अम्बेडकर विश्वविद्यालय दिल्ली
AMBEDKAR UNIVERSITY DELHI

Advt. No. 01/HR/2016
09 June 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 planning to establish other campuses at Karampura, Dheerpur and Rohini.

The University is looking for young and motivated professionals who are willing to contribute in the institution building process at the level of junior and middle management on regular basis as under:

Sl. No.	Name of the post	Pay Scale	No. of posts	Age limit
1.	Deputy Registrar	PB-3 Rs.15600-39100 + GP Rs.7,600 (Gross monthly salary of Rs.82,425/- at the minimum of the scale)	**03 (Three)** (OBC-1 & Unreserved-2)	45 yrs for Unreserved and 48 yrs for OBC
2.	Assistant Registrar	PB-3 Rs.15600-39100 + GP Rs.5,400 (Gross monthly salary of Rs.60,750/- at the minimum of the scale)	**07 (Seven)** (SC-1; ST-1; OBC-3 & Unreserved-2)	40 yrs for Unreserved; 45 yrs for SC/ST and 43 yrs for OBC
3.	System Administrator	PB-3 Rs.15600-39100 + GP Rs.5,400 (Gross monthly salary of Rs.60,750/-at the minimum of the scale)	**01 (One)** (Unreserved)	40 yrs for Unreserved

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

1.   Deputy Registrar

Area of specialization:

(i)   Human Resources and General Administration – 02 posts

(ii)   Finance and Accounts – 01 post

Minimum qualification and experience prescribed for Human Resources & General Administration, Finance & Accounts specialization:

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.

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

Comparable experience in research establishment and/or other institutions of higher education.

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

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable:

(i)   Master's degree in Management / LL.B / Computer Applications
(ii)   CA/ICWA/CS qualification
(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.   Assistant Registrar

Area of specialization:

(i)   Human Resources and General Administration – 04 Posts
(ii)   Finance and Accounts – 02 Posts
(iii)   Planning – 01 Post

(A)   Minimum qualification and experience prescribed for Human Resources & General Administration, 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 or similar corporate experience in a reputed private organization along with proven administrative capabilities.

Desirable:

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

(ii)   Knowledge of Govt. Rules and Office Procedures

(B)   Minimum qualification and experience prescribed for Planning specialization:

Essential:

(i)   Master's degree in Economics/Statistics/ Operational Research/ Management with 55% marks or its equivalent grade of 'B' in the UGC seven point scale

(ii)   At least three years post qualification experience in the relevant field in Govt. Departments/ Universities/ Research Institutions

OR

At least three years post qualification Teaching/Research experience/ similar corporate experience in a reputed private organization along with proven administrative capabilities

Desirable:

(i)   Ph.D and familiarity with quantitative / qualitative research methods

(ii)   Experience in planning and institutional research

3.   System Administrator

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, 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 Directorate of Higher Education, 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 – 33) 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 all positions 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/interview.

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/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.   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. 7600 (Deputy Registrar and its equivalent)	45 years
ii	Posts having Grade Pay Rs. 5400 (Assistant Registrar and its equivalent)	40 years
iii	For departmental candidates including short-term/ long-term contractual staff with at least six months continuous service in AUD.	Below 55 years (with relaxation)

Sl.	Posts	Age Limits
iv	Age relaxation for employees of Central Govt. and Govt. of NCT of	05 years for

		Delhi who have rendered not less than three years regular and continuous service as on closing date	those possessing relevant experience and/or working in the same or allied line
v		*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
	(d)	Ex-servicemen Disabled in Operation	5 years + military service
vi		*Age relaxation for Persons with Disabilities (PwD)*	
	(a)	PwD + General	10 years
	(b)	PwD + OBC	13 years
	(c)	PwD + SC/ST	15 years
vii		Age relaxation for SC/ST	5 years
viii		Age relaxation for OBC (Central list of Delhi State + List of OBCs included by the Govt. of NCT of Delhi)	3 years
ix		Age relaxation for other categories including government servants (Central Govt. Departments/Govt. of NCT of Delhi), Ex-Servicemen, SC, ST, OBC (Delhi), PwD etc.	As per the Govt. of India/ Delhi Govt. guidelines

Note:– The earlier advertisement released in the year May 2013 by the University for the aforesaid posts stands 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 General and OBC is payable online through payment gateway. All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.

4. Online application process will start from **11.06.2016** at **9:00 AM** and submission link will be disabled at **17:30 Hrs** on **08.07.2016**.

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

6. Hard copy of the application is not required.

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