



Gautam Buddha University
Gautam Budh Nagar -201312 (U.P.)

(Established by the Uttar Pradesh Gautam Buddha University Act, 2002
UP Act No. 9 of 2002, passed by the Uttar Pradesh Legislature)

ADVERTISEMENT No.: GBU/2023/04 Dated 05.11.2023

Direct/Deputation Recruitment of Non Teaching Positions

Gautam Buddha University invites applications to fill up the following posts for direct recruitment and on Deputation Basis as per followings:

S.No	Name of the post	No. of Post	Pay level	Particular
1.	Account Officer	01(UR)	Level-10	Direct Recruitment
2.	Assistant Registrar-Group-A	01(UR)	Level-11	On Deputation
3.	Assistant Registrar- Group-B	01(UR)	Level-10	On Deputation

Required Qualifications, eligibility, experience and general instructions:

1. Account Officer:

A Good academic record with Master Degree in Commerce/Economics/ Mathematics with at least 55% Marks or equivalent from a recognized University/Institution.

Desirable: with 03 years working experience of Accounts/Cashier in a University/ Research establishment/ other institution of Higher education the scale of PB -2 GP 4600/-.

and

Knowledge of working in computerized environment.

Mode of Exam./Test : Written Exam / Interview.

Age Limit: 40 Years

2. Assistant Registrar Group-A and Assistant Registrar Group B:

- It is mandatory that the candidates applying for the post of Assistant Registrar Group-A and Assistant Registrar Group-B should be in regular service of the Central Government or State Government on the same post for which they are applying.
- It is mandatory to send the **No Objection Certificate** issued from the employer along with the application form.
- Salary and allowances will be determined as per the policy of Uttar Pradesh Government.

General instructions:

- Merely fulfilling the minimum qualifications does not mean that the candidate will be called for interview.
- The candidate has to submit an undertaking while applying that he/she is not occupied with any other assignment elsewhere.
- Eligible and desirous candidates may send application (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. latest by 04.12.2023 till 5.00 pm. Application receipt after 04.11.2023 (5.00 pm) shall not be considered.
- 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.

- (v) Candidates are advised to write the information carefully in the application form. The candidate(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
- (vi) The University reserves the 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 qualifications. Fulfillment of qualifications per-se-does not entitle candidates to be called for selection process.
- (vii) 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.
- (viii) Any modification/correction/addition/corrigendum, 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 visit the University website periodically for updates, if any.
- (ix) No TA/DA will be paid for appearing interview/ written/skill tests.
 - (a) University will not be 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.
- (x) In case of any dispute, decision of the Vice-chancellor, Gautam Buddha University shall be final.

Interested persons may send their applications in the prescribed format to: The Registrar Office, Gautam Buddha University, Greater Noida, Gautam Budh Nagar U.P. 201312 latest by 04.12.2023 till 05.00 P.M

Registrar