



Advt. No.01/HR/2020

24<sup>st</sup>, August, 2020

**Dr. B.R. 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 has its campus at Kashmere Gate, Karampura Campus and Lodhi Road. AUD is planning to establish other campuses at Dheerpur and Rohini.

The University is looking for Officers from State Government/ Universities/ Recognized Research Institution/ Semi-government/ Government/ Public Sector Undertakings and Autonomous Organization who are willing to contribute in the institution building process on deputation basis. Vacancies are as under:

Sl. No.	Name of the post	Pay Scale	No. of posts	Age limit
1.	<b>Deputy Registrar</b>	Level – 12	<b>01 (One)</b>	Below 56 years
2.	<b>Assistant Registrar</b>	Level – 10	<b>02 (Two)</b>	Below 56 years

**Note:** The applicants having higher grade pay due to grant to NFSG/ MACP/ Selection Grade/ Financial upgradation or having equivalent scale of Dy. Registrar/ Assistant Registrar may also apply. For such applicants, pay protection shall be extended.

The appointment on deputation basis at AUD will be governed by the instructions issued by the DoPT vide Office Memorandum No.6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time. The recruitment is against leave vacancies initially for a period of one year, extendable as per rules.

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

**1. Deputy Registrar (01 post)**

**Educational and other qualifications & experience:**

**Eligibility for applying to the post on deputation basis:**

- (i) Officers from State Government / Universities / Recognised Research Institution/ Semi-government / Public Sector Undertakings and Autonomous Organization:-
  - (a) Holding analogous post on regular basis; or
  - (b) 8 years regular service in PB-3, Rs.15600-39100 with Grade Pay of Rs.6600/-

**Essential: -**

- (i) Master's Degree with 55% marks or equivalent grade in a point scale wherever grading system is followed.
- (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 administration 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 / budgets / conduct of examinations.

**2. Assistant Registrar (02 posts)**

**Educational and other qualifications & experience:**

**Eligibility for applying to the post on deputation basis:**

- (i) Officers from the Government Department or University or Educational or Research or Teaching Institution:
  - (a) Holding analogous post on regular basis; or
  - (b) 2 years regular service in the PB-2, Rs.9300-34800 with Grade Pay Rs.4800/-
  - (c) 3 years regular service in the PB-2, Rs.9300-34800 with Grade Pay Rs.4600/-
  - (d) 8 years regular service in the PB-2, Rs.9300-34800 with Grade Pay Rs.4200/-

**Essential: -**

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

**Desirable:**

- (i) LLB or MBA or CA/ICWA/CS or MCA or equivalent qualification.
- (ii) Knowledge of Govt. Rules and Office Procedures.

**General Conditions:**

1. The terms & conditions of deputation shall be governed by DoPT OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 & as amended time to time. The initial period of deputation shall be 1 year, extendable as per extant rules, subject to review of performance, availability of substantive post etc. The maximum age should not exceed 56 years as on the last date of the receipt of the application.
2. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
3. Candidates should possess the essential qualifications as on the closing date of application.
4. 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.
5. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.



6. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
7. Only short-listed candidates will be invited for test/interview. The University reserves its right to hold a written test in case the applications received are large in number or may adopt additional screening / shortlisting criteria for further processing.
8. Candidates serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to send their application through proper channel along with No Objection Certificate (NOC) and copies of last 5 years APARs dossiers, duly attested.
9. Upper age limit shall be reckoned as on last date of receipt of application.
10. Canvassing in any form will lead to disqualification.
11. No interim correspondence or personal enquiries shall be entertained by the University.

#### How to apply:

1. The complete details of the advertisement and application form are available on the University website [www.aud.ac.in/careers](http://www.aud.ac.in/careers).
2. All candidates are required to submit hard copy of application form duly filled in and completed in all respect with recent passport size photograph through proper channel alongwith attested copies of ACR/APAR for preceding five years & copies of educational & experience certificate (testimonials) to the Deputy Registrar (HR), Dr. B. R. Ambedkar University Delhi, Room No 57C, Lothian Road, Kashmere Gate Campus, Delhi-110006 and also upload/submit application form and self-attested copies of all relevant documents at link <https://forms.gle/W9CKsqTwxjty8Dsv6> available in AUD website. While forwarding the applications, it may be certified by the sponsoring authority that the particulars furnished by the officer are correct and that no vigilance or disciplinary case is pending or contemplated against the officer concerned & his integrity is beyond doubt. The last date of receiving the completely filled application form alongwith copies of certificates shall be **15.09.2020**. **Those who have already applied in response to advertisement No.03/HR/2019 dated 25<sup>th</sup>, February 2020 need to apply again through proper channel.**
3. Incomplete, unsigned and the applications received not on prescribed proforma or not forwarded through proper channel or without documents / testimonials asked for and after the last date of receipt of application shall be rejected summarily without any notice to the candidate.
4. No application will be accepted after the last date of receipt of application i.e. 15.09.2020 and University will not be responsible for any postal delay.
5. Separate application should be submitted for each post.
6. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the University website [www.aud.ac.in](http://www.aud.ac.in). Candidates are requested to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest update in the matter.
7. In case of any enquiry regarding submission of application, please send your queries to [hdivision@aud.ac.in](mailto:hdivision@aud.ac.in).

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