AMBEDKAR UNIVERSITY DELHI

Advt. No. 06/HR/2017
17 August 2017

The **Dr. B.R. Ambedkar University Delhi (AUD)** is a State University established by the Government of NCT of Delhi through Dr B.R. Ambedkar University Delhi Act, 2007. AUD is a multi-campus University with focus on research, postgraduate and undergraduate programmes in the social sciences and the humanities. AUD has its campuses at Kashmere Gate, Karampura and Lodhi Road and is planning to establish other campuses at Dheerpur, Rohini and Karala in the near future.

The University is looking for suitable officers for appointment to the posts of Deputy Registrar in PB-3 ` 15600-39100 + GP ` 7,600/- (Pre-revised)

No. of posts: 02 (Two) Un-reserved

Age Limit: 45 years (5 years relaxable to Officers serving in Central/UTs or State Government Departments including Govt. of NCT of Delhi).

Minimum Qualifications and Experience required for these positions are given below:

Essential:

(i)   Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

(ii)   Nine years of experience as Assistant Professor in the Academic Grade Pay (AGP) of Rs.6000/- and above with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable:

(i)   Master's Degree in Management / Computer Applications or LL.B

(ii)   Experience in University Administration and familiarity with the working of University Bodies and Institutions of Higher Learning.

(iii)   Knowledge and experience of establishment/ service matters in Universities, Institutions of Higher Learning etc.

General Conditions:

1. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.

2. All these posts mentioned in the advertisement are permanent in nature and subject to the approval/ administrative concurrence by the Govt. of NCT of Delhi.

3. For Persons with Disabilities (PwD), the first roster point (from 1 – 25) has been filled in the year 2015.

4. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.

5. Candidates should possess the essential qualifications as on the closing date of application.

6. Working knowledge of latest computer applications and good communication skills are mandatory for the post and the University reserves its right to test the skill of a candidate at the time of selection.

7. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test and/ or interview. The Screening Committee reserves the right to fix appropriate criteria for screening based on the number of applications received. The Committee may seek additional documents from any/ all the applicant(s), if necessary.

8. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.

9. Only short-listed candidates will be invited for test and/ or interview. The University reserves its right to hold a written test in case the applications received are large in number.

10. Candidates serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to produce No Objection Certificate (NOC) at the time of test/interview.

11. Canvassing in any form will lead to disqualification.

12. No interim correspondence or personal enquiries shall be entertained by the University.

13. University reserves the right to communicate with the applicants through e-mail provided by candidate and not post the hard copy of the communication

to the candidate on his correspondence address. Hence the applicants are required to check their e-mail regularly for any information by the University.

14.   Any addendum/ corrigendum/ notice will be published on the University website and not communicated to the candidates by post or email.

15.   The documents of the applicants can be verified at any stage of the recruitment process. If at any stage, it is found that any false document is provided by the applicant his candidature is liable to be cancelled.

How to apply:

1.   The application will be accepted only online using the AUD online job portal which can be accessed at this address: http://aud.ac.in/careerataud. The complete details of the advertisement are available on the University website www.aud.ac.in. Before filling the online application please read the instructions carefully.

2.   Application fee of Rs.500/- is payable online through payment gateway. All Women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.

3.   Online application process will start from 20.08.2017 at 10:00 AM and submission link will be disabled at 05:00 PM on 18.09.2017.

4.   In case of any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in

5.   Hard copy of the application is not required.

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