

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

Applications are invited from the eligible candidates for the following non-teaching posts:–

- (I) **Controller of Finance – 01 Post** - UR (Deputation/ Fix tenure of 5 year) in Pay Band 4 - Rs.37400-67000 plus Grade Pay of Rs.10,000/- with usual allowances as admissible under the Rules of the University.
- (II) **Deputy Registrar – 05 Posts** { Direct: 02 [01 PWD+01 UR]
Deputation/Contract: 03 [02 UR+01 OBC]
- Pay Band 3 – Rs. 15600-39100 plus Grade Pay of Rs. 7600/- with usual allowances as admissible under the Rules of the University

Qualifications and experience for these positions are as under:–

1. Controller of Finance

- I) Officers belonging to established Finance and Accounts Cadres or Services of the Government of India or Government of the National Capital Territory of Delhi:
- (a) (i) holding analogous post on regular basis; or
(ii) 2 years regular service in the post in the PB-4, Rs.37400-67000/- with Grade Pay of Rs.8900/-; or
(iii) 3 years regular service in the PB-4, Rs. 37400 – 67000/- with Grade Pay Rs.8700/-.
- (b) Possessing the educational qualifications & experience as mentioned below:

Essential:

- (i) Master's Degree with at least 55% marks or its equivalent grade of "B" in the UGC 7 point scale

OR

15 years of administrative experience out of which 8 years should be as Deputy Registrar or on an equivalent post in a University or Government Organization.

Desirable:

Experience of financial administration / Chartered Accountancy with requisite experience of working in Public Sector Undertakings/ Autonomous Organizations.

Note : The maximum age for appointment by deputation shall not exceed 56 years on the closing date of the receipt of the applications.

1. Relaxation in educational qualifications, experience, age, etc. in the case of reserved category candidates will be given in accordance with the rules as under:-

“The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The Appointing Authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so.”

2. The prescribed essential qualifications are the minimum and their mere possession does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed in the advertisement.
3. Candidates must attach copies of all documents along with application in support of their educational qualifications, experience; etc.
4. The University reserves the right to relax any of the qualification / experience at its discretion and not fill up any of the advertised positions.

Job Description for the post of Controller of Finance

The post of Controller of Finance carries the pay scale of PB-4, Rs. 37400-67000 with Grade Pay Rs. 10000/-

The Controller of Finance shall –

- exercise general supervision over the funds of the University and advise it as regards its financial policies; and
- perform such other financial functions as may be assigned to him/her by the Board of Management or as may be prescribed by the Statutes or the Ordinances:

Provided that the Controller of Finance shall not incur any expenditure or make any investment exceeding three lakh rupees or such other amount as may be fixed by the Board of Management, without the prior approval of the competent authority.

Subject to the control of the Vice-Chancellor and the Board of Management, the Controller of Finance shall –

- hold and manage the properties and investments of the University, including trust and immovable properties, for fulfilling any of the objects of the University;

- see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
- be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- keep a constant watch on the cash and bank balances and investments;
- watch the progress of collection of revenue and advise on the methods of collection employed;
- ensure that the registers of properties of the University are maintained properly and that stock checking of the equipment and other material in the offices and branches of the University including colleges and the institutions maintained by the University is conducted in a time-bound manner;
- bring to the notice of the Vice-Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the person at fault; and
- call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.

Any receipt given by the Controller of Finance or by the person or persons duly authorized in this behalf by the Board of Management shall be a sufficient discharge for payment of moneys to the University.

2. Deputy Registrar

Essential:

- (i) Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC 7 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 / Law / Computer Applications
- II. Chartered Accountancy / Cost Accountancy / Company Secretary

- III. Good knowledge of computer applications.
- IV. Experience in University Administration / Finance and familiar with the working of University Bodies and Institutions.
- V. Thorough knowledge of service matters / accounts / budget / conduct of examinations

Deputation:

Officers from State Government / Universities / Recognized Research Institution / Semi-government /Public Sector Undertakings and Autonomous Organization:-

- (a) (i) Holding analogous post on regular basis; or
(ii) 8 years regular service in PB-3, Rs.15600-39100 with Grade Pay of Rs.6600/-.
- (b) Possessing the educational qualifications and experience as prescribed under Col.7 above.

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:

- (i) Possessing the educational qualifications and experience as prescribed above.
- (ii) Officers having served in Centre / State Govt. service / Autonomous Govt. organizations with five years of administrative experience in Grade Pay of Rs.7600/-.

Contractual Employment:

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 per Central Civil Services (Leave) Rules, 1972 as amended from time to time and Leave Encashment in terms of orders issued by DP & 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 Direct Recruitment / Deputationists, as the case may be.

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 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.

Job Description for the post of Deputy Registrar

The post of Deputy Registrar carries the pay scale of PB-3, Rs. 15600-39100/- with Grade Pay Rs. 7600/-

- The Deputy Registrar shall assist the Registrar and other senior officers to broadly perform the following duties as assigned to him from time to time.
- Administration & Establishment, Academic, Admissions, Students Services, Examination, Accounts, Finance, Development, Estates, Co-ordination, Faculty Affairs, Liaisoning with the Govt. of NCT of Delhi, University Grants Commission, Ministry of Human Resource Development and other outside agencies/ organizations, Research Management, Project Management, Manpower Planning, Recruitment, Attendance and Punctuality, Liveries purchase, Audit Paras, General Supervision of Non-Teaching staff working under him, Allotment of Staff Quarters, Implementation of reservation policy, Hindi Raj Bhasha Policy, to attend to all legal cases in co-ordination with Standing Counsel of the AUD, providing the desired information sought under the RTI Act 2005, verification of stores, to deal with the matters relating to the meetings of various Committee of the AUD engagement of security agency, to deal with the matters relating of the day to day affairs relating to the academic activities of the AUD, to deal with the various committees constituted from time to time by the UGC/Ministry, to prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the AUD.
- The Deputy Registrar shall exercise such other powers and perform such other duties as may be determined by the Competent Authority from time to time.
- Any other duties assigned by the Reporting Officer from time to time.

General Instructions for all Candidates

- i. The candidate must be a citizen of India.
- ii. **There is no application fee.**
- iii. **Age Limit: preferably below 56 years** as on the closing date of the receipt of the applications.
- iv. 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.
- v. Candidate should submit his application, in the prescribed format and send it by post along with the attested copies of all the relevant documents/ testimonials etc. to the **Registrar, Ambedkar University, Delhi, Lothian Road, Kashmere Gate, Delhi-110006.**
- vi. Without the application form, duly filled-in, and all the required documents/ testimonials, your application would not be processed.
- vii. Candidates must ensure that their application must reach the University well in time on or before **24th September, 2013.** The University will not be responsible for any postal delay or loss.
- viii. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, University reserves the right to short-list applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- ix. The University reserves the right to fill or not to fill any or all 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.
- x. The numbers of vacancies are indicative and may be increased or decreased. The number of posts advertised is provisional and can be varied as per the requirement of the University.
- xi. The decision of the 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.
- xii. Candidature of applicant shall be subjected to verification of testimonials at a subsequent stage.
- xiii. In case of sound deserving candidates the university reserves the right to relax any of the experience/desirable qualifications at its discretion.
- xiv. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
- xv. Applications received after the **closing date i.e. 24th September, 2013** for any reasons whatsoever, will not be entertained. Similarly, any information/ enclosures received separately subsequent to the receipt of the application will also not be entertained.
- xvi. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.
- xvii. “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 alongwith preceding 5 years Annual Performance Assessment Report (APAR). Vigilance clearance in respect of the employee should also be recorded in the No Objection Certificate. Those who send Advance Copies of their applications will be considered only if they produce a “No Objection Certificate” from their employer before the interview.
