

## Dr. B.R. Ambedkar University Delhi

Advt. No. 02/HR/2019

Dated: 11.07.2019

### **VACANCY FOR THE POST OF ASSISTANT REGISTRAR (PLACEMENT & TRAINING)**

The Dr. B. R. Ambedkar University Delhi (AUD) is a State University established through Dr. B.R. Ambedkar Vishwavidyalaya Delhi Act, 2007 by the Legislature of the National Capital Territory of Delhi. The University is looking eligible applicants for post of **Assistant Registrar (Placement & Training) UR – 01** to be appointed on regular basis.

**Pay Scale:** Level – 10 of 7<sup>th</sup> CPC with usual allowances.

**Age limit:** The maximum age limit shall not exceed **35 years** on the closing date of the receipt of the applications.

#### **Educational Qualification & Experience:**

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) At least three years experience in a supervisory capacity in a relevant field, equivalent to a Group 'B' post in a Govt. Department or a University or Educational or Research Institution or Teaching or Research experience at college/ university level or similar corporate experience in a reputed private organization along with proven administrative capabilities.

#### **Desirable Experience:**

Work experience of minimum 5 years as Placement & Training Officer in a reputed Government or non government higher educational institute(s). The candidate should have excellent communication skills, he or she should be self driven and goal oriented. The candidate should have exposure to Humanities and Social Sciences disciplines.

#### **General Conditions:**

1. The application will only be accepted through AUD's online job portal which can be accessed at this address: <http://aud.ac.in/careerataud>. No offline form will be accepted.
2. The University reserves the right not to fill up the vacancies as advertised, if the circumstances so warrant.
3. Applicants should possess the essential qualifications as on the closing date of application.
4. The applications received from the applicants, who do not meet the stipulated eligibility criteria given in the advertisement and /or are incomplete in any respect shall summarily be rejected.
5. Merely fulfilling the minimum educational qualification and experience shall not entitle an applicant to be necessarily called for the test/interview.
6. If the certificates supporting the eligibility criteria for the respective posts are not uploaded at the time of submission of application, the application shall be rejected and no appeal against its rejection will be entertained by the University.
7. Applicants must not furnish any particulars, which are false, tempered or fabricated. They must not suppress any material / information while submitting the applications / testimonials. In the event of any such event, if noted, the services of such selected

applicants shall be terminated without prejudice to any other action initiated by the University.

8. In case of any inadvertent error during the process of selection or at any stage, even after issuing the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
9. Only short-listed applicants will be invited for test/ interview.
10. Working knowledge of latest computer applications and good communication skills are mandatory for the post.
11. Applicants serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to apply through proper channel & produce No Objection Certificate (NOC) from the present employer at the time of test/interview.
12. Canvassing in any form will lead to disqualification.
13. No interim correspondence or personal enquiries shall be entertained by the University.
14. No TA/DA shall be paid by the University to the applicants for attending the interview.
15. Any addendum/corrigendum/notice and also information related to Written Test/ Interview etc will be displayed on AUD's website only.
16. In case of any dispute, the legal jurisdiction will be at Delhi.

#### **How to apply:**

1. 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](http://www.aud.ac.in). Before filling the online application, please read the instructions carefully.
2. **A non-refundable application fee** of Rs.500/- needs to be paid online through payment gateway. All Women applicants and applicants belonging to Scheduled Caste, Scheduled Tribe, Physically Challenged eligible for reservation are exempted from paying application fee, as per extant government orders. Applications without requisite fee, whenever applicable, shall be rejected.
3. Online application process and submission link will be enabled at **10:00 AM** on **11.07.2019** and will be disabled at **05:30 PM** on **09.08.2019**.
4. In case of any enquiry regarding submission of online application, please send your queries to [careers@aud.ac.in](mailto:careers@aud.ac.in)

**REGISTRAR (OFFICIATING)**