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

Advt. No.: AUD/1-10(142)/2014

Dated:

Applications are invited from the eligible candidates for the following non-teaching positions on purely short-term contractual basis:-

1. Senior Consultants – 03 – Remuneration Rs. 37,500/- p.m. (Fixed)

Educational Qualifications and Experience are as under:-

Essential:

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

Desirable:

- i. Experience in Supervisory or equivalent Cadre in a Group 'B' post in a Government Department or a University or Educational or Research Institution or Teaching or Research experience along with proven administrative capabilities.
- ii. Excellent knowledge of computer applications and office procedure.
- iii. LLB or MBA or CA or MCA or equivalent qualification.

The job description for the post of Senior Consultant:

- 1) Good Communication. Analytical skills and aptitude for drafting/noting and office procedure in a computerized environment.
- 2) Should be able to interpret and apply rules and regulation correctly in letter and spirit for overall benefit and efficiency of the organizational needs.
- 3) Should be able to handle his department independently without supervision and be able to take decisions as per policies/rules and regulations.
- 4) Should be capable to supervise the subordinate staff and ensure that policies/rules and regulations are not violated.
- 5) Should be able to ensure both confidentiality and transparency as per the University policies.
- 6) Should be able to process/initiate Management Information System (MIS) for the work assigned to him in the pre define frame of time.
- 7) Coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.
- 8) Any other tasks assigned from time to time by the seniors.

2. Assistant - 04 - Remuneration Rs. 15,650/- p.m. (Fixed)

Educational Qualifications and Experience are as under:-

Essential:

- (i) 10+2 or equivalent from a recognized Board.
- (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.

Desirable:

- (i) Excellent knowledge of Computer applications like Ms-Office, Internet etc.
- (ii) At least 2 years experience in a University System / Educational Institutions.

The job description for the post of Assistant:

1. Maintenance/management of records, Diary-dispatch, file movement, Leave Accounts, support services in noting/drafting/data processing in a computerized environment and any other work assigned by the concerned reporting officer.
2. Good communication/ analytical/writing skills.
3. Well versed in Computer Typing in Hindi/English.
4. Any other duties assigned by the Reporting Officer from time to time.

3. Assistant (Library) - 02 - Remuneration Rs. 15,650/- p.m. (Fixed)

Educational Qualifications and Experience are as under:-

Essential:

- (i) Bachelor's Degree from a recognized University with working knowledge of computer applications.
- (ii) Diploma or Certificate in Library Science.

Desirable:

Working experience in a computerized Library of State Government/Universities/Recognized Research Institutions / Semi-Govt./Public Sector Undertaking and Autonomous Organizations.

The job description for the post of Assistant (Library):

1. To handle acquisition routines of books and periodicals.
2. Classification of books.
3. Cataloguing.
4. Providing support reference services.
5. Preparing bibliographies and documentation lists.
6. Circulation work.

7. Stack and maintenance work
8. Other professional work, Data feeding as and when required, Library automation etc.
9. Correspondence with other universities/institutions.
10. Any other task assigned by the Reporting Officer from time to time.

Note-I: The maximum age limit for appointment on contract basis shall not exceed 56 years on the closing date of the applications. The retired officers who have served in Central/State Government Departments/Autonomous Bodies/Public Sector Undertakings/Government Educational Institutions at least 15 years with 4 four years in PB-3 + GP Rs. 5400/- and above will also be considered for contractual employment in AUD upto the age of 65 years.

Note-II: The tenure of contractual employees shall be for a period of six months or till the regular appointments are made whichever is earlier.

GENERAL CONDITIONS:

1. Mere fulfilling the qualifications shall not entitle a candidate to be necessarily considered or called for the interview.
2. The University reserves the right not to fill up the vacancies as advertised, if the circumstances so warrant.
3. No correspondence or personal enquiries shall be entertained by the University.
4. Canvassing in any form will be treated as disqualification.
5. Contractual employee will not be entitled to any claim for regular appointment in the post.
6. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
7. Candidates should possess the essential qualifications as on the closing date of application.
8. Reservation/Concessions available to the reserved categories candidates are applicable in terms of norms/guidelines issued by Govt. of NCT of Delhi/UGC from time to time.
9. The application, in the prescribed format, alongwith copies of all relevant certificates, may be sent by post to “**The Registrar, Ambedkar University Delhi**”, **Lothian Road, Kashmere Gate, Delhi-110006** latest by 30th March, 2015 positively.
