ADVERTISEMENT FOR RECRUITMENT TO NON TEACHING POSTS
(On Direct Recruitment Basis)

No.AUD/55-1(154)/Rect./2026/1140 **Dated: 12.11.2026**

Dr. B.R. Ambedkar University Delhi, a State University established through an Act by the Legislature of the National Capital Territory of Delhi invites online applications from eligible candidates for the following Non- Teaching post on Direct Recruitment basis:

Sr. No.	Name of Post	7th CPC Pay Level	No. of Posts	Age Limit	Type of Recruitment
1.	Deputy Registrar	Level-12	01 (SC-1)	Not exceeding 50 years	Direct
2.	Assistant Registrar#	Level-10	01 (OBC-1)	Not exceeding 35 years	Direct
3.	Statistical Officer	Level-7	01 (UR-1)	Not exceeding 35 years	Direct
4.	Steno	Level-4	03 (UR-3)	Not exceeding 32 years	Direct

 # 01 Post of Assistant Registrar, is reserved for person with Benchmark Disabilities (PwBD) on horizontal reservation basis. The functional requirements and suitable category of Benchmark Disability shall be regulated as per the Gazette of Indian Notification dated 07.01.2021 notified by the Ministry of Social Justice and Empowerment, along with the other instructions issued from time to time by the Govt. of India (Dopt OM dated 15.01.2018)/ GNCT of Delhi.

1. <u>Deputy Registrar (on Direct Recruitment)</u> – 01 post (SC-1)

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

Age limit: The maximum age shall not exceed **50 years** on the closing date of the receipt of applications.

<u>Educational qualification & experience:</u>

Essential:

(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/ budget/ conduct of examinations.

2. <u>Assistant Registrar (on Direct Recruitment)</u> – 01 post (OBC-1)

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

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

<u>Educational qualification & experience:</u>

Essential:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system 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.4,200/- (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 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.

3. <u>Statistical Officer (on Direct Recruitment)</u> – 01 post (UR-1)

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

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

<u>Educational qualification & experience:</u>

Essential:

(i) Post Graduate Degree in Statistics/ Operational Research/ Mathematical Statistics/ Applied Statistics or Post Graduate Degree in Economics/ Mathematics/ Commerce (with Statistics/ Quantitative Method/ Techniques or Costing & Statistics/ Basic Statistics/ Business Statistics/ Introduction to Statistics etc. as one of subject/ papers in Post-Graduation/ Graduation level) of a recognized University.

(ii) One-year experience of Statistical work involving collection, compilation and interpretation of statistical data or planning work involving formulation, monitoring and evaluation of plan schemes.

4. <u>Steno (on Direct Recruitment)</u> – 03 posts (UR-3)

Pay Level: Level – 4 of 7th CPC with usual allowances.

Age limit: The maximum age shall not exceed **32 years** on the closing date of the receipt of the applications.

<u>Educational qualification & experience</u>

Essential:

(i) A Bachelor's Degree in any discipline from any recognized Institute/ University.

(ii) Proficiency in Stenography in English or Hindi with minimum speed of 80w.p.m.

(iii) Proficiency in Typing in English or Hindi with minimum speed of 35/30w.p.m. respectively.

(iv) Knowledge of Computer Applications.

Desirable:

Proficiency in English and good communication skills.

GENERAL CONDITIONS:

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 for production of false information under the provisions of Bharatiya Nyaya Sanhita, 2023 as amended from time to time.

6. Reservation for the SC/ ST/ OBC (non-creamy layer)/ PwBD/ EWS applicants will be as per the UGC/ 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 UGC/ Govt. of India/ Govt. of NCT of Delhi lists/ rules/ norms.

   The certificate uploaded should be in the format prescribed by the Govt. of India/ 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 PwBD.

   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.

7. Applicants serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit '**No Objection Certificate**' on the prescribed proforma from the employer, at the time of test/ interview, if not uploaded with the online application.

8. 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.

9. 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.

10. The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts.

11. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.

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. Candidates should possess the essential qualifications as on the closing date of application.

15. 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.

16. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/ interview.

17. Applicants who do not meet the qualifications given in this advertisement and/ or incomplete applications will be rejected summarily.

18. Upper age limit shall be reckoned as on last date of receipt of application.

19. Canvassing in any form will lead to disqualification.

20. No interim correspondence or personal enquiries shall be entertained by the University.

21. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the University website https://aud.delhi.gov.in. Candidates are requested to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest updates in the matter.

22. Application Fee:

Sr. No.	Post (Group)	Fees to be charged from UR, OBC & EWS Candidates	Candidates exempted from paying application fee
1.	**Group A** (Deputy Registrar & Assistant Registrar)	Rs. 1000/-	No application fee for SC/ ST/ PWD/ Women Candidates
2.	**Group B** (Statistical Officer)	Rs. 500/-	
3.	**Group C** (Steno)	Rs. 300/-	

Application without requisite fee, whenever applicable, shall be rejected.

23. Age relaxation will be admissible as per University Rules/ Government Orders.

24. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.

25 **Scheme of Examination:** Candidate may visit the University website i.e. https://aud.delhi.gov.in for the Scheme of Examination applicable to the posts to be filled through Direct Recruitment.

How to apply:

1. **Application forms have to be filled mandatorily in online mode as available on the website of the University within the prescribed time limit as indicated in the advertisement.** Payment should be made online only, through credit/ debit card/ net banking/ payment gateway as provided by the University.

2. University online job portal can be accessed at the address: https://aud.delhi.gov.in/#careers. The complete details of the advertisement are available on the University website https://aud.delhi.gov.in. Before filling the online application, please read the instructions carefully.

3. Applicants applying for more than one post must apply separately and pay fees, separately.

4. **Important Timelines: -**

   - The online applications will commence after publication of the detailed advertisement on the University website https://aud.delhi.gov.in/.
   - The Last date to apply online is three (03) weeks from the date of publication of this advertisement in “Employment News”/ “Rozgar Samachar”.

5. In case of any enquiry regarding submission of online application, please send your queries to careersnts@aud.ac.in.

Sd./-
REGISTRAR