

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

Advt. No.AUD/01/HR/2024 Dated: 01.07.2024

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 online applications from eligible candidates for the following posts:

Sl. No.	Name of Post	Pay Scale	No. of Posts	Type of Recruitment	Age Limit
1.	Deputy Registrar	L-12	02	Deputation	Below 56 years
2.	Assistant Registrar	L-10	02 (UR-1, OBC-1)	Direct	Not exceeding 35 years
			02	Deputation	Below 56 years

Deputy Registrar (on deputation) - 02 Posts

Pay Scale: Level – 12 of 7th CPC.

Age limit: The maximum age limit shall be less than **56 years** on the closing date of the advertisement.

Educational qualification & experience

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

(a) (i) Holding analogous post on regular basis; or

(ii) Educational and other qualification & experience as under:

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.

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.
- vi. Experience in Administration, Establishment and Accounts Matters.

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 exceed 56 years as on the last date of the receipt of the application.

Assistant Registrar (Direct Recruitment) – 02 (UR-1, OBC Delhi-1)

Pay Scale: Level – 10 of 7th CPC.

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

Educational qualification & experience

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

Desirable:

At least three years' experience in a supervisory capacity in a relevant field, equivalent to a Group 'B' post having grade pay of Rs.4200/- (PB-2) 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 the proven administrative capabilities.

Desirable for specialization in General Administration

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

Desirable for specialization in Planning

- i. Master's degree in Economics/Statistics/ Operational Research/ Management.
- ii. Ph.D. and familiarity with quantitative / qualitative research methods and experience in planning & Institutional research.

Desirable for specialization in Public Relations

- i. Master's degree in Mass Communication / Journalism / PR / English with experience in Public Relations activities including Press and Electronic Media, preparation of publicity material etc.
- ii. Good communication skills in English and/or Hindi.

Desirable for specialization in Publication

- i. Master's degree in Mass Communication / Journalism / PR / English with experience in Editing, Printing, and Publications related work
- ii. Good communication skills in English and/or Hindi.

Desirable for specialization in Placement and Training

- i. Experience of minimum 5 years as placement officer in a reputed government or non-government higher education institute(s).
- ii. Excellent communication skills, self-driven and goal oriented. Exposure to Humanities and Social Sciences disciplines.

Assistant Registrar (on deputation) – 02 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 advertisement.

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 DEPUTY REGISTRAR (ON DEPUTATION) & ASSISTANT REGISTRAR (ON DIRECT & 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 documents. 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 Law for production of false information.
6. Reservation for the SC / ST / OBC (non-creamy layer) / PwBD / EWS applicants will be as per the Government of NCT of Delhi policies / guidelines / instructions. Applicants seeking reservation benefits available for SC / ST / OBC (non-creamy layer) / PwBD / EWS categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of NCT of Delhi lists / rules / norms. The certificate uploaded should be in the format prescribed by the Govt. of NCT of Delhi. PwD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PwD.

Other Backward Classes (OBCs) for the purpose of employment under the University shall be the Castes, as notified by the Govt. of NCT of Delhi.

7. A non-refundable application fee of Rs.1,000/- for the post of Assistant Registrar (on Direct Recruitment basis) needs to be paid online through payment gateway. All Women applicants and applicants belonging to Scheduled Caste, Scheduled Tribe, and Physically Challenged are exempted from paying application fee, as per extant Government orders. Applications without requisite fee, wherever applicable, shall be rejected. No application fee required to be paid by the applicant for the post of Deputy Registrar (on deputation) and Assistant Registrar (on deputation).
8. 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.

9. 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.
10. 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.
11. The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts.
12. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
13. 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.
14. 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.
15. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.
17. Candidates should possess the essential qualifications as on the closing date of application.
18. 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.
19. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
20. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
21. Upper age limit shall be reckoned as on closing date of advertisement.
22. Canvassing in any form will lead to disqualification.
23. No interim correspondence or personal enquiries shall be entertained by the University.
24. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the University website www.aud.delhi.gov.in. Candidates are required to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest update in the matter.
25. 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 Deputy Registrar (on deputation) and Assistant Registrar (on direct & 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.delhi.gov.in/career>. The complete details of the advertisement are available on the University website www.aud.delhi.gov.in. Before filling the online application, please read the instructions carefully.
3. **Important Dates:-**
Commencement of online application: - 05.07.2024
The Last date for filling online application:- 27.07.2024
4. Online application process and submission link will be enabled on 05.07.2024 and will be disabled at 23:59 PM on 27.07.2024.
5. In case of any enquiry regarding submission of online application, please send your queries to careersnts@aud.ac.in.

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