



AMBEDKAR UNIVERSITY, DELHI

Ambedkar University, Delhi (AUD), a unitary university established by the Government of the NCT of Delhi (2008), is mandated to offer undergraduate, postgraduate and doctoral programmes in the social sciences and humanities. The University invites applications in the prescribed form from the eligible candidates possessing the minimum essential qualification and experience for the position of Junior Executive on deputation, failing which on contract basis and in such case reservation of posts as per Government of NCT of Delhi shall apply.

Junior Executive (11 Posts) in PB-2 Rs.9300-34800 with G.P. of Rs.4200/-

Essential Educational Qualifications and Experience

Graduate with 5 years of experience in Administration/Accounts/Secretarial/Stores/ Purchase work in an institution of higher education/Government/Research establishment/ Corporate Sector/NGO, and with good knowledge of computer applications.

Desirable Qualifications:

- i) Commerce graduate with sufficient experience of working as Cashier/preparing accounts on accrual system/double entry system and knowledge of Government accounting rules/procedures and experience of keeping the accounts in Tally Software System/SAS qualified. OR
- ii) Possessing organizational skills with sufficient experience of administrative rules/procedures/ purchases/ estate maintenance/stores.
- iii) Experience in a junior supervisory position.

General Conditions:

1. The University reserves the right to:
 - Draw up reserve panel(s) against possible vacancies in the future
 - Consider applications received after last date
 - Consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview.
 - Relax any of the qualification/experience at its discretion.
 - Not to fill up all or any of the advertised position.
2. Since the applications received may be short listed, mere possessing the prescribed qualifications and requisite experience would not entitle a person to be called for interview. Where the number of applications received in response to the advertisement is large and it will not be feasible to 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 in the advertisement. Candidates already employed should submit their applications through proper channel. Those who send advance copies of their applications will be considered only if they produce a "No Objection Certificate" from their employer before interview. Those who apply for appointment on deputation terms should submit their applications along with vigilance/integrity certificates and attested copies of their confidential reports for the preceding 5 years. If the incumbent is drawing higher grade pay in the parent cadre, his/her pay in the higher scale may be considered for protection as personal to him/her.



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3. In case of contract, consolidated salary shall be determined on the basis of pay band and grade pay. Higher start can also be considered in case of deserving candidates possessing relevant qualifications and experience.

Candidates fulfilling the qualifications and experience may apply on the prescribed application form available on the University website: www.aud.ac.in. The candidates shortlisted for interview will be paid both ways second class train fare by the shortest route to the outstation candidates invited for interview on production of tickets. Separate applications for each post superscribing the post applied for on the envelope may be sent latest by 31st January 2012 at the following address.

Registrar
Ambedkar University, Delhi
Sector 9, Dwarka, New Delhi – 110 077