

## Dr. B.R. Ambedkar University Delhi

Advt. No. 01/HR/2019

Dated: 01.07.2019

### VACANCY FOR THE POST OF ONE (UR-01) REGISTRAR AND ONE (UR-01) CONTROLLER OF FINANCE

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 **Registrar (UR-01)** and **Controller of Finance (UR-01)** to be appointed on tenure basis for a period of five years. The post is a statutory post under Dr. B.R. Ambedkar Vishwavidyalaya Delhi Act, 2007.

**Pay Scale:** Level – 14 of 7<sup>th</sup> CPC with usual allowances.

**Age limit:** The maximum age limit shall not exceed **56 years** on the closing date of the receipt of the applications.

#### 1. Registrar

##### Educational Qualification:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

##### Experience:

At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above or with 8 years of service in the Academic Level – 12 and above including as Associate Professor along with experience in educational administration

**OR**

Comparable experience in research establishment and/ or other institutions of higher education

**OR**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

#### 2. Controller of Finance

##### Educational Qualification:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed (applicants possessing CA qualifications considered as equivalent to the Post Graduate Degree).

Experience:

At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above or with 8 years of service in the Academic Level – 12 and above including as Associate Professor along with experience in educational administration with finance specialization

**OR**

Comparable experience in research establishment and/ or other institutions of higher education

**OR**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post with sufficient experience of Financial Administration / 15 years of service for persons from IA&AS cadre or such other similar all India services with experience and expertise in finance and computerized financial management.

**Desirable:**

Experience of Financial Administration/ Chartered Accountancy (CA) with requisite experience of working in undertakings/ autonomous organization, qualification considered as equivalent.

**Emoluments and other conditions of service of Registrar:**

1. The Registrar shall be appointed on such scale of pay as may be determined by the Board of Management from time to time, He/she shall, in addition to the pay so determined, be entitled to such other allowances as are admissible to the employees of the University from time to time.
2. Subject to the provisions of the Act and the Statutes, every Registrar shall be appointed for a term of 5 years. Provided that a person employed in any other institution or organization can also be appointed as Registrar on the usual terms of deputation.
3. The qualifications for the post of Registrar shall be as prescribed by the Board of Management from time to time.
4. Every Registrar, during his/her tenure, shall be entitled to leave as admissible to employees of the University from time to time.
5. Every Registrar shall be entitled to Travelling Allowance, Leave Travel Concession and the benefits of Medical Attendance rules as are applicable to the employees of the University from time to time.
6. Every Registrar shall be entitled to such retirement benefits as are admissible to the employees of the University, and shall be eligible for such other terminal benefits as may be fixed by the Board of Management from time to time. Provided that an employees of another University, Institution or Organization, when appointed as Registrar, shall continue to be governed by the same retirement benefits scheme to which he/she was entitled prior to his/her appointment as Registrar, or till he/she continues to hold lien on his/her post in such other organization.

7. Every Registrar shall enter into an Agreement of Service with the University.
8. The Registrar shall perform such other functions as may be specified in the Acts, Statutes, Ordinances and Regulations or as may be required from time to time by the Board of Management and/or the Vice Chancellor.

**Emoluments, Terms and Conditions of Service of Controller of Finance:**

1. The Controller of Finance shall be appointed on such scale of pay as may be determined by the Board of Management from time to time. He/she shall, in addition to the pay in the scale so determined, be entitled to such other allowances as are admissible to the employees of the University from time to time. Provided that the Board of Management may appoint an officer drawn on deputation, in which case, he/she shall be governed by the standard terms of deputation followed by the Government.
2. Subject to the provisions of the Act and the Statutes, the Controller of Finance shall be appointed for a term of five years;
3. The qualifications for the post of the Controller of Finance shall be prescribed by the Board of Management from time to time. Provided that if a person is appointed to the post of Controller of Finance on deputation, such person shall be in the rank of an officer of the IA&AS Cadre or such other similar service with at least 15 years of service to his/her credit.
4. The Controller of Finance, during his/her tenure, shall be entitled to leave as admissible to the employees of the University from time to time.
5. The Controller of Finance shall be entitled to Travelling Allowance, Leave Travel Concession and Medical Attendance benefits as are admissible to the employees of the University from time to time.
6. The Controller of Finance shall be entitled to such retirement benefits as are admissible to the employees of the University, and shall be eligible to such other terminal benefits as maybe fixed by the Board of Management from time to time; provided that an employees of Government, another University or Institution, when appointed as Controller of Finance, shall continue to be governed by the same retirement benefits scheme to which he/she was entitled prior to his/her appointment as Controller of Finance or till he/she continues to hold lien on his/her post in such other organization;
7. The Controller of Finance shall perform such other functions as are laid down in the Act, Statutes, Ordinances and Regulations, or as may be required by the Board of Management, the Finance Committee and the Vice Chancellor.

- Note: 1. The roles and responsibilities/ service conditions of Registrar and Controller of Finance shall be as per the regulations in this regard, as approved and amended by the Board of Management from time to time. For more details applicants are advised to refer the Minutes of Board of Management/ Ordinance No. IV & V.**
- 2. Registrar / Controller of Finance not residing in accommodation provided by the University, shall be entitled to House Rent Allowance at the rate applicable to university employees and shall be eligible to such transport facilities/allowance as may be decided by the Board of Management from time to time.**

**General Conditions:**

1. The application will be only 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. Applicants willing to apply both the posts must submit separate applications for each post and pay fee separately.
7. 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.
8. 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 incident, if noted, the services of such selected applicants shall be terminated without prejudice to any other action initiated by the University.
9. 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.
10. Only short-listed applicants will be invited for test/ interview.
11. Working knowledge of latest computer applications and good communication skills are mandatory for the post.

12. 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.
13. Canvassing in any form will lead to disqualification.
14. No interim correspondence or personal enquiries shall be entertained by the University.
15. No TA/DA shall be paid by the University to the applicants for attending the interview.
16. Any addendum/corrigendum/notice, etc will be published on AUD's website only.
17. 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.1,000/- 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 **01.07.2019** and will be disabled at **05:30 PM** on **31.07.2019**.
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)

**Note** : Advt. No.AUD/01/2018/HR/(iii) dated 04.06.2018 stands cancelled. Candidates who had applied in response to this advertisement are required to apply again.

**REGISTRAR (OFFICIATING)**