AMBEDKAR UNIVERSITY DELHI
(AUD)

Advt. No.AUD/01/2018/HR/(iii)   Dated: 04.06.2018

VACANCY: REGISTRARS

Dr. B.R. Ambedkar University Delhi (Ambedkar University Delhi or AUD) is a Public University (established by the Government of the National Capital Territory of Delhi in 2008) with a multi campus, unitary structure with research, postgraduate and undergraduate programmes in the Social Sciences and the Humanities. The university offers about fifty programmes at present, many of which are in interdisciplinary and applied areas of knowledge. AUD is guided by Dr Ambedkar's vision of bridging equality and social justice with excellence. At present, AUD works out of three campuses in Delhi, at Kashmere Gate, Karampura and Lodhi Road respectively. Two new, state-of-the-art campuses are presently at the design stage at Dheerpur and Rohini in Delhi.

AUD is seeking applications from qualified candidates for two posts of Registrar, as per the details below:

1. Registrar (Administration)
2. Registrar (Campus Development)

The post of Registrar, Ambedkar University Delhi, is a statutory one. The University's Act makes provision for having more than one post of Registrar, with the roles and functions of each Registrar to be designated by the Board of Management and the Vice Chancellor of the University.

The Registrar's is a regular post filled on the basis of direct recruitment, for the duration of 5 years. However, eligible officers working in central/state government or semi-government or autonomous bodies may also apply for the above positions on deputation basis, for which normal deputation rules will apply.

Pay: The posts of Registrar is in the Pay Band of Rs. 37400-67000 with a Grade Pay of Rs.10,000 under the 6th Central Pay Commission. It is expected that the recommendations of the 7th CPC shall be adopted shortly by the University.

<u>Minimum Qualifications & Experience</u>:

Educational Qualifications: A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale

Minimum Experience:

   i. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

<center>OR</center>

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

<center>OR</center>

   iii. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post

Age Limit: The applicant should not be more than 55 years of age. However, this condition can be relaxed by the Competent Authority for suitable candidates.

Last date for submission of applications online: 1st July 2018

Detailed job profiles:

1. **Registrar (Administration)**

The Registrar (Administration) will be the Ex-officio Secretary to the authority bodies of the University, viz. the Court, Board of Management, Planning Board and Academic Council. S/he shall be the custodian of the records, the common seal and such other properties of the University as the Board of Management may commit to her/his charge. S/he will issue notices and convene meetings of the authority bodies and committees appointed by these bodies, and will keep the minutes of these meetings. S/he will conduct the official proceedings and correspondence of the University, and represent the University in legal suits or proceedings involving the University. S/he will sign powers of attorney, verify pleadings and/or depute his/her representative for the purpose.

The Registrar (Administration) will report directly to the Pro Vice Chancellor in-charge of Administration, and shall supervise the functioning of various divisions/ sections/ units of the existing campuses of the University, such as General Administration, Estate, Human Resource (Non-Teaching), Training, Engineering & Maintenance, Liaison and Governance.

The Registrar (Administration) shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be assigned from time to time by the Board of Management or the Vice-Chancellor.

The candidate should have experience of working in Government/Semi-Government/Autonomous organizations or Central/State Universities as Administrative or Finance Officer having dealt with General Administration and Finance.

2. Registrar (Campus Development)

The Registrar (Campus Development) is expected to oversee functions related to the development of new campuses of the University. S/he will lead a team of technical and administrative staff of the Campus Development Division of AUD and will report directly to the Pro Vice Chancellor (PVC) in charge of Campus Development. S/he is expected to work in close coordination with all user groups and the Planning Division of the University, as well as the Government, PWD, and Design and Project Management Consultants. S/he will be responsible for ensuring timelines, schedules and quality of projects.

S/he will coordinate with all concerned government/ semi-government/autonomous and local bodies for obtaining necessary clearances/approvals/sanctions. S/he will assist the University in obtaining EFC and other related approvals from state/ central government. S/he will be the custodian of the records of the Campus Development Division and shall be responsible for budgeting, making annual projections and handling day-to-day matters related to administration and finance.

The Registrar (Campus Development) shall perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be assigned from time to time by the Board of Management or the Vice-Chancellor.

The candidate should have experience of working in Government/Semi-Government/Autonomous organizations or Central/ State Universities as Administrative or Finance Officer having dealt with General Administration and Finance. S/he should have experience of development and construction of large institutional projects.

MBA/CA/ICWA will be considered as desirable qualifications.

Guidelines and Instructions:

1. The application will be accepted only 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.

2. Separate application should be submitted for each post.

3. Application fee of Rs. 1000/- (non-refundable) for General and OBC category applicants is payable online through the payment gateway. Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen categories are exempted from paying application fee, as per extant government orders.

4. Online application process will start on 04.06.2018 and submission link will be disabled at 17:30 Hrs. on 01.07.2018.

5. The prescribed qualifications and experience shall be the minimum, and the mere fact that a candidate possesses the same shall not entitle him/her to be called for interview. The University shall have the right to restrict the number of candidates to be called for interview to a reasonable level on the basis of better or higher qualifications and experience than the minimum prescribed, and on the basis of other relevant factors.

6. The University shall have the right to:
    a. Consider *in absentia* the candidature of those who may not have applied;
    b. Consider *in absentia* or through use of communication technologies those who may have applied but are not able to appear for the interview;
    c. Relax any of the qualifications/experience at its discretion;
    d. Draw reserve panel(s) against the possible vacancies in the near future;
    e. Not to fill any of the advertised positions.

Before filling the online application, please read the instructions carefully and get the copies of documents ready for uploading along with the form.

Registrar (officiating)