

RECRUITMENT FOR THE POST OF ASSISTANT REGISTRAR & SECTION OFFICER
(on Deputation / Contract)

Advt. No. AUD/03/HR/2022 Dated:10.05.2022

Dr. B. R. Ambedkar University Delhi is a State University established through Dr. B. R. Ambedkar University Delhi Act, 2007 by the Legislature of the National Capital Territory of Delhi. Dr. B. R. Ambedkar University Delhi is one of the few universities in India with the core objective of promoting the study of humanities and social sciences and it recognizes these disciplines as pivotal to the understanding and imagination of a society in transition. University's aim is to reconceptualise social sciences with innovative curriculum and pedagogic processes.

The University is currently offering undergraduate, postgraduate and research degree programmes at its three campuses located in Delhi, at Kashmere Gate, Karampura and Lodhi Colony.

The University invites online applications from eligible candidates for the following posts:

Sl. No.	Name of the post	Pay Scale	No. of Posts	Age limit	Type of Recruitment
1.	Assistant Registrar	Level - 10	05	Not exceeding 56 years	Deputation / Contract
2.	Section Officer	Level -07	04	Not exceeding 56 years	Deputation / Contract

Assistant Registrar: - 05 Posts on Deputation / Contract basis

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

Age limit: The maximum age limit shall not exceed **56 years** on the closing date of the receipt of the applications.

Educational qualification & experience

Officials working in the relevant field in Central/ State Government/ University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking:

(a) Holding analogous post on regular basis

OR

5 years' regular service in the level – 7 / 8

AND

(b) Possessing Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

For appointment on Contract: - The candidates (including retired from Govt. Organizations) having qualification & experience as above, may be engaged on contract basis. The maximum age should be less than 65 years as on closing date of application. The contract shall be initially for 6 months and renewable as per the requirement of the University. Pay & Appointment on contract basis shall be regulated by OM.No.F-20/40/2016-AC/DSFA/16-45 dated 20.01.2017.

Section Officer – 04 Posts on Deputation / Contract basis

Pay Scale: Level – 07 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **56 years** on the closing date of the receipt of the applications.

Educational Qualification & Experience:

Officials working in the relevant field in Central/ State Government/ University/ R&D Institutions/ Autonomous Body/ Public Sector Undertaking:

- (a) (i) Holding analogous post on regular basis; or
(ii) With 5 years of Regular Service in Level – 6.
- (b) Possessing the Post Graduate degree with at least 50% marks with three years' experience in a responsible position equivalent to Sr. Assistant level (PB-2+GP4200) in Universities / Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization in the relevant field.

OR

Graduate Degree with at least 50% marks with five years' experience in a responsible position equivalent to Sr. Assistant level (PB-2+GP4200) in Universities / Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization in the relevant field.

For appointment on Contract: - The candidates (including retired from Govt. Organizations) having qualification & experience as above, may be engaged on contract basis. The maximum age should be less than 65 years as on closing date of application. The contract shall be initially for 6 months and renewable as per the requirement of the University. Pay & Appointment on contract basis shall be regulated by OM.No.F-20/40/2016-AC/DSFA/16-45 dated 20.01.2017.

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 under the provisions of Indian Penal Code, 1860 for production of false information.

6. 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 earlier. Those who are applying for recruitment through Deputation, they must submit attested copies of ACRs/ APARs for preceding five years at the time of Interview / Document Verification.
7. 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.
8. 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.
9. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
10. The terms & conditions of deputation shall be governed by DoPT OM No.6/8/2009- Estt.(Pay II) dated 17.06.2010 & as amended time to time. The initial period of deputation shall be 1 year, extendable as per extant rules, subject to review of performance. The maximum age should not exceed 56 years as on the last date of the receipt of application.
11. 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.
12. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.
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 www.aud.ac.in. Candidates are requested to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest update in the matter.
22. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.

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.**

2. The University's online job portal can be accessed at this address: <http://aud.ac.in/careers>. 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.
3. **Important Dates:-**
Commencement of online application:- 11.05.2022
The Last date for filling online application:- 31.05.2022
4. Online application process and submission link will be enabled at 10:00 AM on 11.05.2022 and will be disabled at 23:59 PM on 31.05.2022.
5. In case of any enquiry regarding submission of online application, please send your queries to careersnts@aud.ac.in.

REGISTRAR