अम्बेडकर विश्वविद्यालय दिल्ली
AMBEDKAR UNIVERSITY DELHI

Advt. No. 05/HR/2017

10 August 2017

SPECIAL RECRUITMENT DRIVE FOR OBC-DELHI

Recruitment to the posts of Deputy Registrar, Assistant Registrar and System Administrator

Dr. B.R. Ambedkar University Delhi (AUD) is a State University established by the Government of NCT of Delhi through the Dr. B.R. Ambedkar University Delhi Act, 2007. AUD is looking for suitable Officers for appointment to the following backlog vacancies belonging to Other Backward Castes (OBCs – Delhi) under special recruitment drive:-

Name of the post	Pay Scale	No. of posts	Age limit[#]
Deputy Registrar	PB-3 Rs.15600-39100 + GP Rs.7,600/- (pre-revised)	01 (OBC-Delhi)	48 yrs
Assistant Registrar	PB-3 Rs.15600-39100 + GP Rs.5,400/- (pre-revised)	02 (OBC-Delhi)	43 yrs
System Administrator	Level-10 (Rs.56,100 –1,77,500) Revised under 7th CPC	01 (OBC-Delhi)	43 yrs

Further relaxable by 5 years to officers serving in Central/UTs or State Government Departments including Govt. of NCT of Delhi

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

1.   Deputy Registrar – 01 Post

Area of specialization: Human Resources and General Administration – 01 Post

Essential:

(i)   Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

(ii)   Nine years of experience as Assistant Professor in the Academic Grade Pay (AGP) of Rs.6000/- 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 / Computer Applications or LL.B

(ii)   Experience in University Administration and familiarity with the working of University Bodies and Institutions of Higher Learning.

(iii)   Knowledge and experience of establishment/ service matters in Universities, Institutions of Higher Learning etc.

2.   Assistant Registrar

Area of specialization:

(i)   Human Resources and General Administration – 01 Post

(ii)   Finance and Accounts – 01 Post

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

Essential:

(i)   Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

(ii)   At least three years post qualification experience in a supervisory capacity in a relevant field, equivalent to a Group `B' post in a Govt. Departments or a University or Educational or Research Institutions or Teaching or Research experience at college/university level or similar corporate experience in a reputed private organization along with proven administrative capabilities.

Desirable:

(i)   MBA/ LL.B/ MCA or equivalent qualification

(ii)   Knowledge of Govt. Rules and Office Procedures

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

Essential:

(i)   Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

(ii)   At least three years post qualification experience in a supervisory capacity in a relevant field, equivalent to a Group `B' post in a Govt. Departments or a University or Educational or Research Institutions or Teaching or Research experience at college/university level or similar corporate experience in a reputed private organization along with proven administrative capabilities.

Desirable:

(i)   Experience in handling Budget, Finance & Accounts and Audit in a University system or research institution.

(ii)   Additional professional qualification like CA/ ICWA/ CS.

3.   System Administrator – 01 Post

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 along with 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, problem solution in a University system or Educational Institutions of Higher Learning.

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 mentioned 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. For Persons with Disabilities (PwD), the first roster point (from 1 – 25) has been filled in the year 2015.

5. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.

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

7. Working knowledge of latest computer applications and good communication skills are mandatory for the post and the University reserves its right to test the skill of a candidate at the time of selection.

8. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test and/ or interview. The Screening Committee reserves the right to fix appropriate criteria for screening based on the number of applications received. The Committee may seek additional documents from any/ all the applicant(s), if necessary.

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

10. Only short-listed candidates will be invited for test and/ or interview. The University reserves its right to hold a written test in case the applications received are large in number.

11. 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.

12. Canvassing in any form will lead to disqualification.

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

14. University reserves the right to communicate with the applicants through e-mail provided by candidate and not post the hard copy of the communication to the candidate on his correspondence address. Hence the applicants are required to check their e-mail regularly for any information by the University.

15. Any addendum/ corrigendum/ notice will be published on the University website and not communicated to the candidates by post or email.

16. The documents of the applicants can be verified at any stage of the recruitment process. If at any stage, it is found that any false document is provided by the applicant his candidature is liable to be cancelled.

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. 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.

2. Separate application should be submitted for each post.

3. Application fee of Rs.500/- for OBC candidates is payable online through payment gateway. All Women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.

3. Online application process will start from <u>14.08.2017</u> at <u>10:00 AM</u> and submission link will be disabled at <u>05:00 PM</u> on <u>11.09.2017</u>.

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

5. Hard copy of the application is not required.

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