



Govind Ballabh Pant Social Science Institute

(A Constituent Institute of the University of Allahabad)

Re-Advertisement No.: GBPSSI/Estt./Rect./NT-01-2024

Date: 23.07.2024

Recruitment for Non-Teaching Position (Group: A):

Online Applications are invited from the eligible and suitable Indian Nationals for the Non-Teaching post on Direct Recruitment through open competition on all India basis.

Vacancy Position:

Name of the Post	Group	UR	OBC	SC	ST	EWS	Total
Administrative Officer	A	01	00	00	00	00	01

Important Date:

Date of commencement of Online application	24.07.2024 (10:00 am)
Last date of receipt of Online application & Payment of fees	23.08.2024 (06:00 pm)
Last date of receipt of hard copy of the successfully submitted online application at GBPSSI, Prayagraj along with all enclosures	30.08.2024 (06:00 pm)

NAME OF THE POST		ADMINISTRATIVE OFFICER
1.	Number of Post(s)	ONE (UR)
2.	Pay Level (As per 7 th CPC)	Level 12 Level 13 (After five years of services)
3.	Max. Age Limit	45 Years
4.	Educational Qualifications & Experience	Essential: i. Master Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed ii. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration OR Comparable experience in research establishment and/or other institutions of higher education OR Five years of administrative experience as Assistant Registrar or in an equivalent post Desirable: Relevant Experience in the areas of Establishment/ Examinations/ Finance.
5.	Period of probation	1 year (extendable for a further one year)

Note: Those candidates who have applied against earlier Advertisement No. GBPSSI/Estt./Rect./01-2023 dated 07-06-2023 are required to apply afresh but need not pay the application fee. Their eligibility and other terms and conditions shall be considered on the last date of submission of application for the said advertisement. The candidature of the candidates who fail to apply afresh will be considered.

GENERAL INSTRUCTIONS

- (i) Candidates should read carefully the requisite essential qualifications, age, experience criteria, etc., laid down in the advertisement before applying for the relevant post. The candidates must satisfy themselves of their suitability for the position to which they are applying.
- (ii) Mere eligibility will not entitle any candidate for being called for an Interview. In case the applicants are more in number, a Screening Committee shall short-list the suitable candidates to be called for an Interview.
- (iii) Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, requests with respect to making changes in any data/particulars entered by the candidate in the Online Application will not be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
- (iv) Candidates should upload scanned copies of their original certificates and mark-sheets from matriculation onwards in support of their educational qualifications, experience etc.
- (v) Only matriculation/SSC certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for date of birth.
- (vi) The date of determining the eligibility of all candidates in every respect shall be the normal online closing date for receipt of applications.
- (vii) The online application fee for General/OBC/EWS category **Rs. 1000** and for SC/ST/All category Female **Rs. 400**. No fees will be charged from PwBD/Divyaang candidates. The fee once paid will not be refunded or re-adjusted under any circumstances. If the amount is deducted, but no success or failure confirmation appears, the applicant will have to wait for 24 hours to check any update in the status on his/her login home page.
- (viii) Divyaang candidates are required to submit a medical certificate for disability of 40% or more on the format prescribed by the Government of India.
- (ix) **The candidates employed in Govt. Departments/Universities/ Colleges/ Autonomous bodies must send their hard copy of the online Application Form along with the relevant documents "Through Proper Channel". Their candidature shall only be considered if their applications are received through proper channel as on the last date of receipt of hard copy of applications. No additional time will be given for receiving a hard copy of the application through the proper channel.**
- (x) Certificate in support of experience should be in proper format i.e., it should be on the organization letterhead bearing the date of issue, specific period of work (in DD/MM/YY) including nature of duties, Name, Designation and signature of the Administrative Authorities along with.
- (xi) If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- (xii) The age of superannuation shall be as per Government of India norms.

- (xiii) Reservation for the candidates belonging to SC/ST/OBC/EWS/PwD/Ex-serviceman shall be given as per the Govt. of India norms. As per DoPT order age relaxation is not admissible for SC/ST/OBC (NCL) candidates for UR category vacancies.
- (xiv) Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS category should submit proper certificates as per the proforma of Govt. of India.
- (xv) No TA/DA and accommodation shall be provided for attending the interview.
- (xvi) In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the institute website (www.gbpssi.in) for information related to any corrigendum/change/update/recruitment process.
- (xvii) No correspondence or query will be entertained from the candidates regarding the eligibility, status of applications, postal delays, selection process etc.
- (xviii) Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of admit card or any other information will be communicated through email only.
- (xix) The Institute reserves the right to:
 - (a) Reject any application without assigning any reason
 - (b) Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained in this regard
 - (c) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect
- (xx) The decision of the competent authority of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- (xxi) Submission of wrong/false information, if detected at any stage of the recruitment, the Institute reserves the right to withdraw/cancel any appointment made to the candidates.
- (xxii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Prayagraj and courts/tribunals/forums at Prayagraj.
- (xxiii) Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
- (xxiv) The Institute shall verify the antecedents or documents submitted by candidates at any time during the process of recruitment/service. In case, it is detected that the documents submitted by the candidates are fake or the candidates has a clandestine antecedents/background for which he/she has been convicted by any court and has suppressed the said information, then his/her service shall be liable to be terminated.

- (xxv) The candidate must enclose copies of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of Interview/ Document verification only.
- (xxvi) Before sending/posting the hard copy of the online application (successfully submitted) the candidates must ensure that the application form is completed in all aspects i.e. duly signed all relevant educational, experience, etc. Applications received without the requisite documents, fees, and after the prescribed date will not be entertained in any case.
- (xxvii) The complete hard copy application form (in all aspects) must reach the Institute on or before the last date by Registered/Speed Post. The envelope, containing the complete application, should be superscribed as “Name of the Post Applied for “.....” and Advertisement No. “.....” and must be sent to:

Recruitment Cell

G.B. Pant Social Science Institute,
Jhusi, Prayagraj, U.P- 211019

- (xxviii) The institute will not be responsible for non-receipt of application(s) within the stipulated period due to any postal delay/loss of application/documents in transit. Applications received after the prescribed date shall not be entertained.
- (xxix) Mode of Selection: Selection will be based on the Interview of screened candidates (*Note: A written test may be conducted before the interview for the post at the discretion of the competent authority*).
- (xxx) After joining the service of the Institute, it may also be noted that during the probation period, the incumbent will not be allowed for employment elsewhere.
- (xxxi) Link for submission of Online application: <https://gbpssint.samarth.edu.in/>
- (xxxii) In case of any persistent issues, the applicants can mail their problem to the email ID: recruitment2024@gbpssi.in

**Sd/-
Administrative Officer (I/c)**