

**RECRUITMENT FOR ASSISTANT REGISTRARS (On Deputation) &
DEPUTY REGISTRAR (On Contract)**

Advt. No.AUD/01/HR/2023 Dated: 19.07.2023

Dr. B. R. Ambedkar University Delhi is a State University established through Dr. B. R. Ambedkar University Delhi Act, 2007 by the Legislature of the National Capital Territory of Delhi. Dr. B. R. Ambedkar University Delhi is one of the few universities in India with the core objective of promoting the study of humanities and social sciences and it recognizes these disciplines as pivotal to the understanding and imagination of a society in transition. University's aim is to reconceptualise social sciences with innovative curriculum and pedagogic processes.

The University is currently offering undergraduate, postgraduate and research degree programmes at its four campuses located in Delhi, at Kashmere Gate, Karampura, Lodhi Colony & Qutub Institutional Area.

The University invites applications from eligible candidates for the following posts:

Sl. No.	Name of Post	Pay Scale	No. of Posts	Age Limit	Type of Recruitment	How to apply
1.	Deputy Registrar	L-12	02 (Unreserved)	Not exceeding 64 years	Contract (Retired Govt. Servant)	Offline
2.	Assistant Registrar	L-10	04	Not exceeding 56 years	Deputation	Online

Deputy Registrar (on Contract) - 02 Posts

Pay Scale: Level – 12 of 7th CPC.

Age limit: The maximum age limit shall be less than **64 years** on the closing date 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) Nine years of experience as Assistant Professor in the Academic Level – 10 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.

Note: The candidate must have retired from Govt. Organization & possess the above essential experience. The maximum age should be less than 64 years as on closing date of application.

The contract shall be initially for one year and renewable as per the requirement of the University. Pay & Appointment on contract basis shall be regulated by OM. No.F-20/40/2016-AC/DSFA/16-45 dated 20.01.2017.

TERMS & CONDITIONS FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS AS DEPUTY REGISTRAR (On Contract):

- (i) The officers should have been retired/ be retiring from a Government Departments on or before the closing date of receipt of application form.
- (ii) He/she should be less than 64 years of age on the closing date of the receipt of application form.
- (iii) He/she should have adequate knowledge of computer and software operation.
- (iv) He / she should be having good knowledge of GFR/ FR-SR and Service Rules (i.e. CCS Leave Rules, LTC Rules, CPF Rules etc.) / Conduct Rules / Service Rules and Administrative / Establishment / Accounts / Store / Purchase / Civil & Electrical maintenance / new construction and other General Administration work.
- (v) The retired officer should be clear from Vigilance angle.
- (vi) The engagement of Deputy Registrar (on Contract) shall be on full-time basis and he/she would not be permitted to take up any other assignment during the period he/she works with this University.
- (vii) The engagement of Deputy Registrar (on Contract) is purely on contract basis.
- (viii) The engagement as Deputy Registrar (on Contract) shall initially be for a period of one year which can be extended further subject to satisfactory performance and requirement. Further, engagement can be withdrawn at any stage without any prior notice.
- (ix) If any unethical activity or omission, on the part of any Deputy Registrar (on Contract) is noticed, action will be taken as per rules and regulation of the University.
- (x) The total period of engagement as Deputy Registrar (on Contract) shall not **exceed 5 years**, or the maximum age limit of engagement as Deputy Registrar (on contract) shall be **65 years**, whichever is earlier.

(xi)

Sl. No.	Category of Deputy Registrar (on Contract)	Monthly Consolidated Remuneration
1.	Persons retired from pensionable service	<i>Last Pay drawn – Basic Pension + Dearness Relief (DR)</i>
2.	Persons retired from non-pensionable establishments	<i>70% of the Last Pay drawn + Dearness Relief (DR)</i>

- (xii) The Deputy Registrar (on Contract) shall be allowed to draw the last pay drawn on retirement less pension Plus DA/DR as applicable. However, the pay (basic pay less basic pension) shall not exceed the maximum cell pay of the pay matrix of the post applying for.

- (xiii) **ALLOWANCES:** The Deputy Registrar (on Contract) shall not be entitled to Govt. residential accommodation and any allowances such as HRA, Transport allowance, Medical reimbursement or any other benefits etc.
- (xiv) **SELECTION CRITERIA:** Selection shall be made through personal interaction only to be held in the University. Candidates should carry all original document at the time of interaction.
- (xv) Deputy Registrar (on Contract) shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Deputy Registrar (on Contract) shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also unavailed leave in a calendar year shall not be carried forward to next calendar year.
- (xvi) The other benefits and 'Terms & Conditions' of engagement as Deputy Registrar (on Contract) shall be governed as per the Office Memorandum No. F.20/4/2015-AC/204-248 dated 04.12.2015 issued by the Finance (Accounts) Department, Government of NCT of Delhi.
- (xvii) The candidate shall require to submit the following documents (duly self-attested) along with his/her application in prescribed application form.
 - a) Retirement Order
 - b) Proof of Date of Birth.
 - c) Proof of Educational & Other qualification (from High School onwards with copy of mark sheets in ascending order)
 - d) Proof of Experience of administrative/establishment/store/ purchase and other general administration work and working of the offices and departments of the Govt. of NCT of Delhi (from the date of joining the Govt. Service to the date of retirement in ascending order with names of Departments/ Offices where served).
 - e) Vigilance Clearance Report at the time of retirement.
 - f) Copy of Last Pay Certificate (LPC).
 - g) Copy of Pension Payment Order (PPO).
 - h) Copy of Aadhaar Card and address proof / ID.
 - i) Copy of PAN Card.
- (xviii) The University reserves the right to fill or not to fill the posts advertised.
- (xix) No correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct of interaction or interview, result and reason for not being shortlisted etc.

How to apply: The interested candidates for the post of Deputy Registrar (on contract) may download the application form from University's website and submit their application form, complete in all respect, physically or by speed post, to "The Deputy Registrar (HR), Room No. 57/C, Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi – 110 006, so as to reach on or before 04.08.2023 by 5.00 PM along with the relevant documents as mentioned in "Terms and Conditions". Applications received after last date will not be considered by the University.

Assistant Registrar (on Deputation) – 04 Posts

Pay Scale: Level – 10 of 7th CPC with usual allowances.

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

Educational qualification & experience

Officials working in the relevant field in Central/ State Government/ University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking:

(a) Holding analogous post on regular basis

OR

5 years' regular service in the level – 7 / 8

AND

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

Note: (a) The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.

(b) 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. The maximum age should not be 56 years as on the last date of the receipt of the application.

TERMS & CONDITIONS FOR ENGAGEMENT OF ASSISTANT REGISTRAR (ON DEPUTATION)

1. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the test / interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to test/interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed for the post or any other criteria as decided by the University. Only short-listed candidates will be invited for test / interview.
2. The dates of test / interview will be notified on the University website and the same will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change of correspondence address/ email/ phone from the one given in the application form should at once be communicated to the University.
3. Candidates are advised to visit the University website at regular intervals for the updates.
4. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information / documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

5. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document / information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Penal Code, 1860 for production of false information.
6. Applicants serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of test / interview, if not uploaded with the online application earlier. Those who are applying for recruitment through Deputation, they must submit attested copies of ACRs/ APARs for preceding five years at the time of Interview / Document Verification.
7. All correspondence from the University including test/ interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the online application form. The applicants are advised to check the website of the University regularly for updates.
8. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
9. The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts.
10. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
11. 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. The maximum age should not exceed 56 years as on the last date of the receipt of application.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the applicant in this regard.
13. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.
15. Candidates should possess the essential qualifications as on the closing date of application.
16. 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.

17. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
18. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
19. Upper age limit shall be reckoned as on last date of receipt of application.
20. Canvassing in any form will lead to disqualification.
21. No interim correspondence or personal enquiries shall be entertained by the University.
22. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the University website www.aud.ac.in. Candidates are required to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest update in the matter.
23. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.

How to apply:

1. **The interested candidates for the post of Assistant Registrar (on deputation) are required to mandatorily fill the application form through online mode only, as available on the website of the University within the prescribed time limit as indicated in the advertisement.**
2. University online job portal can be accessed at this address: <http://aud.ac.in/career>. 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.
3. **Important Dates:-**

Commencement of online / Offline application: -. 20.07.2023
The Last date for filling online / Offline application:- 04.08.2023
4. Online application process for the post of Assistant Registrar (on deputation) and submission link will be enabled on 20.07.2023 and will be disabled at 23:59 PM on 04.08.2023.
5. In case of any enquiry regarding submission of online application, please send your queries to careersnts@aud.ac.in.

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