Civil	Level 07 PB-2 Grade Pay Rs. 4600/-	01 SC 01 UR 01 OBC	Direct Appointment
6.	Junior Engineer- Electrical	Level 07 PB-2 Grade Pay Rs. 4600/-	01 SC 01 UR 01 OBC	Direct Appointment

Qualifications & Experience:

Sr. No.-1: Director Works (01-UR)

Post	Director Works
Classification	Group-A
Mode of recruitment	Direct
Scale of pay	(15600-39100) G.P. 7600/-
Mode of Exam./Test for direct recruitment	Interview
Qualification for direct recruitment	Graduate in Engineering with at least 60% marks or its equivalent from a recognized University/AICTE. and 8 years of experience as Assistant Engineer in a University Or In PWD/CPWD etc. or research establishment or other institutions of higher education. Desirable: Knowledge of working in computerized environment.
Age limit for direct recruitment	45 Years (no age bar for Gautam Buddha University candidates)
Remarks	

Sr. No.-1: Director Works (01-UR) for Retired Person:

Post	Director Works
Classification	Group-A
Honorarium per month	Rs. 78,800/- (consolidated per month), subject to the condition that pay plus pension shall not exceed the last pay drawn in service.
Mode of recruitment	On Contract
Qualification & Experience for retired person	Graduate in Engineering with at least 60% marks or its equivalent from a recognized University/AICTE.
Experience	8 years of continues service as Executive Engineer or above in PWD/CPWD /Central Government/State Government or any other Institution of Higher Education/University.
Age limit	65 years (Appointment for a fix tenure of two years from the date of joining or upto the upper age limit i.e. 65 years whichever is earlier.)

Sr.No. 02: Assistant Registrar Grade-II (01 SC, 01 UR, 01 OBC) Total-03

Post	Assistant Registrar
Classification	Group-B
Scale of pay	Level- 10, (Rs. 15600-39100) GP –Rs. 5400
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p>Essential: 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.</p> <p>Desirable: Knowledge of working in computerized environment. and 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.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

Sr.No. 03: Accountant (01 UR)

Post	Accountant
Classification	Group-B
Scale of pay	Level-06 (Rs. 9300-34800) G.P. 4600/-
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p>Essential: Graduation in Commerce/Economics/ Mathematics with at least 55% marks or equivalent from a recognized University/Institution.</p> <p>Desirable: Three years of experience of financial matters in an established organization in GP – 2800/- with knowledge of working in computerized environment</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)



Sr. No. 04: Cashier (01 UR)

Post	Cashier
Classification	Group-B
Scale of pay	Level-06 (Rs. 9300-34800) G.P. 4600/-
Mode of Exam./Test for direct	Written Test and Interview
Qualification for direct recruitment	<p>Essential: 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/-</p> <p>Desirable: One Year Diploma in Computer Application & Knowledge of Accounting software.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

Sr.No.05: Junior Engineer – Civil (01 SC, 01 UR, 01 OBC) Total-03

Post	Junior Engineer
Classification	Group-B
Scale of pay	Level-06 (Rs. 9300-34800) G.P. 4600/-
Mode of Exam./Test for direct	Written exam/ Interview
Qualification for direct recruitment	<p>Essential: Diploma/Degree in Civil Engineering with at least 55% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization in case of diploma holders.</p> <p>Desirable: Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

Sr.No.06: Junior Engineer – Electrical (01 SC, 01 UR, 01 OBC) Total-03

Post	Junior Engineer
Classification	Group-B
Scale of pay	Level-06 (Rs. 9300-34800) G.P. 4600/-
Mode of Exam./Test for direct	Written exam/ Interview
Qualification for direct recruitment	<p>Essential: Diploma/Degree in Electrical Engineering with at least 55% marks or equivalent from a recognized University/Institution. 3 years of relevant working experience in an established organization in case of diploma holders.</p> <p>Desirable: Knowledge of working in computerized environment.</p>
Age limit for direct recruitment	40 years (no age bar for Gautam Buddha University candidates)

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Director Works (Retired Person) को आवेदन करने हेतु शर्तें:

1. संविदा की अवधि तैनाती की तिथि से दो वर्ष होगी परन्तु एक वर्ष की सेवाओं को पूर्ण करने के उपरान्त सेवा अवधि के ऑकलन तथा फिटनेस प्रमाणपत्र प्रस्तुत करने के पश्चात् एक वर्ष बढ़ायी जा सकती है। भत्ते एवं अवकाश विश्वविद्यालय के नियमानुसार देय होंगे।
2. अभ्यर्थी की आयु 65 वर्ष से अधिक न हो एवं वह भारत देश का नागरिक होना चाहिए।
3. अभ्यर्थी को आवेदन पत्र के साथ फिटनेस (चिकित्सा प्रमाणपत्र) संलग्न करना आवश्यक होगा कि वह शारीरिक रूप से स्वस्थ है। फिटनेस प्रमाण पत्र एक वर्ष की कार्यसेवा पूर्ण करने के उपरान्त पुनः प्रस्तुत करना होगा। चिकित्सा प्रमाण पत्र सरकारी अस्पताल के चिकित्साधिकारी जो कि Dy. CMO से कम स्तर का न हो, के द्वारा जारी किया गया होना चाहिए।
4. समेकित प्रतिमाह वेतन Rs.78,800/- के अतिरिक्त इन्हें अर्हतानुसार विश्वविद्यालय परिसर में आवास अनुमन्य होगा जिस में आवासित होना अनिवार्य होगा। कर्मों को भवन का नियमानुसार लाईसेंस फीस तथा वास्तविक बिजली का भुगतान करना होगा।
5. समस्त प्राप्त आवेदनों की स्कूटनी के पश्चात् साक्षात्कार आयोजित किया जायेगा। अन्तिम चयन प्रार्थी के योग्यता/अनुभव/साक्षात्कार के आधार पर किया जायेगा।
6. आवेदक की किसी प्रकार की जाँच लम्बित नहीं होनी चाहिए, इस आशय का शपथपत्र संलग्न करना आवश्यक है।
7. आवेदक को प्रार्थनापत्र के साथ सेवानिवृत्ति का प्रमाणपत्र संलग्न करना अनिवार्य होगा।
8. वर्णितपदों की संख्या घटाई अथवा बढ़ाई जा सकती है। मात्र अर्हतायें पूर्ण किये जाने के आधार पर आवेदक द्वारा नियुक्ति हेतु दावा नहीं किया जा सकेगा। नियुक्ति के सम्बन्ध में सक्षम प्राधिकारी का निर्णय अंतिम होगा।

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Appointment of selected candidate against regular position shall be initially on contract basis for a period of two years, which will also be deemed as the Probation Period. An appraisal of your performance and your conduct shall be made, and accordingly, your services may be regularised or your Probation Period may be extended for a maximum period of one year or your services may be terminated.
2. In case Probation Period is extended, another appraisal of your performance and conduct shall be made after the expiry of the extended Probation Period and your services shall be accordingly regularised or terminated.
3. Eligible and desirous candidates may send application from (on prescribed format) along with all relevant documents for one or more post(s) through Speed Post/Registered Post to the Registrar, Gautam Buddha University, Greater Noida, Gautam Buddha Nagar 201312 U.P. The duly filled application form must reach on or before 20th August 2025 upto 5.30 p.m.

Application Fee:

Application form must be filled for each post along with fee by crossed IPO or Bank draft or Online mode. Rs.1000/- (Rs. One thousand only) for UR candidates and Rs.500/- (Rs. Five Hundred only) for SC/ST/OBC/differently-abled persons on submission of valid documents. The amount payable to the Gautam Buddha University, Greater Noida.

Online payment 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 Code : PUNB0666000
3. Bank Name : Punjab National Bank
4. Branch Name : Gautam Buddha University, Campus, Greater Noida, Gautam Buddha Nagar, U.P.

4. Candidates have to make sure that they are fully eligible for any particular post they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a late stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.

5. Candidates are advised to write the information carefully in the application form. University will neither be responsible for any wrong information furnished by the candidates(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
6. The University reserves its right to place a reasonable limit on the total number of candidates to be called for selection process based on higher parameters over and above the essential qualification. Fulfillment of qualifications per-se-does not entitle candidates to be called for selection process.
7. **Call letter to short-listed candidates and any further information will be sent through email only.** No other mode of communication will be adopted, so before sending the application form, candidates are required to have at least one working email which will be used during the entire selection process.
8. The University reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final and binding.
9. Any modification/correction/addition etc., if any, related to the Advertisement and or related to the recruitment process will be uploaded in the University website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the University website for updates, if any.
10. The University reserves the right to assign/transfer the selected candidates to any section/department within the university and appointment will be offered accordingly.
11. All qualification obtained by the candidates should be from any recognized University. The University reserves the right to relax any of the qualification/experience in exceptional cases. Any experience gained after the minimum qualifying degree/diploma will only be taken into consideration. The University may verify the antecedents and documents submitted by candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employee.
12. No TA/DA will be paid for appearing interview/ written/skill tests for any posts.
13. Regular employees/persons serving in Govt./Semi Govt./PSUs should send the complete application along with all relevant supporting documents along with copy of No Objection Certificate.
14. Please note that admission to written test is purely provisional. Before appearing for the practical test/computer test, skill test, if any, details of the candidates may be verified with original certificate. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.
15. Selected candidates will submit an Undertaking that they will reside in house/flat provided in the University campus on payment of requisite charges 7 days a week (24hrs.) and required to remain available as and when required.
16. (a) University will not responsible for any technical delay.
(b) Interim correspondence/enquiries shall not be entertained or replied to.
(c) Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidate.
17. In case of any dispute, decision of the Vice-chancellor, Gautam Buddha University shall be final.

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