

ADVERTISEMENT FOR RECRUITMENT OF NON TEACHING POSTS

(On Deputation/ contract basis)

No. AUD/(55)-1(20)/Rect./2025/

Dated: 08.07.2025

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:

S. No.	Name of Post	Pay Scale	No. of Posts	Type of Recruitment	Age Limit
1.	Deputy Registrar	L-12	01	Deputation	Below 56 years
2.	Assistant Registrar	L-10	03	Deputation	Below 56 years
3.	Internal Audit Officer	L-12	01	Deputation	Below 56 years
				Contract	Below 62 years

Deputy Registrar (on deputation) - **01 Post**

Pay Scale: Level – 12 of 7th CPC.

Age limit: The maximum age limit shall be **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:-

(1) (i) Holding analogous post on regular basis; OR

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

Essential:

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

b) 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.

Assistant Registrar (on deputation) – 03 posts

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

Age limit: The maximum age limit shall be **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 7th CPC Pay 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.

Internal Audit Officer (on deputation/ contract) – 01 post

Pay Scale: Level – 12 of 7th CPC with usual allowances.

For appointment on Deputation:

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

Educational qualification & experience:

Serving Officers from any of the Organized Account Cadre / Service:

In the pay scale of Level – 12.

OR

In the pay scale of Level – 11 and having minimum 3 years' experience.

OR

In the pay scale of Level – 10 with 5 years' of experience.

For appointment on Contract: Retired Officers from any of the Organized Cadre/ Service having qualification and experience as above may be engaged on contract basis. The maximum age should be less than 62 years as on closing date of application. The contract shall be initially for 6 months and renewable as per the requirement of the University.

GENERAL TERMS & CONDITIONS FOR ENGAGEMENT ON DEPUTATION/ CONTRACT

1. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to 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 interview.
2. The dates of 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. 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.
4. 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 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.
5. 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 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.
6. All correspondence from the University including 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.
7. 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.

8. The numbers of posts advertised are tentative. The University reserves the right to increase or decrease the number of posts.
9. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
10. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.
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. The terms & condition of appointment and pay on contract basis shall be regulated by Finance (Accounts) Department of GNCT of Delhi, OM.No.F-20/472015-AC/204-248 dated 04.12.2015 & as amended time to time. The maximum age should be less than 62 years as on closing date of application. The contract shall be initially for a period of 6 months and renewable as per the requirement of the University.
13. 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.
14. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
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 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 closing date of advertisement.
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.delhi.gov.in. Candidates are advised 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 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. After submission of online application and successful payment of fee, applicants will be required to take printout of the online application. **A hard copy of the online application along with self-attested required documents must reach the University office within 28 days from the publication of this advertisement in the “Employment News”** at the following address (preferably by Registered/Speed Post).

DEPUTY REGISTRAR (RECRUITMENT CELL)

ROOM No. 31A.

DR. B.R. AMBEDKAR UNIVERSITY DELHI,

LOTHIAN ROAD, KASHMERE GATE CAMPUS, DELHI-110 006

4. While submission of hard copy all applicants please ensure that an indexing of all documents has been done appropriately along with pagination. All documents and pagination be done in the order of essential eligibility criteria. In case of non-compliance with the same, such application will not be taken up for screening process and candidature of concerned applicant will be treated as rejected without assigning any reason thereof.
5. **Important Dates:-**
Commencement of online application: - 08.07.2025
The Last date to apply online is 21 days from the publication of this advertisement in the “Employment News”.
The Last date to submit the hard copy is 28 days from the publication of this advertisement in the “Employment News”.
6. In case of any enquiry regarding submission of online application, please send your queries to **careersnts@aud.ac.in**

**Sd/-
REGISTRAR**