

Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006

Advt. No.: AUD/1-3(2)/2014

Dated: 9th October, 2014

Online applications are invited from the eligible candidates for the following non-teaching posts alongwith non-refundable application fee of Rs. 500/- for UR/OBC category in the form of DD in favour of "The Registrar, Ambedkar University Delhi", payable at Delhi by post:-

Sr. No.	Name of the Post	Post Code	Mode of Recruitment	Pay Band with Grade Pay	No. of Post
1.	System Administrator (Information Technology)	2ITS22 –Deputation 2ITS24 –Contract	(Deputation/Contract)	PB-3 Rs. 15600-39100 + GP Rs. 5400	UR: 02
2.	Junior System Administrator (Information Technology)	2ITS32 –Deputation 2ITS34 –Contract	(Deputation/Contract)	PB-2 Rs. 9300-34800 + GP Rs. 4600	UR: 01
3.	Junior Executive (Information Technology)	2ITS42 –Deputation 2ITS44 –Contract	(Deputation/Contract)	PB-2 Rs. 9300-34800 + GP Rs. 4200	UR: 01
4.	Technical Assistant (Information Technology)	2ITS51 –Direct 2ITS52 –Deputation 2ITS54 –Contract	(01 on Direct & 02 Post on Deputation/Contract)	PB-1 Rs. 5200-20200 + GP Rs. 2800	UR: 03

Qualifications and experience for these positions are as under:-

1. System Administrator (Information Technology)

Essential:

Post graduate Degree in Computer Science/Information Technology / B.Tech or Master's in Computer Applications (MCA) with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale alongwith professional certification from Microsoft / Oracle / Cisco / Sun / Red Hat.

At least 5 years' experience in managing networking and installation of packages in University / Government / Public / Private Organization of repute.

Desirable:

- (i) Working experience on Microsoft IIS Webserver and LINUX-Apache Server, and Implementation of Intrusion Protection System (IPS).
- (ii) Working experience of ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.

Deputation:

Officials from the State governments/Universities/Recognized Research Institutions/Public Sector Undertakings/Statutory, Semi-Government or Autonomous Organisations:

- (a) (i) Holding analogous post on regular basis.
 - (ii) 3 years regular service in PB-2, Rs.9300-34800/- with Grade Pay Rs.4600/-
 - (iii) 8 years regular service in PB-2, Rs.9300-34800/- with Grade Pay Rs.4200/-
- (b) Possessing the educational qualifications and experience as prescribed for Direct Recruitment.

Note: The initial period of deputation shall be 3 years, extendable to another 2 years subject review of performance. The maximum age should not exceed 56 years as on the last date of receipt of the application.

Contract:

The period of engagement shall be 3 years extendable by another two years, subject to review of performance each 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 (upto 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, Paternity Leave for Child Adoption, Child Adoption Leave as Central Civil Services (Leave) Rules 1972 as amended 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.

Officers retired from Central/State government departments/autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto 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 terminated of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointment under the Government shall not exceed 300 days.

The job description for the post of System Administrator (IT):

The post of System Administrator (IT) carries the pay scale of PB-3 Rs. 15600-39100 with GP Rs. 5400

- 1) Administrating & maintaining if IT Setup including server virtualization VM -ware (Servers – Dell/IBM), OS Windows 2008 , Active directory , DC, ADC , DNS, DHCP, WSUS, Group policies , shared workstation/points /printers , Antivirus , Moodles , Tally ERP9 , Libsys OPAC, Google aaps , NAS, ISP, etc.
- 2) Should have University wide ERP Management & Implementation experience, Experience in modification of Legacy data, view reports to rectify the problem.
- 3) Designing / Implementing / Configuring and trouble shooting of large LAN/ WAN/ VLAN wired / wireless Network operations.
- 4) Configuring / Troubleshooting devices like manageable /unmanageable switches, routers, Security Devices (Firewall , UTM , Wireless controller etc.) routing , switching & security protocols, Remote Network, VPN , Lease line , Radio Links etc.
- 5) Analysing system logs and identifying potential issues with IT Setup.
- 6) Monitor & Log Network /internet Connectivity, Performance & down time.
- 7) Introducing and integrating new technologies into existing data canter environments.
- 8) Provide server maintenance such as backup monitoring ; apply BIOS / Firmware updates and install security patches .
- 9) Monitor and troubleshoot backup jobs.
- 10) Provide Technical training to end users as requested or needed.
- 11) Removal of spyware, adware & viruses from desktops/Laptops.
- 12) Install software , apply patches , manage files , monitor performance and troubleshoot alerts from commercial , open source and locally developed monitoring tools .
- 13) System failure analysis and recovery; insuring the consisting and integrity of file systems.
- 14) Analyze new and emerging technologies and apply them meet current and failure business requirements. Expertly understand and apply advance system administration.
- 15) Development of contingency plans to ensure continuous availability and accessibility of server resources in the event of emergencies .
- 16) Develop and plan for change configuration system for web server.

- 17) Conducting functional and connectivity testing to ensure continued operability.
- 18) Should be able to process /initiate / Management Information System (MIS) for the work assigned to him in the predefine frame of time.
- 19) Scheduling maintenance activities.
- 20) Knowledge on Implementation of Intrusion Protection System (IPS).
- 21) Any other duties assigned by the Reporting Officer from time to time.

2. Junior System Administrator (Information Technology)

Education Qualification:

Essential:

B.Tech/BE Computer Science / Electrical Engineering / Electronics Engineering / MSC / MCA with one year experience **OR** relevant / specialized Bachelor's degree in Physics / Maths / Statistics / Computer Science /BCA with 2 years experience in e-governance of Educational Administration / Managing networks.

Desirable:

- (i) Professional Certification from Microsoft / Oracle/ Cisco/Sun/Red Hat.
- (ii) ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.

Deputation:

Officials from the State governments/Universities/Recognized Research Institutions/Public Sector Undertakings / Statutory, Semi Govt. or Autonomous Organisations:

- (i) Holding analogous post on regular basis.
- (ii) 6 years regular service in PB-2, Rs.9300-34800/- with Grade Pay Rs.4200/-
- (iii) 10 years regular service in PB-1, Rs.5200-20200/- with Grade Pay Rs.2400/-

Note: The initial period of deputation shall be 3 years, extendable to another 2 years subject review of performance. The maximum age should not exceed 56 years as on the last date of receipt of the application.

Contract:

The period of engagement shall be 3 years extendable by another two years, subject to review of performance each 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 (upto 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, Paternity Leave for Child Adoption, Child Adoption Leave as Central Civil Services (Leave) Rules 1972 as amended 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.

Officers retired from Central/State government departments/autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto 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 terminated of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointment under the Government shall not exceed 300 days.

The job description for the post of Junior System Administrator (IT):

The post of Junior System Administrator (IT) carries the pay scale of PB-2 Rs. 9300-34800 with GP Rs. 4600

1. Administrating & maintaining of IT Setup including server virtualization VM – ware (servers – Dell / IBM), OS Windows 2008 , Active directory , DC , ADC, DNS, DNCP , WSUS , Group policies , shared , workstation / printers , Antivirus , Moodle, Tally ERP9 , Libsys OPAC , Google apps , NAS , ISP, etc.
2. Designing / Implementing / Configuring and trouble shooting of large LAN/ WAN/ VLAN wired /wireless / Network Operations.
3. Should have ERP Management & implementation experience.
4. Co – ordination with ERNET/NKN/Reliance/MTNL ISP's for rectification of Lease line/ISP problems.
5. Should be able to design University wide Network topology , policies , procedures planning , documentation & reporting .
6. Updating the University Website / Intranet.
7. Monitor and troubleshoot backup jobs.
8. Managing IT Policies relatively IT Act, copyright act etc.
9. Develop and plan for change configuration system for web server.
10. Should be able to process / initiate Management Information System (MIS) for the work assigned to him in the predefine frame of time.
11. Monitor and log Internet Connectivity of all locations through PRTG.

12. Generate and provide report for % of Internet Coverage Month – wise for all the locations.
13. Evaluate hardware and software requirements and be able to justify purchase decisions for the purchase of smooth processing .
14. Establishes/recommends policies and procedures for system use and services.
15. Any other duties assigned by the Reporting Officer from time to time.

3. Junior Executive (Information Technology)

Education Qualification:

Essential:

B.Tech/BE (Computer Science)/ MSc. Computer Science / IT/ MCA/MBA(IT) with at least 50% marks, and one year's experience

OR

- i) Bachelor's Degree in Physics/Maths/Statistics/Computer Science/BCA with at least 55% marks.
- ii) 2 years experience in administering and supervision of computer systems.

Desirable:

- i) Experience in Purchase, Procurement and AMC of all IT related Hardware/ Software/ Networking and other Services.
- ii) ERP implementation, problem solution in a University system or Educational Institutions of Higher Learning.

Deputation:

Officials from State Government/Universities/ Recognized Research Institutions/Semi-Govt./Public Sector Undertakings and Autonomous Organisations:-

- (i) holding analogous post on regular basis; or
- (ii) 6 years regular service in PB-1, Rs. 5200-20200 plus Grade Pay Rs.2800/-
or
- (iii) 10 years regular service in PB-1, Rs. 5200-20200 plus Grade Pay Rs.2400/-

Note: The initial period of deputation shall be 3 years, extendable to another 2 years subject review of performance. The maximum age should not exceed 56 years as on the last date of receipt of the application.

Contract:

The period of engagement shall be 3 years extendable by another two years, subject to review of performance each 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 (upto 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, Paternity Leave for Child Adoption, Child Adoption Leave as Central Civil Services (Leave) Rules 1972 as amended 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.

Officers retired from Central/State government departments/autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto 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 terminated of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointment under the Government shall not exceed 300 days.

The job description for the post of Junior Executive (IT):

The post of Junior Executive (IT) carries the pay scale of PB-2 Rs. 9300-34800 with GP Rs. 4200

1. The Junior Executive (IT) shall work under the direction / super vision of Director (IT Services).
2. Should have university wide ERP Management & implementation experience.
3. Creating & managing User (Unblock the user accounts, Reset the user password, Assign Group Policy for the users).
4. Provide advanced troubleshooting for applications and systems, determining cause and effect.
5. Scheduling maintenance activities.
6. Establishes / recommends policies and procedures for system use and services.
7. Provides the Technical lead and / or supervision for administrators / Seniors officials in IT Services & Administration.

8. Creating Technical Proposal, note and other necessary documents for the ICT expansion.
9. Evaluate hardware and software to ensure requirements and able to justify purchase for the purpose of smooth processing.
10. Configure and tune hardware and software to ensure optimum performance and resource utilization.
11. Planning for and responding to service outages and other problems.
12. Coordination with suppliers (computer hardware and software vendors) and company IT Personnel for activities ranging from installation to issue resolutions post- Installations.
13. Trouble - shooting of computer hardware and software problems.
14. Help students and teachers in the computer laboratory troubleshoot problems encountered during usage.
15. Maintain Permanent Stock Register / issue register of all IT equipments encountered during the stage.
16. Should be able to process /initiate Management Information (MIS) for the work assigned to him in the predefine frame of time.
17. Any other duties assigned by the Reporting Officer from time to time.

4. Technical Assistant (Information Technology

Essential:

10+2 with 3 years of work experience of Computer Applications / Hardware & Networking in Computer Centre / Lab. in University / Government / Public / Private organizations.

Desirable: B.Sc with diploma in Computer Applications.

Deputation:

Officials from State Government / Universities/ Recognized Research Institutions /Semi-Government/Public Sector Undertakings and Autonomous Organisations:-

- (i) holding analogous post on regular basis; or
 - (ii) 5 years regular service in PB-1, Rs. 5200-20200 plus Grade Pay Rs.2400/-
- or
- (iii) 8 years regular service in PB-1, Rs. 5200-20200 plus Grade Pay Rs.2000/-

(b) Possessing the educational qualifications and experience as prescribed for Direct Recruitment.

Note: The initial period of deputation shall be 3 years, extendable to another 2 years subject to review of performance. The maximum age should not exceed 56 years as on the last date of the receipt of the application.

Contract:

The period of engagement shall be 3 years extendable by another two years, subject to review of performance each 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 (upto 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, Paternity Leave for Child Adoption, Child Adoption Leave as Central Civil Services (Leave) Rules 1972 as amended 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.

Officers retired from Central/State government departments/autonomous bodies/public sector undertakings/government educational institutions will also be considered for contractual employment in AUD, who will be appointed initially for a period of three years subject to review of performance each year, ordinarily upto 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 terminated of contract together with the number of days of Earned Leave or Full Pay Leave for which encashment had already been allowed in previous appointment under the Government shall not exceed 300 days.

The job description for the post of Technical Assistant (IT):

The post of Technical Assistant (IT) carries the pay scale of PB-2 Rs. 5200-20200 with GP Rs. 2800

1. The Technical Assistant shall work under the direction / supervision of Director (IT Services).
2. The Technical Assistant shall maintain the Ledgers of consumable and non – consumable items and such other stores of the laboratory and obtain the signatures of the In – charge /Dean of the faculty as the case may be.
3. Should process University wide ERP Management & Implementation.
4. Ensure Availability of Computer Lab Equipment.

5. Manage & Maintain Laboratory H/W including Student Labs.
6. Troubleshoot & Rectify problems in Classrooms & Computer Labs.
7. Install & configure relevant software's in classrooms & lab machines.
8. Configure & manage desktop /Laptop, Networks & Printers.
9. Ensure the availability of systems, LCD, projectors, UPSs, and PA's in Classrooms.
10. Any other duties assigned by the Reporting Officer from time to time.

General Conditions:

1. The application form can be filled online using the AUD online job portal which can be accessed at this address: <http://jobportal.aud.ac.in>. The complete details of the advertisement are available on the AUD website www.aud.ac.in. Before filling the online application please read the instructions carefully.
2. It will be open to the University to consider names of suitable candidates who might not have applied.
3. Mere fulfilling the qualifications shall not entitle a candidate to be necessarily considered or called for the interview.
4. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
5. Relaxation of any of the qualifications may be made in exceptional cases on the recommendations of the Selection Committee.
6. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications **through proper channel**.
7. No correspondence or personal enquiries shall be entertained by the University.
8. Canvassing in any form will be treated as disqualification.
9. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
10. Candidates should possess the essential qualifications as on the closing date of application.
11. The application fee is to be deposited as per details given below:-
UR/OBC – Rs. 500/-.
SC/ST/PWD – NIL.
No fee for Deputation Posts
The payment can be made through demand draft drawn in favour of The Registrar, Ambedkar University Delhi, payable at Delhi. Candidate should write his/her Name, Post Applied for and Mobile No. on the back of Demand Draft.
12. The hard copy of the online application alongwith non-refundable fee of Rs. 500/- in the form of Demand Draft in favour of the “**The Registrar, Ambedkar University Delhi**”, copy of all relevant certificates, ‘NOC’ from the present employer, if applicable, may be sent by post to “**The Registrar, Ambedkar University Delhi**”, **Lothian Road, Kashmere Gate, Delhi-110006** latest by 14.11.2014.
13. Online application process will start from 15th October, 2014 at 9:00 AM and submission link will be disabled at 17:30 Hrs on 14th November, 2014.
14. If any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in
15. Separate application should be submitted for each post alongwith the non-refundable fee of Rs. 500/- for each application
