

Important instructions

Submission of online application form Advt. No. 5/2016

1. The prescribed application format is available on the University website to apply online. The fee of Rs. 500 (Rs. 125/- for SC/BC/EBPGC/ESM/PWD) and 50% concession in fee for women candidates may be deposited either through Net Banking or Debit Card/Credit Card & E-challan (depositing on any CBS branch of Punjab National Bank) separately for each post. The Net Banking/Debit Card/Credit Card & E-challan transaction charges will be extra as applicable. If the candidate applies for more than one post, he/she is required to deposit the fee separately for each post and apply separate application form.
 - ❖ The online application forms are available on the University website w.e.f. 05.10.2016 from 9:00AM.
 - ❖ Last date to generate and download e-challan is 02nd November 2016, 5:00PM.
 - ❖ Last date for payment of fee through e-challan is 03rd November 2016 (upto working hours of Punjab National Bank).
 - ❖ Last date for payment of fee through Net-Banking or Debit/Credit Card is 04th November 2016, 5:00PM.
2. The downloaded copy of application form duly filled in along with all other documents in support of educational qualifications and experience should reach the office of Deputy Registrar (Estt.) of this University latest by **11th November 2016**. The candidate must be eligible on the last date for submission of application form as per the prescribed qualifications. Those who are in service should send their applications through proper channel also.
3. Concession in application fee is applicable to the candidates of Haryana only.
4. In case of large number of applications for any post, University may devise a method based on merit or a written test will be conducted for short listing the candidates.
5. The University reserves the right not to fill any of the posts advertised without assigning any reason.
6. In case candidates for the post of Steno-typist in the categories of ESM are not found available/suitable, such post will be filled from General Category candidates.
7. OSP means Outstanding Sports Person.
8. Those who have already applied earlier for the post of (System Analyst- 1/2014), (Steno-Typist-2/2014) & (Peon-2/2010) may apply fresh online form and they need **not to deposit fees** with their application forms. However, the candidate will have to mention Diary No. of his/her previous application. Failure to apply fresh will not constitute any valid ground for consideration for selection procedure. Any claim for refund of fee will not be entertained.
9. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
10. The Name of post, pay scale, no. of post & Qualifications are available at **<http://www.gjust.ac.in/onlinejobs>**

11. The selection criteria for non-teaching posts are available at <http://www.gjust.ac.in/onlinejobs>.
12. The degrees obtained by the candidates through Distance Education Mode/ Correspondence Mode must be approved by AICTE-UGC-DEC (now DEB) Proof of the same be enclosed.
13. Before submission of online application form, candidate must have scanned his/her latest photograph and signature in JPEG/JPG format only, for uploading as a part of submission of online application.
 - The latest photograph must be a PASSPORT SIZE with maximum dimension of maximum size (width 132px height 170px) minimum size (width 102px, height 140px). Maximum file size should be 75 kb.
 - Signature must be done by the candidate himself/ herself in a white paper with a black pen. The signature image maximum Size (width 210px height 80px) minimum size (width 210px, height 40px). Maximum file size should be 50 kb.
14. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, your application form details cannot be changed or edited.
15. Candidates are advised to be in touch with “NEWS/EVENTS” on the GJUS&T website. Other information will also be supplied on candidate’s Registered Mobile Number (RMN).
16. After registration, an automatic generated User ID will be shown on the website; you are advised to keep User ID/Reference No. and password secretly for your own use only and not to be disclosed this to any other person(s). **In the event of sharing of password, candidate shall be solely responsible for the change of registration/application details** etc. In the event of forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the **Forgot Password** available on the GJUS&T website.