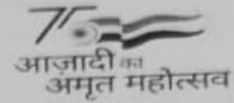




INDIRA GANDHI INSTITUTE OF PHYSICAL
EDUCATION & SPORTS SCIENCES
(University of Delhi)
B-Block, VIKASPURI, New Delhi-110 018.



Ref. No. IPE/2023/ 19/1032

Dated: 28.11.2023

ADVERTISEMENT NOTICE

Applications are invited from eligible candidates on the prescribed Performa for following post/s on **purely contract basis** (as per University of Delhi Rules) for a period of six months or till a regular appointee joins duty whichever is earlier.

Last date for the submission of applications is 15.12.2023:

S. No.	Name of the Post	Number of Posts	Max. Age Limit	UR	OBC	ST	EWS	PwBD (LD)	Consolidated Remuneration Per Month
1.	Assistant	01	30	01	-	-	-	-	Rs. 25,500/- plus applicable DA
2.	Junior Assistant	02	27	02	-	-	-	-	Rs. 19,900/- plus applicable DA
3.	Training Attendant*	03	30	01	-	-	01	01	Rs. 18,000/- plus applicable DA
4.	Laboratory Attendant*	02	30	01	01	-	-	-	Rs. 18,000/- plus applicable DA
5.	Library Attendant	01	30	-	01	-	-	-	Rs. 18,000/- plus applicable DA
6.	MTS (Sports Fieldman)	02	30	-	01	01	-	-	Rs. 18,000/- plus applicable DA

Abbreviation: UR-Unreserved, OBC-Other Backward Class, ST-Scheduled Tribe, EWS-Economically Weaker Section, PwBD-Persons with Benchmark Disabilities, LD-Locomotor Disability including leprosy cured, dwarfism, acid attack victims, cerebral palsy and muscular dystrophy.

***The candidate should apply only for one post either Training Attendant or Laboratory Attendant as Skill and Written Test is same for both the posts.**

1. ASSISTANT:

Essential:

A Graduate from a recognized University in any discipline with good working knowledge of Computers.

2. JUNIOR ASSISTANT:

Essential:

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Note:

1. The incumbent is expected to work under the close supervision of Section Officer or Administrative Officer. He should possess an aptitude for drafting / noting in English, office procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration/House Keeping/ Establishment/HR/Legal/Purchase/Accounts & Finance/ Project Management/ Public Relations.

2. All the candidates are 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, as prescribed by the University from time to time with the approval of the Executive Council in this regard.

3. TRAINING ATTENDANT:

Essential:

Should have passed Senior Secondary (10+2) with Science subjects.

OR

Secondary Exam. (10th Class) with Science subjects and one year Laboratory Experience.

Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. All the candidates are 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.

Note: The incumbent is generally expected to undertake the following duties:

1. He will look after the playfield maintenance work i.e. marking of various courts, tracks, levelling of grounds, watering of tracks, courts, maintenance of various equipments of playfields as assigned from time to time.
2. He will look after maintenance of various Sports/Gym equipments i.e. painting, greasing, oiling & minor repairs etc.
3. When deputed in Labs., he will ensure that Lab. is always neat and clean. He will ensure that all Lab. Equipments are always in serviceable condition. He will maintain proper records of Lab. Equipments during practical classes, he will help the teacher in smooth conduct of the classes i.e. proper distribution/collection of Lab. Equipments.
4. Whenever assigned, he will also do the field work i.e. electricity, water, telephone & other agencies.
5. He will do any other miscellaneous work assigned from time to time.

4. LABORATORY ATTENDANT:

Essential:

Should have passed 10th Class or an equivalent examination with Science subjects from recognized Board.

Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. All the candidates are 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.

Note: The incumbent is generally expected to undertake the following duties:

- i) Assisting in opening and closing of the premises.
- ii) Manning the entry points/check points/property counter of the Laboratory.
- iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
- iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
- v) Shelving instruments, books, documents, places.
- vi) Assisting in stock verifications, searching equipment, documents etc.
- vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
- viii) Preparation of documents (including typing and formatting) using computer.

- ix) Assisting in maintaining documents and records (including manuals, attendance sheets allotments and issue registers, students files, etc.).
- x) Participation in examination related duties.
- xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned In-charge/concerned faculty member.
- xii) Assisting in repair and maintenance of equipment (including electronics and electrical items) and civil infrastructure.
- xiii) Undergoing in house/central training for laboratory/office works as per instructions.
- xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
- xv) Maintaining the safety and security of the laboratory/office.
- xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.).
- xvii) Attending holiday, weekend and shift duties as per instructions.
- xviii) All other such jobs and duties as the case may be that are assigned from time to time.

5. LIBRARY ATTENDANT:

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. All the candidates are 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.

Note: The incumbent is generally expected to undertake the following duties:-

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables etc.
2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.
3. Assist in Opening/Closing of the Library;
4. Manning the Check Point/Property Counter;
5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.
6. Arrangement of chairs, tables in respective units, sections and in the reading halls.
7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding / tracing of misplaced books and periodicals (both loose and bound volumes) etc.
8. Library services for users with special needs;
9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirement stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.
10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;
11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.
12. Searching out the damaged books and periodicals, mending them and preparing them for binding;
13. Pasting of bar code labels and magnetic strips on books, periodicals etc.
14. Covering and removing the dust, covers from the computer while closing and opening the library unit section respectively.
15. Collection of parcels from Rail, Road and Air etc.

- 16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, Dispatch, messenger's job etc.).
- 17. Attending holiday and weekend and shift duties.
- 18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

6. **MTS (SPORTS FIELDMAN):**

Essential:

- a) 10th Class pass or its ITI equivalent.
- b) Should possess sound health and keen interest in sports activities.

Desirable: Certificate of participation in Sports at school level.

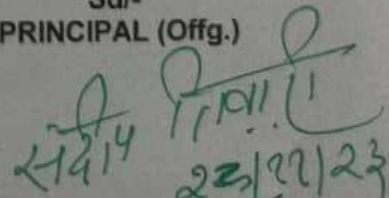
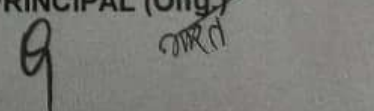
Note: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. All the candidates are required to appear in a Written Test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in Written Test.

NOTE:

- 1. Application Form can be downloaded from the Institute Website www.igipess.du.ac.in
- 2. The minimum qualifications and eligibility requirements are as approved by the University of Delhi.
- 3. **Date of Skill/Written Test will be intimated through Website of the Institute. It is the duty of the applicant to regularly watch/visit the Institute's Website.**
- 4. Please bring all the original and one set of self-attested photocopies of Certificates and other Testimonials in support of Qualifications and Experience, if any on the day of Skill Test/Written Test.
- 5. No TA/DA will be paid for attending the Skill Test/Written Test as the case may be.
- 6. The Institute reserves its right to fill or not to fill the post(s).
- 7. In case any information is found false at a later date, the candidature of the candidate is liable to be rejected.
- 8. Any Addendum/Corrigendum/Correction etc. shall be posted only on the Institute's Website. It shall be the responsibility of the candidates to regularly monitor the same.
- 9. Envelope containing the application form must be super scribed in bold letters as "Application for the post of _____".
- 10. Institute reserves the right to conduct Skill Test/Written Test for the posts advertised.
- 11. The upper age limit for the advertised post shall be determined as on last date of submission of application.
- 12. Candidates should possess the prescribed educational qualifications and experience as on the closing date of application.
- 13. Age Relaxation will be allowed as per the guidelines of University of Delhi/UGC.
- 14. Canvassing in any form will be treated as disqualification.
- 15. Applicants called for Skill Test/Written Test as the case may be are required to produce any one proof of identity i.e. Voter Id Card, Aadhar Card, Driving Licence etc.

C.C.:

- 1. College Website,
- 2. College Notice Board,
- 3. Office File.

Sd/-
PRINCIPAL (Offg.)

 22/02/23
PRINCIPAL (Offg.)


INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES
(University of Delhi)
B-Block, Vikaspuri, New Delhi-110 018

FOR NON-TEACHING POSTS

APPLICATION FOR THE POST OF _____

Latest passports
size Photo
(Self-attested)

SECTION-A: GENERAL

1. Name in full (in Block Letters)

2. Father's Name

3. Mother's Name

4. Date of Birth..... Age (as on 15.12.2023).....Year.....Months.....Days

5. Nationality Male/Female..... Marital Status.....

6. Category

7. Address for Correspondence:

.....
.....
.....

Tel. No. (with STD Code).....Mobile No

E-mail (Compulsory)

8. Permanent Address:

.....
.....
.....



SECTION B: ACADEMIC QUALIFICATIONS

1. Academic Qualifications: (Starting from 10th):

Class	Year	Board/Univ.	Subjects	Marks obtained / Total Marks	%age	Div.
X						
XII						
Graduation						
Post-graduation						

Note: Attach self-attested photocopies of Mark-sheets & Certificates.

2. Basic Computer Literacy and Awareness:

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3. Other Qualification (not covered above):

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.....

4. Experience, if any (Attach Certificate):

(a) Name of the post held:

(b) Nature of Appointment (Temporary/Ad-hoc/Contract)

(c) Remuneration:

5. Name of Present Employer

.....

6. Have you at any time convicted by a court for any criminal offence? If so, give name of the court, case number and offence

DECLARATION:

I declare that the statements made in the application are true to the best of my knowledge and belief.

LIST OF ENCLOSURE

1.

2.

3.

4.



Date

Signature of the applicant