अम्बेडकर विश्वविद्यालय दिल्ली
AMBEDKAR UNIVERSITY DELHI

Advt. No. 03/HR/2016
19 July 2016

The 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 is evolving as a multi-campus University at Delhi with focus on research, postgraduate and undergraduate programmes in the social sciences and the humanities. AUD has its transit campus at Kashmere Gate and its second campus at Karampura and planning to establish two more campuses at Dheerpur and Rohini.

The University is looking for young and energetic persons who are willing to contribute in the institution building process at junior management, supervisory and support staff levels on regular basis as under:

Sl. No.	Name of the post	Pay Scale	No. of posts	Age limit
1	**System Administrator**	PB-3 Rs.15600-39100 + GP Rs.5,400 (Gross monthly salary at the minimum of the scale Rs.60,750/-)	**01** (OBC)	43 yrs for OBC
2	**Executive**	PB-2 Rs.9300-34800 + GP Rs.4600 (Gross monthly salary at the minimum of the scale Rs.47,307/-)	**08 (Eight)** (SC-1, OBC-2 and UR-5)	35 yrs for UR, 40 yrs for SC and 38 yrs for OBC
3	**Jr. System Administrator**	PB-2 Rs.9300-34800 + GP Rs.4600 (Gross monthly salary at the minimum of the scale Rs.47,307/-)	**01 (One)** (Unreserved)	35 yrs
4	**Junior Executive**	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary at the minimum of the scale Rs.38,025/-)	**01 (One)** (ST)	40 yrs for ST
5	**Junior Executive (Library)**	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary at the minimum of the scale Rs.38,025/-)	**01 (One)** (Unreserved)	35 yrs
6	**Junior Executive (IT)**	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary at the minimum of the scale Rs.38,025/-)	**01 (One)** (Unreserved)	35 yrs

Sl. No.	Name of the post	Pay Scale	No. of posts	Age limit
7	**Junior Engineer (Civil)**	PB-2 Rs.9300-34800 + GP Rs.4200 (Gross monthly salary of Rs.38,025/-at the minimum of the scale)	**01 (One)** (Unreserved)	35 yrs
8	**Technical Assistant (IT)**	PB-1 Rs.5200-20200 + GP Rs.2800 (Gross monthly salary at the minimum of the scale Rs.32,568/-)	**03 (Three)** (Unreserved)	35 yrs
9	**Library Assistant**	PB-1 Rs.5200-20200 + GP Rs.2800 (Gross monthly salary at the minimum of the scale Rs.32,568/-)	**02 (Two)** (OBC-1 and UR-1)	35 yrs for UR and 38 yrs for OBC
10	**Junior Library Assistant**	PB-1 Rs.5200-20200 + GP Rs.2000 (Gross monthly salary at the minimum of the scale Rs.22,923/-)	**01 (One)** (Unreserved)	30 yrs
11	**Junior Assistant**	PB-1 Rs.5200-20200 + GP Rs.1900 (Gross monthly salary at the minimum of the scale Rs.21,062/-)	**06 (Six)** (SC-1; OBC-1 & UR-4) One of the above posts is reserved for Persons with Disabilities (VH)	30 yrs for UR, 35 yrs for SC, 33 yrs for OBC with 10 yrs relaxation for PwD
12	**Multi Tasking Staff (Office Attendant)**	PB-1 Rs.5200-20200 + GP Rs.1800 (Gross monthly salary at the minimum of the scale Rs.19,200/-)	**11 (Eleven)** (SC-1; OBC-3 and UR-7)	30 yrs for UR, 35 yrs for SC and 33 yrs for OBC
13	**Multi Tasking Staff (Mali)**	PB-1 Rs.5200-20200 + GP Rs.1800 (Gross monthly salary at the minimum of the scale Rs.19,200/-)	**01 (One)** (Unreserved)	30 yrs

ADDENDUM

Reference **Advt. No.02/HR/2016** dated **10.06.2016** released in the Times of India, The Indian Express, Navbharat Times and Dainik Jagran dated 14th June, 2016. It is notified to the candidates who responded to the above advertisement that:

(i) The revised number of posts of **Junior Executive** is increased from 06 to 10 (SC-1, OBC-3 and UR-6). One of the above posts is reserved for Persons with Disabilities (OH-1). Out of which 07 is meant for Human Resource & General Administration and 03 for Finance & Accounts specializations.

(ii) The revised number of posts of **Assistant** is increased from 18 to 24 (SC-2, ST-1, OBC-7 & UR-14). One of the above posts is reserved for Persons with Disabilities (HH-01). Out of which 16 is meant for Human Resource & General Administration, 03 for Finance & Accounts, 03 for Secretarial Services and 02 for Caretaker specializations.

(iii) All other conditions of the **Advt. No.02/HR/2016** shall remain unchanged.

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

1. System Administrator [01 post reserved for OBC]

Essential:

(i) Post Graduate Degree in Computer Science/Information Technology / B.Tech or Master's in Computer Applications (MCA) with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale alongwith professional certification from Microsoft / Oracle / Cisco / Sun / Red Hat.

(ii) At least 5 years' experience in managing networking and installation of packages in University / Government / Public / Private Organization of repute.

Desirable:

(i) Working experience on Microsoft IIS Webserver and LINUX-Apache Server, and Implementation of Intrusion Protection System (IPS).

(ii) Working experience of ERP implementation and solutions in a University system or Educational Institutions of Higher Learning.

2. Executive [08 posts (SC-1, OBC-2 and UR-5)]

Area of specialization:

(i) Human Resources and General Administration – 05 posts
(ii) Finance and Accounts – 02 posts
(iii) Secretarial Assistance – 01 post

(A) Minimum qualification and experience prescribed for Human Resources & General Administration specialization:

Essential:

(i) Post graduate degree with at least 50% marks.

(ii) Three years post qualification experience in a responsible position equivalent to Jr. Executive level (PB-2+ GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from a reputed private organization in the relevant field.

<div align="center">OR</div>

(i) Graduate with at least 50% marks.

(ii) Five years post qualification experience in a responsible position equivalent to Jr. Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from a reputed private organization in the relevant field.

(B)   Minimum qualification and experience prescribed for Finance and Accounts specialization:

Essential:

(i)   Post graduate in Commerce or Post graduate with Inter CA/ Inter ICWAI or MBA (Finance).

(ii)   Three years post qualification experience at Junior Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from a reputed private organization in the relevant field.

<div align="center">OR</div>

(i)   Graduate in Commerce or Graduate in other subjects with Inter CA/ Inter ICWAI or BBA with specialization in Finance.

(ii)   Five years post qualification experience at Junior Executive level (PB-2+GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from a reputed private organization in the relevant field.

(C)   Minimum qualification and experience prescribed for Secretarial Assistance specialization:

Essential:

(i)   Graduate with at least five years post qualification experience at Junior Executive level (PB-2+GP 4200) or equivalent position in managing the office of a senior functionary in Universities/ Institutions of Higher learning/ Govt. Departments/ top level Executive in corporate sector in the relevant field.

(ii)   Working knowledge of English shorthand.

3.   Junior System Administrator [01 post – Unreserved]

Essential:

B.Tech/BE Computer Science/ Electrical Engineering/ Electronics Engineering/ MSc/ MCA with one year experience **OR** relevant/ specialized Bachelor's degree in Physics/ Maths/ Statistics/ Computer Science/ BCA with 2 years experience in e-governance of Educational Administration/ Managing networks.

Desirable:

(i)   Professional Certification from Microsoft/ Oracle/ Cisco/ Sun/Red Hat.

(ii)   ERP implementation and solutions in a University system or Educational Institutions of Higher Learning.

4. Junior Executive [01 post reserved for ST]

Essential:

(i)   Graduate/Post Graduate with at least 50% marks from a recognized University or Institution.

(ii) Five years post qualification experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization

5. Junior Executive (Library) [01 post – Unreserved]

Essential:

(i)   M. Lib Science / M.L.I.Sci. or equivalent with 50% marks.
        OR
Master's Degree in Arts/Science/Commerce/any other discipline with 50% marks and B.Lib Science with 50% marks.

(ii) 2 years Professional experience in a Library of Standing.

Desirable:

PG Diploma in Library Automation and Networking or PGDCA or equivalent.

6. Junior Executive (IT) [01 post – Unreserved]

Essential:

B.Tech/BE (Computer Science)/ MSc. Computer Science / IT/ MCA/MBA(IT) with at least 50% marks, and one year experience
        OR

(i)   Bachelor's Degree in Physics/Maths/Statistics/Computer Science/BCA with at least 55% marks.

(ii) 2 years experience in administering and supervision of computer systems.

Desirable:

(i)   Experience in Purchase, Procurement and AMC of all IT related Hardware/ Software/ Networking and other Services.

(ii) ERP implementation and solutions in a University system or Educational Institutions of Higher Learning.

7. **Junior Engineer (Civil)** [01 post – Unreserved]

Essential:

B.E./B.Tech in Civil Engineering from a recognized University with 50% marks.

OR

Three years full time (or equivalent) Diploma in Civil/Structural Engineering with 50% marks from a recognized institute with minimum one year experience in the related field.

8. **Technical Assistant (IT)** [03 posts – Unreserved]

Essential:

10+2 with 3 years of work experience of Computer Applications / Hardware & Networking in Computer Centre / Lab. in University / Government / Public / Private organizations.

Desirable: B.Sc or Diploma in Computer Applications from a recognized institution.

9. **Library Assistant** [02 posts (OBC–01 & UR-01]

Essential:

(i)   Bachelor's Degree from a recognized University with working knowledge of computer applications.

(ii)   Diploma or Certificate in Library Science.

Desirable:

Working experience in a computerized Library of State Government/ Universities/ Recognized Research Institutions/ Semi-Govt./Public Sector Undertakings/ Autonomous Organizations.

10. **Junior Library Assistant** [01 post – Unreserved]

Essential:

(i)   Bachelor's Degree from a recognized University with working knowledge of computer applications.

(ii)   Diploma or Certificate in Library Science.

Desirable:

Working experience in a computerized Library of State Government/ Universities/ Recognized Research Institutions/ Semi-Govt./ Public Sector Undertakings/ Autonomous Organizations.

11. Junior Assistant [06 posts (SC-1, OBC-1 & UR-4) one of the above posts is reserved for Persons with Disabilities (VH)]

Area of specialization:

(i)   General Duties – 04 posts including 01 VH post (SC-1, OBC-1 & UR-2)
(ii)   Caretaker – 02 posts (Unreserved)

Essential:

(i)   10+2 or equivalent from a recognized Board.

(ii)   A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer with 35 words per minute and 30 words per minute corresponding to 10500 key depressions per hour in English or 9000 key depressions per hour in Hindi on an average of 05 key depressions for each word.

Desirable:

Two years relevant experience in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from reputed private organization.

Minimum qualification and experience prescribed for Caretaker specialization:

(i)   10+2 or equivalent from a recognized Board.

(ii)   ITI Trade Certificate in Civil/Plumbing is required in addition to the essential qualification.

(iii)   A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer with 35 words per minute and 30 words per minute corresponding to 10500 key depressions per hour in English or 9000 key depressions per hour in Hindi on an average of 05 key depressions for each word.

Desirable:

Two years relevant experience of caretaking job in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience from reputed private organizations.

12. Multi Tasking Staff (Office Attendant) [11 posts (SC-1; OBC-3 and UR-7)]

Essential:

10th Pass from a recognized Board/Institution

OR

ITI Trade Certificate from a recognized Institute

13. Multi Tasking Staff (Mali) [01 post – Unreserved]

Essential:

(i) 8th class pass or its equivalent examination from a recognized school or institutions.

(ii) Sufficient work experience of upkeep maintenance of parks, lawns, potted plants, landscaping etc.

(iii) Must be conversant with gardening operations.

Desirable: 10th Pass or its equivalent from a recognized Board/Institution.

General Conditions:

1. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
2. All these posts in the advertisement are permanent in nature and subject to the approval/administrative concurrence by the Govt. of NCT of Delhi.
3. Other Backward Classes (OBCs) for the purpose of employment under the University, shall be the Castes, as notified by the Central Government in the Central List for Delhi and Castes defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time.
4. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience in the relevant or allied field shall be counted.
5. For the post of MTS, preference will be given to candidates possessing Matriculation with relevant experience in a similar capacity in a govt. Department/ Institution OR ITI Certificate in a relevant trade such as Computer/DTP Operator, Library and Information Science, Carpentry, Secretarial Practice, Stenography, IT and Electronic Hardware maintenance, Photographer, Painter, Steward, Health & Sanitary Inspector, etc. which could be useful for the AUD.
6. Candidates should possess the essential qualifications as on the closing date of application.
7. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
8. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
9. Selection to the above posts will be made on the basis of cumulative scores obtained by the candidates in the Objective Type test, a Descriptive Test and the Interview wherever applicable.
10. The Objective Type test will consist of 100 questions; each correct answer will be awarded 4 marks and one mark will be deducted for every wrong answer; unanswered question will carry zero mark.
11. The Objective Type test will assess the aptitude of the candidate in English Comprehension, Numerical Ability and familiarity with university (office) rules and procedures and/or the Technical knowledge of the subject concerned.
12. Candidates who qualify in the Objective Type test will be invited for the Descriptive Test and Interview wherever applicable.
13. 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.
14. Candidates serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to produce No Objection Certificate (NOC) at the time of test/interview.
15. Canvassing in any form will lead to disqualification.
16. No interim correspondence or personal enquiries shall be entertained by the University.

17. Relaxation of age applicable to SC/ST/OBC/Ex-servicemen/PwD/ Departmental candidates and other categories, shall be as under:

Sl.	Posts	Age Limits
i	Posts having Grade Pay Rs. 5400 (Assistant Registrar and its equivalent)	43 yrs for OBC
ii	Posts having Grade Pay of Rs.2800, 4200, and 4600 [Library Assistant, Tech. Assistant, Jr. Executive (Library), Executive, Jr. Engineer (Civil) and its equivalent]	35 years
iii	Posts having Grade Pay of Rs.1800, 1900, and 2000 (Jr. Assistant, MTS and its equivalent)	30 years
iv	For departmental candidates including short-term/ long-term contractual staff with at least six months continuous service in AUD.	Below 55 years (with relaxation)
v	Age relaxation for employees of Central Govt. and Govt. of NCT of Delhi who have rendered not less than three years regular and continuous service as on closing date.	05 years for those possessing relevant experience and/or working in the same or allied line
	Age relaxation for Ex-servicemen from Defence forces	
	(a) Ex-servicemen + General	3 years + military service
	(b) Ex-servicemen + OBC	6 years + military service
	(c) Ex-servicemen + SC/ST	8 years + military service
vi	(d) Ex-servicemen Disabled in Operation	5 years + military service
	Age relaxation for Persons with Disabilities (PwD)	
	(a) PwD + General	10 years
	(b) PwD + OBC	13 years
vii	(c) PwD + SC/ST	15 years
viii	Age relaxation for SC/ST	5 years
ix	Age relaxation for OBC (Central list of Delhi State + List of OBCs included by the GNCT Delhi)	3 years
x	Age relaxation for other categories including government servants (Central Govt. Departments/GNCT of Delhi), Ex-Servicemen, SC, ST, OBC (Delhi), PwD etc.	As per the Govt. of India/ Delhi Govt. guidelines

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. Before filling the online application, please read the instructions carefully.
2. Separate application should be submitted for each post.
3. No hard copy of the application is required.
4. Application fee of Rs.250/- for General and OBC candidates is payable online through payment gateway. All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disabilities (PwDs), and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.
5. Online application process will start from 25-07-2016 at 9:00 AM and submission link will be disabled at 23:00 Hrs on 22-08-2016.
6. In case of any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in

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