

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

**Advt. No. AUD/1-3(1)/2014/HR**

**Dated: 23 Mar 2015**

**CORRIGENDUM**

Applications are invited only from the candidates for the post of Deputy Registrar (Reserved for the Physically Disabled Person). Those who have already applied in response to the advertisement referred to above need not apply again:-

**Deputy Registrar – 01 Post – (Reserved for the Physically Disabled Person)**

**Post Code: 2ADM21**

The post of Deputy Registrar is a regular post in Pay Band-3 - Rs.15600-39100 plus Grade Pay of Rs.7,600/- with usual allowances as admissible under the Rules of the University to be filled up on direct recruitment basis.

**Qualifications and experience for above post are as under:-**

**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

**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.

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### **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](http://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. Employment of the University shall be governed by the rules and regulations, service conditions, as may be notified by the University from time to time.
6. Abbreviations used are devolved as under: PwD-Person with Disability; OA-One Arm; OL-One Leg; and B.LV-Blind Low Vision.
7. Relaxation of 5% marks at the level of Master's Degree shall be applicable in terms of instructions/guidelines issued by GNCT of Delhi/UGC from time to time.
8. Candidates serving in Government/Public Sector Undertakings (including Boards) are required to send their applications **through proper channel**.
9. No correspondence or personal enquiries shall be entertained by the University.
10. Canvassing in any form will be treated as disqualification.
11. Applications which do not meet the qualifications given in this advertisement and/or incomplete applications will be liable to be summarily rejected.
12. Candidates should possess the essential qualifications as on the closing date of application.
13. The hard copy of the online application alongwith 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 31.03.2015.
14. Online application process will start from 22-03-2015 at 9:00 AM and submission link will be disabled at 17:30 Hrs on 10-04-2015.
15. Any enquiry regarding submission of online application, may please be sent to [career@aud.ac.in](mailto:career@aud.ac.in)

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