

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

No.F.AUD/100.10CD/2014-15

2 June 2015

Ambedkar University, Delhi (AUD) invites applications from eligible candidates for the following positions:

Sl.No.	Name of Post	No. of Post
1.	Executive Engineer (Civil)	One
2.	Executive Engineer (Electrical)	One
3.	Assistant Engineer (Civil)	One
4.	Assistant Engineer (Electrical),	One
5.	Architect	One
6.	Administrative Officer	One
7.	Accounts Officer	One
8.	Junior Executive (Tech)	One
9.	Multi Tasking Staff	One

All the above positions are on deputation/contract basis and co-terminus with the completion of the new campus projects at Dheerpur and Rohini. Candidates are requested to apply in the enclosed application form. Please ensure that all columns of the application form are duly filled in.

Details regarding qualifications, experience, job requirements etc. are given in the enclosed Annexure. The envelop should be superscribed "Application for the post of....." and should reach the Director, Campus Development, Ambedkar University Delhi, Room No.23, Old IG Block, Lothian Road, Delhi-110006 by post on or before 3.00 pm of 22 June 2015. Candidates applying for more than one post are advised to apply separately for each.

02/06/15  
N.K. Verma

Co-Director (Tech), AUD

**F. No. AUD/100.10/CD/2014-15**  
**AMBEDKAR UNIVERSITY DELHI**

Advertisement No. 01/2015

2 June 2015

Applications are invited from Indian nationals for filling up the following non-teaching posts on contract basis:

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<b>Sr. NO.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Pay Band with Grade Pay</b>
1	Executive Engineer (Civil)	1(One) Deputation/ Contract	Rs.15600-39100 with GP Rs.7600/- Consolidated remuneration of Rs.78,500/- per month
2	Executive Engineer (Electrical)	1(One) Deputation/ Contract	Rs.15600-39100 with GP Rs.7600/- Consolidated remuneration of Rs.78,500/- per month
3.	Architect	1(One) Deputation/ Contract	Rs.15600-39100 with GP Rs.7600 Consolidated remuneration of Rs.78,500/-
4.	Administrative Officer	1(One) Contract	Consolidated remuneration of Rs.78,500/- per month based on pay scale of Rs.15600-39100 with GP Rs.7600/-
5.	Accounts Officer	1(One) Contract	Consolidated remuneration of Rs.78,500/- per month based on pay scale of Rs.15600-39100 with GP Rs.7600/-
6.	Junior Executive (Tech)	1 ( One) Contract	Consolidated remuneration of Rs.36,200/- based on pay scale of Rs.9300-34800 with GP Rs.4200/-
7.	Multi Tasking Staff (MTS)	1 (one) Contract	Consolidated remuneration of Rs.10,000/- per month
8.	Assistant Engineer (Civil)	1(One) Direct/ Deputation	Rs. 15600-39100 with GP Rs.5400/-
9.	Assistant Engineer (Electrical)	1(One) Direct/ Deputation	Rs. 15600-39100 with G P Rs.5400/-

- Note: 1.** All the above positions are required for the construction of the new campuses of Ambedkar University at Dheerpur and Rohini, Delhi. Accordingly, the tenure of these posts will be co-terminus with the completion of the New Campus Projects.
2. After the completion of the construction of the new campuses, the University proposes to set up its own Engineering Unit to look after the maintenance and future works in the campuses subject to necessary approvals from competent authority. It is likely that the positions of Executive Engineer (Civil), Executive Engineer (Electrical), Assistant Engineer (Civil), Assistant Engineer (Electrical) may be continued against regular sanctioned post of the University. This will be subject to the condition that the performance of the project staff during the construction of the new Campuses is found to be of acceptable standards and their suitability for the regular posts is established and approved, as per laid down procedures.

**Qualifications, experience and the job description for each of the above positions are as under:**

**1. Executive Engineer (Civil)**

**Educational and other qualifications required for deputation/contract**

**Essential:** Bachelor's degree in Civil Engineering with 60% marks.

**Experience:** 9 years after graduation

The applicant should have worked in planning and designing of large Institutional Campuses, Residential Colonies, Multi-storeyed Buildings, including services works. He should be familiar with software and tools for Contract Management. Preference will be given to those who have experience of handling similar works in State/ Centre departments/ public sector organisations/ educational institutions etc.

**Job Descriptions:** The incumbent will be part of the Campus Development Division of the University. He will be involved in Project Management of the setting up of the new Campuses of the University. For the existing AUD campus his duties will include examination of estimates, tender documents, day-to-day supervision of campus etc.

**Method of recruitment: Deputation/contract**

**Age limit for direct recruits:** Preferably below 56 years.

**2. Executive Engineer (Electrical)**

**Educational and other qualifications required for deputation/contract**

**Essential:** Bachelor's degree in Electrical Engineering with 60% marks.

**Experience:** 9 years after graduation

The applicant should have experience in major services works like Electrical, Air-conditioning, Lifts, Fire fighting and fire alarm systems etc in large Institutional campuses,

multi-storeyed buildings and residential colonies etc. He should be familiar with the software and tools for Contract Management. Preference will be given to those who have experience of handling similar works in State/ Centre departments/ public sector organisations/ educational institutions etc.

**Job Descriptions:** The incumbent will be part of the Campus Development Division of the University and will be involved in the Project Management of setting up of the new Campuses of the University. In the existing AUD campus his duties will include maintenance and services including electrical works, lifts, air conditioning system, fire fighting systems in the institutional, residential and other areas besides preparation of estimates, day to day supervision of campus etc..

**Method of recruitment: Deputation/contract**

**Age limit for direct recruits:** Preferably below 56 years.

### 3. Architect

**Educational and other qualifications required for deputation/contract**

**Essential:** Bachelor in Architecture with 60 % marks

The applicant should have worked in planning and designing of large Institutional Campuses, Residential Colonies, Multi-storeyed Buildings, including services works. He should be familiar with all municipal/local bye laws in NCR. He is expected to have experience in designing Green Campuses and Buildings. Preference will be given to those who have experience of handling similar works in State/ Centre departments/ public sector organisations/ educational institutions etc.

**Job Requirements:**

The incumbent will be part of the Campus Development Division of the University and will be involved in the planning, monitoring and execution of the new Campuses of the University. He should be able to use CAD and other related software and tools for the planning and designing of large construction projects. For the existing AUD campus, he will assist in planning and renovation of the various areas as per the requirement.

**Method of recruitment: Deputation/Contract basis**

**Age limit for direct recruits:** Preferably below 56 years.

#### **4. Administrative Officer**

##### **Educational and other qualifications required for contract**

**Essential:** A Graduate or Post - Graduate degree.

**Experience:** 25 years, out of which at least 5 years in PB 3 with GP Rs.7600/-

The candidate should have experience of working in Govt./Semi Govt/Autonomous organisations/ Central/State Universities as Administrative Officer having dealt with General Administration, HR and Purchase etc. He should have exposure to handling legal contracts, correspondence with Government Departments etc. Preference will be given to those who have experience of handling similar works in State/Centre departments/Universities/ public sector organisations/educational institutions etc.

##### **Job Requirements:**

The incumbent will be part of the Campus Development Division of AUD. He will be involved in setting up of AUD campuses at Dheerpur and Rohini. He will be responsible for all the administrative work in the Campus Development Division of AUD.

**Method of recruitment: Contract basis**

**Age limit for direct recruits:** Preferably below 56 years.

#### **5. Accounts Officer**

##### **Educational and other qualifications required for contract**

**Essential:** A Bachelor's or Master's degree.

**Experience:** 25 years out of which at least 5 years in PB 3 with GP Rs.7600/-

The candidate should have experience of working as Finance and Accounts Officer in the Finance Department of a Govt/Semi Govt/Autonomous Organisation. He should have experience in handling contracts, budgeting, making annual projections and handling day-to-day matters in Finance. Preference will be given to those who have experience in large construction projects, making project reports, estimates and obtaining approvals with Government departments.

##### **Job Requirements:**

The incumbent will be required to handle accounts in the Campus Development Project of AUD. He will be responsible in all pre-and post-management works of the new AUD Campuses including checking of contract documents, estimates and bills, etc.

**Method of recruitment: Contract basis**

**Age limit for contract:** Preferably below 56 years.

## **6. Junior Executive**

**Educational and other qualifications required for contract**

**Qualification:**

Bachelor in Computer Application (BCA) /Master of Computer Application (MCA) from a recognised University or institution with minimum 60% marks OR

Bachelor's degree from a recognised University or Institution with at least 50% marks along with One Year Diploma/ Certificate Course in Computer Application from a recognised University or Institution

**Experience:**

**Preference will be given to those who have work experience of 2 years and above in the Engineering or Administrative Department of the Organisation. The work experience should include preparing reports/documents/presentations/correspondence and use of various software for office and project management.**

**Job Requirements:**

The incumbent will be a part of the Campus Development Division of the University. He will be assisting the Campus Development Team in making contract documents/preparing reports/correspondence/noting and drafting/preparing presentations/using various software for project management and maintenance of records etc.

**Method of recruitment: Contract basis**

**Age limit for contract :** Preferably below 56 years.

## **7. Multi Tasking Staff (MTS)**

**Qualification:**

+2 or equivalent from a recognised School or Institution with at least 50% marks

**Experience:**

The candidate should have work experience of 2 years or above of providing general assistance in the administrative or engineering department of the organisation.

**Job Requirements:**

The duties would broadly include: Physical Maintenance of records of the Section, General cleanliness and upkeep of the Section, Carrying of files and other papers within the building, Photocopying, sending of FAX etc, other non clerical work in the Section/Unit, assisting in routine office work like diary, despatch etc including working on computers. Delivering of dak (outside the building), Watch and Ward duties, opening and closing of rooms, cleaning of rooms, dusting of furniture etc, Cleaning of building, fixtures etc, Work related to his ITI qualifications, if it exists, Driving of vehicles, if in possession of valid driving licence, Upkeep of parks, lawns, potted plants etc, Any other work assigned by the superior authority.

**Method of recruitment: Contract basis**

**Age limit for contract:** Preferably below 56 years.

**8. Assistant Engineer (Civil)****Educational and other qualifications required for Direct/deputation**

Bachelor or Master's degree in Civil Engineering with 60 % marks

**Experience: 3 years.**

The applicant should have experience in Pre-and Post-Contract Management of multi-storeyed buildings, Institutional Buildings and residential complexes including service works. He should be familiar with the software and tools for Contract Management.

**Job Requirements:**

The incumbent will be part of the Campus Division of the University. He will be involved in the Project Management of setting up of the new campuses of the University. For the existing AUD campus his duties will include preparation of estimates, tender documents, day to day supervision, preparation of bills and handling of contractual matters.

**Method of recruitment: Direct/deputation**

**Age limit for direct recruits :** Preferably below 56 years.

## **9. Assistant Engineer (Electrical)**

### **Educational and other qualifications required for deputation/contract**

Bachelor or Master's degree in Electrical Engineering with 60 % marks.

### **Experience: 3 years.**

The applicant should have experience in Electrical and Air-conditioning works etc in multi-storied institutional offices and residential complexes. He should be familiar with the software and tools for Contract Management.

### **Job Requirements:**

The incumbent will be part of the Campus Development Division of the University. He will be involved in the Project Management of setting up of the new Campuses of the University. In the existing AUD campus, his duties will include maintenance of electrical works, sub station, lifts, air conditioning system, pumps and fire fighting and alarm systems in residential, office buildings and other areas, including preparation of estimates, day-to-day supervision of works, recording of measurements and preparation of bills etc.

### **Method of recruitment: Direct/deputation**

**Age limit for direct recruits** : Preferably below 56 years.



## Conditions of Employment

1. Candidates who are in service in Government/Public Sector Undertaking/Autonomous Bodies should send their applications THROUGH PROPER CHANNEL or should enclose with the application a 'No Objection Certificate' from their employer. Vigilance clearance in respect of the employee should also be recorded in the no objection certificate/forwarding letter. However, in case where delay is anticipated, applications may also be sent directly and in such case, the candidate will have to produce a 'No Objection Certificate' from his/her employer if called for the test/interview. Engineers of GNCTD will not be eligible for deputation as per policy of the GNCTD in vogue presently.
2. Candidates employed on contract basis will be given an initial contract of 3 years extendable up to the duration of the project, subject to review of performance every year. All contractual employees will be required to execute an Agreement with AUD before joining. The contractual employee will be entitled to draw pay at the minimum of the concerned PB + Grade Pay + DA + HRA + Transport Allowance with usual annual increments. In addition, there shall be a provision of additional increments (up to 5) in exceptional cases, subject to the recommendations of the Selection Committee to be recorded in writing. The contractual employees will be entitled for leave (Earned Leave, Commuted Leave, Maternity Leave, Paternity Leave for Child Adoption, Child Adoption Leave as per Central Civil Services (Leave) Rules 1972 as amended from time to time and Leave Encashment in terms of Orders issued by DoP&T, Govt. of India from time to time), Home Town Leave Travel Concession once in two years and Children Education Allowance as per Central/State Government orders issued from time to time. Medical Insurance Scheme for contractual employees will be available with individual contribution as decided by the University from time to time. The educational qualifications and experience for contractual employees will be the same as prescribed for Deputationists.
3. Officers retired from Central/State Government Departments/autonomous/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, will be appointed initially for a period of three years subject to review of performance each year, ordinarily up to the age of 65 years. Eligibility criteria/educational qualifications will be relaxed in such cases, if required, by the Vice Chancellor/Registrar. The pay and allowances of retired officers on their engagement will be regulated as per the provision prescribed for contractual employees.

Encashment of Earned Leave will be allowed to retired officers, engaged on contractual basis after retirement even within the first two years, subject to the condition that the total number of days for which encashment is allowed on termination of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointments under the Government shall not exceed 300 days.

4. In case of deputationists, the pay protection/deputation allowance may be considered as per Government norms.

### **General Instructions for all Candidates**

- i. The candidate must be a citizen of India.
- ii. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the AUD from time to time.
- iii. Candidate should apply on plain paper and send it by post along with the attested copies of all the relevant documents/ testimonials etc. to **the Director, Campus Development, Room No.23, Old IG Block, Ambedkar University, Delhi Lothian Road, Kashmere Gate, Delhi-110006.**
- iv. The University will not be responsible for any postal delay or loss of application.
- v. Mere fulfillment of minimum qualification shall not entitle any applicant to be called for further process of recruitment. In case of large number of applicants, the University reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- vi. The University reserves the right to fill or not to fill any the post advertised. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being shortlisted. No enquiry in person or in writing for recruitment shall be entertained.
- vii. The decision of AUD in all matters relating to eligibility, qualification, acceptance or rejection of applications, mode of selection and conduct of test/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
- viii. Preference will be given to the candidates who possess work experience in University/ Educational Institutions.
- ix. Candidates applying for more than one post should submit separate application for each post.
- x. Candidature of applicant shall be subject to verification of testimonials at a subsequent stage.
- xi. In case of sound deserving candidates the university reserves the right to relax any of the experience/desirable qualifications at its discretion.
- xii. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

- xiii.** Applications received after the closing date i.e. **22.6.2015** for any reason whatsoever, will not be entertained. Similarly, any information/ enclosures received separately subsequent to the receipt of the application will also not be entertained.
- xiv.** Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.

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