

# Ambedkar University Delhi (AUD)

Advt No.02/2018 dated 27.04.2018

**Applications are invited for the post of Research Assistant in the Alumni and Career Cell, Ambedkar University Delhi**

## About the University

AUD is a public University with a campus-based, unitary structure with research, postgraduate and undergraduate programmes in the social sciences and the humanities. It was established by the Government of the NCT of Delhi through an Act of the State Legislature in 2007. The University is broadly structured into Schools and Centres, most of which are now functional.

The University intends to engage **one(1)** Research Assistant in its Alumni and Career Cell for a period of 1 year extendable upto 3 years purely on contractual basis.

## Qualifications & Experience

55% marks aggregate or equivalent grade, in Master's degree with 1-3 years of experience after post graduation.

Good writing and verbal communications skills in English along with editorial skills.

Desirable: Good Computing Skills with efficiency in MS Office( Excel, Powerpoint and Word)

## Work & Description

The Research Assistant will be required to facilitate the Alumni and Career Cell in the following activities:-

1. Creating data base of AUD Alumni of various programmes
2. Organizing events to create platform for interaction between alumni, students and faculty.
3. Inviting senior Alumni for interactions with students.
4. Facilitating work for Alumni Association.
5. Industry interface to disseminate and educate the mandate of AUD and the differentiation of various programmes.
6. Assist the AUD to empanel organisations and associations for Campus placements.
7. Provide counselling and mentoring to students for career and placement.
8. Organise workshops and activities that prepare students for the placements including interviews, GDs and other necessary skills.

Remuneration: Rs.25,000/- per month + HRA(as per UGC norms)

Mode of Selection: The Applications received in response to this advertisement will be shortlisted by a duly constituted Screening Committee. The shortlisted candidates will be called for interview by emails.

How to apply:- Interested candidates may submit their applications/CVs via email to the [acadservices@aud.ac.in](mailto:acadservices@aud.ac.in) latest by 07<sup>th</sup> May,2018. There is no application fee.

*Note: Applications should be furnished in an A4 size plain paper giving details regarding educational qualifications, professional qualifications/specializations, experience etc. and the same be sent to the aforesaid email ID latest by 07<sup>th</sup> May,2018.*