



No. AUD/1-3 (7)/HR/2019/

Dated: 25.07.2020

**NOTICE**

The candidates who have applied for the post of Assistant Registrar/ Deputy Registrar, on **deputation basis** vide Advertisement No. 03/HR/2019 dated 25.02.2020, are hereby informed that the University has fixed the following schedules for documents verification followed by online interview, of the eligible candidates.

**1. DOCUMENT VERIFICATION**

The eligible candidates (AR/ DR) are required to be present on 07.08.2020, at 10:00 am at Dr. B. R . Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110006, **for verification of documents.**

They are required to bring the following documents in **original** and **two sets of Xerox** in the following order:

1. Certificate of Date of Birth
2. Certificates showing your educational qualifications, testimonials etc. from X class onwards
3. Experience certificate
4. No Objection Certificate from your present Employer
5. Copies of your last five years ACR/APAR (2014-19), duly attested
6. Confirmation Letter/Lifting of Probation letter
7. Present employment certificate
8. Last Salary Slip
9. ID card (Present Employer)

*Please note, that the above documents need to be produced for verification. No candidate shall be allowed to appear in the interview if he/she fails to produce the above documents or does not appear for verification process.*

**2. ONLINE INTERVIEW**

After the verification process, the candidates, whose documents have been found in order and also found to be eligible, shall be allocated the ID no. , and time of appearing in the Online Interview scheduled on 10.08.2020.

***Please note that no TA/DA shall be paid by the University for documents verification/interview.***

Eligible candidates are required to reply through return mail, confirming their presence for documents verification, latest by 05.08.2020.

**Deputy Registrar (HR)**