



अम्बेडकर विश्वविद्यालय दिल्ली
AMBEDKAR UNIVERSITY DELHI

Advt. No. 02/HR/2016
10 June 2016

The **Ambedkar University Delhi (AUD)** is a State University established by the Government of NCT of Delhi through Dr B.R. Ambedkar Vishwavidyalaya Act, 2007. AUD is evolving as a multi-campus University at Delhi with focus on research, postgraduate and undergraduate programmes in the social sciences and the humanities. AUD has its transit campus at Kashmere Gate and planning to establish other campuses at Karampura, Dheerpur and Rohini.

The University is looking for young and energetic persons who are willing to contribute in the institution building process at supervisory and supporting levels on regular basis as under:

Sl. No	Name of the post	Pay Scale	No. of posts	Age limit
1.	Junior Executive	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary of Rs.38,025/-at the minimum of the scale)	06 (Six) [SC-1; OBC-2; UR-3] One of the above posts is reserved for Persons with Disabilities (OH-1)	35 yrs for UR, 40 yrs for SC/ST, 38 yrs for OBC and 45 yrs for PwD
2.	Junior Engineer (Electrical)	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary of Rs.38,025/-at the minimum of the scale)	01 (One) (Unreserved)	35 yrs
3.	Assistant	PB-1 Rs.5200-20200 + GP Rs.2400 (Gross monthly salary of Rs.28,871/- at the minimum of the scale)	18 (Eighteen) [SC-2; ST-1; OBC-5; UR-10] One of the above posts is reserved for Persons with Disabilities (HH-01)	30 yrs for UR, 35 yrs for SC/ST, 33 yrs for OBC and 40 yrs for PwD

Minimum Qualifications, Experience and Specialization required for these positions are given below:

1. Junior Executive

Area of specialization:

- (i) Human Resources and General Administration – 04 posts
- (ii) Finance and Accounts – 02 posts

(A) Minimum qualification and experience prescribed for Human Resources & General Administration specialization:

Essential:

- (i) Graduate/Post Graduate with at least 50% marks from a recognized University or Institution.
- (ii) Five years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization

(B) Minimum qualification and experience prescribed for Finance and Accounts specialization:

Essential:

- (i) Graduate/Post Graduate in Commerce with at least 50% marks
OR
Any Graduate/Post Graduate with Inter CA/ Inter ICWAI with at least 50% marks
OR
BBA/ MBA (Finance) with at least 50% marks.
- (ii) Five years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization.

2. Junior Engineer (Electrical)

Essential:

B.E./B.Tech in Electrical Engineering from a recognized University with 50% marks.

OR

Three years full time (or equivalent) Diploma in Electrical Engineering with 50% marks from a recognized institute with minimum one year experience in the related field.

3. Assistant

Area of specialization:

- (i) Human Resources and General Administration – 13 posts
- (ii) Finance and Accounts – 02 posts
- (iii) Secretarial Assistance – 02 posts
- (iv) Caretaker – 01 post

(A) Minimum qualification and experience prescribed for Human Resources & General Administration specialization:

Essential:

Graduate with at least three years of post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization.

(B) Minimum qualification and experience prescribed for Finance & Accounts specialization:

Essential:

- (i) A Bachelor's Degree in Commerce
OR
A Graduate in other subjects with Inter CA/ Inter ICWAI
OR
BBA/MBA (Finance)
- (ii) Three years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization.

(C) Minimum qualification and experience prescribed for Secretarial Assistance specialization:

Essential:

- (i) Graduate from a recognized University.
- (ii) Three years post qualification experience in the relevant field in managing the office of a senior functionary in Universities/ Institutions of Higher learning/ Govt. Departments/ top level executive in corporate sector.
- (iii) Working knowledge of English shorthand.

(D) Minimum qualification and experience prescribed for Caretaker specialization:

Essential:

- (i) 10+2 or equivalent from a recognized Board
- (ii) ITI Trade Certificate in Civil/ Plumbing/ Electrical with three years' post qualification experience of caretaking services of Govt./Institution buildings.
OR
Six years post qualification experience of caretaking services of Govt./Institution buildings.

Desirable: Working knowledge of civil maintenance (plumbing/ electrical work)

General Conditions:

1. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
2. All these posts in the advertisement are permanent in nature and subject to the approval/administrative concurrence by the Directorate of Higher Education, Govt. of NCT of Delhi.
3. Other Backward Classes (OBCs) for the purpose of employment under the University, shall be the Castes, as notified by the Central Government in the Central List for Delhi and Castes defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time.
4. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.
5. Candidates should possess the essential qualifications as on the closing date of application.
6. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
7. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
8. Selection to the above posts will be made on the basis of cumulative scores obtained by the candidates in the Written Test (objective type), a Descriptive Test and the Interview.
9. The objective type written test will consist of 100 questions; each correct answer will be awarded 4 marks and one mark will be deducted for every wrong answer; unanswered questions will carry zero mark.
10. The objective type test will assess the aptitude of the candidate in English Comprehension, Numerical Ability and familiarity with university (office) rules and procedures and/or the Technical knowledge of the subject concerned.
11. Candidates who qualified in the objective type test will be invited for the descriptive test and interview.
12. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
13. Candidates serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to produce No Objection Certificate (NOC) at the time of test/interview.
14. Canvassing in any form will lead to disqualification.
15. No interim correspondence or personal enquiries shall be entertained by the University.

16. Relaxation of age applicable to SC/ST/OBC/Ex-servicemen/PwD/ Departmental candidates and other categories, shall be as under:

Sl.	Posts	Age Limits
i	Posts having Grade Pay Rs.2800, 4200 and 4600 (Tech. Assistant, Jr. Executive, Executive, Jr. Engineer and its equivalent)	35 years
ii	Posts having Grade Pay Rs. 1800, 1900 and 2400 (Assistant, Library Assistant, Jr. Assistant, MTS and its equivalent)	30 years
iii	For departmental candidates including short-term/ long-term contractual staff with at least six months continuous service in AUD.	Below 55 years (with relaxation)
iv	Age relaxation for employees of Central Govt. and Govt. of NCT of Delhi who have rendered not less than three years regular and continuous service as on closing date.	05 years for those possessing relevant experience and/or working in the same or allied line
v	<i>Age relaxation for Ex-servicemen from Defence forces</i>	
	(a) Ex-servicemen + General	3 years + military service
	(b) Ex-servicemen + OBC	6 years + military service
	(c) Ex-servicemen + SC/ST	8 years + military service
	(d) Ex-servicemen Disabled in Operation	5 years + military service
vi	<i>Age relaxation for Persons with Disabilities (PwD)</i>	
	(a) PwD + General	10 years
	(b) PwD + OBC	13 years
	(c) PwD + SC/ST	15 years
vii	Age relaxation for SC/ST	5 years
viii	Age relaxation for OBC (Central list of Delhi State + List of OBCs included by the GNCT Delhi)	3 years
ix	Age relaxation for other categories including government servants (Central Govt. Departments/GNCT of Delhi), Ex-Servicemen, SC, ST, OBC (Delhi), PwD etc.	As per the Govt. of India/ Delhi Govt. guidelines

Note:– The earlier advertisement released in the year May 2013 by the University for the aforesaid posts stands cancelled.

How to apply:

- The application will be accepted only online using the AUD online job portal which can be accessed at this address: <http://aud.ac.in/careerataud>. The complete details of the advertisement are available on the University website www.aud.ac.in. Before filling the online application please read the instructions carefully.
- Separate application should be submitted for each post.
- Application fee** of Rs.250/- for General and OBC is payable online through payment gateway. All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.
- Online application process will start from **11.06.2016** at **9:00 AM** and submission link will be disabled at **17:30 Hrs** on **11.07.2016**.
- In case of any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in
- Hard copy of the application is not required.
