



Govind Ballabh Pant Social Science Institute

(A constituent Institute of the University of Allahabad)

Advt. No. : GBPSSI/Estt./LDCE-2024

Date: 29-Oct-2024

Advertisement for promotion through Limited Departmental Competitive Examination (LDCE)

Applications are invited from the eligible & interested regular/permanent employees working in Govind Ballabh Pant Social Science Institute, Prayagraj for Promotion to the following vacant post(s) under the quota of Limited Departmental Competitive Examination (LDCE) in accordance with the Regulations for Recruitment and Promotion of Non-Teaching Employees of GBPSSI- 2021.

Sl. No.	Post	Level in the Pay Matrix of 7 th CPC	No. of Post	Eligibility Criteria
1	Senior Assistant	Pay Level 6	1 UR	As per Annexure- 1
2	Junior Office Assistant	Pay Level 2	1 UR	As per Annexure- 2

- Note: Employees are required to calculate their eligibility as on the cutoff date which is 01-Jan-2024.**

General Instruction

- The employees applying for the examination should ensure that they fulfil all the eligibility conditions for the post applied.
- Promotion through LDCE will be done as per the Internal Advertisement, Screening of the received applications and Screening of APARs. The candidates will be evaluated by the duly constituted Departmental Promotion Committee (DPC).
- Method of Selection: Written, Skill test and Evaluation of service record.
- Written test: This paper is intended to be an intensive and detailed test in methods and procedures of work in the GoI/University/Institute. Detailed knowledge of GFR & Service rules viz, Conduct Rules, Leave Rules, TA/DA rules, LTC etc.
- The minimum qualifying marks shall be 40% for the General/OBC and 35% for SC/ST/PwBD category employees.
- The Selection for the above post(s) as advertised will be made as per the provisions mentioned in "Regulations for Recruitment and Promotion of Non-Teaching Employees of GBPSSI- 2021" and relevant Government/University/Institute rules.
- The Director of this institute reserves the right to amend/cancel/withdraw/add/delete any content of the above advertisement.
- The duly filled application along with all required documents must be sealed in an envelope and it should reach the Establishment Section by hand by **08-Nov-2024 (05:00 PM)**. The sealed envelope is to be addressed to the Administrative Officer, Govind Ballabh Pant Social Science Institute, Prayagraj – 211019.

Sd/-
Administrative Officer

Limited Departmental Competitive Examination (LDCE)

Application form for the post of_

- 1 Name (in Block letters) _____
- 2 Date of Birth _____
- 3 Category _____
- 4 Date of joining on 1st appointment at GBPSSI _____
- 5 Present Designation _____
- 6 Date of joining in Present Designation _____
- 7 Pay Level and Basic pay of the present Designation _____
- 8 Total year regular service in Pay Level (as on 01-Jan-2024) _____
- 9 Date of Last promotion (DPC) _____
- 10 Date of last upgradation (ACP/MACP) _____



11. Educational Qualification (*Starting with secondary education*) :

Examination	Name of Board/University	Subject	Passing Year	Percentage/Grade

I _____ do hereby declare that:

- A. All the entries in this form as well as attached photocopies of documents are true and correct to the best of my knowledge.
- B. I understand that my candidature is liable to be cancelled in case I am found ineligible for the applied post as per GBPSSI Recruitment Rules 2021 and also if any information provided above is found incorrect or false at any stage.
- C. I have carefully read and understood the instructions mentioned in Advertisement No.dated and shall abide by the same. I shall also abide by any subsequent amendment/corrigendum/clarification issued in this regard as these will form part of the Advertisement.

Date :

(Signature of Applicant)

Place :

Name : _____

Annexure - 1

REGULATIONS FOR RECRUITMENT AND PROMOTION OF NON-TEACHING EMPLOYEES OF GBPSSI – 2021

Schedule

7. SENIOR ASSISTANT

NAME OF THE POST		SENIOR ASSISTANT
1.	Number of Post (s)	AS PER SANCTIONED STRENGTH
2.	Classification	Group "B"
3.	Scale of Pay	Level-6
4.	Whether selection or non-selection post	Not Applicable
5.	Age for Direct Recruitment	35 years for direct recruits
6.	Educational Qualifications & Experience (if any)	<p>Essential: Graduate/ Post Graduate for UR it should be with 50% marks (relaxation for OBC/SC/ST/PWD as per GoI norms) from recognized University in any discipline with working knowledge of computers.</p> <p>Desirable: 1. Two years' experience in Educational Administration, General Administration /Accounts & Finance/Purchase/Personnel/HR/Legal etc. in a University/Research Institution/Government department/bodies / PSU or reputed commercial establishment. 2. PG or Professional qualification like LL.B or PG Diploma in Business Administration or MCA/PGDCA or CA(Inter)/ ICWA(Inter).</p> <p>Note: 1. The incumbent is expected to work under the supervision of Section Officer or Deputy Registrar/ Assistant Registrar. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/ General Administration/House Keeping/ Establishment/ HR / Legal / Purchase / Accounts & Finance /Project management / Public Relations. 2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test. 3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the Institute from time to time with the approval of the Board of Governors in this regard. 4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.</p>
7.	Period of probation (if any)	1 year
8.	Mode of Recruitment	50% by promotion by seniority cum fitness test 50% by Limited Departmental Examination failing which by direct recruitment
9.	In case recruitment by promotion/deputation, grades from which promotion/ deputation to be made. Qualification for promotion.	<p>Promotion: Amongst the Office Assistants working in Level – 4 with minimum period of 5 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Office Assistants working in Level – 4 with minimum period of 3 years regular service in the cadre.</p>

Annexure - 2

REGULATIONS FOR RECRUITMENT AND PROMOTION OF NON-TEACHING EMPLOYEES OF GBPSSI – 2021

Schedule

9. JUNIOR OFFICE ASSISTANT

NAME OF THE POST		JUNIOR OFFICE ASSISTANT
1.	Number of Post (s)	AS PER SANCTIONED STRENGTH
2.	Classification	Group "C"
3.	Scale of Pay	Level - 2
4.	Whether selection or non-selection post	Not Applicable
5.	Age for Direct Recruitment	Between 18 and 30 years of age
6.	Educational Qualifications & Experience (if any)	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution with at least 50% marks or a Graduate with 50% marks from a recognized University. 2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Degree/Diploma in Computer Application/Science and knowledge of operation of latest packages relating to Pay roll, Accounts, MIS etc.. 2. Diploma in Office Management and Secretarial Practice. <p># Based on the requirement of posts, the Institute shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the Institute seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent is expected to work under the close supervision of Section Officer or Deputy Registrar/ Assistant Registrar. He should possess an aptitude for drafting/noting in English/Hindi, office procedure, Data processing in a computerized environment and is expected to provide support services in one or more functions related to Educational Administration/ Examinations /General Administration House Keeping/ Establishment/HR/Legal/ Purchase/Accounts & Finance/ Project management/ Public Relations. 2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test. 3. The scheme of the examination including weightage of marks for written test etc., as prescribed by the Institute from time to time with the approval of the Board of Governors in this regard.
7.	Period of probation (if any)	One year extendable for further one year
8.	Mode of Recruitment	75% by Direct recruitment 25% by promotion through Limited Departmental Test failing which by direct recruitment.
9.	In case recruitment by promotion/ deputation, grades from which promotion /deputation to be made. Qualification for promotion.	<p>Limited Departmental Examinations:</p> <p>Amongst the Group C-MTS in Level - 1 employees working in the Institute with minimum period of 5 years regular service in the cadre.</p>