



(A University established by the Government of NCT of Delhi through an Act of Legislature)

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 following positions on deputation, failing which on contract basis and in such case reservation of posts as per Government of NCT of Delhi shall apply.

[I] DEPUTY REGISTRAR (3 posts) PB 3/Rs. 15600-39100+GP Rs. 7600

Minimum Educational Qualifications and Experience:

(1) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale. 5% relaxation in marks for SC/ST/PH categories

(2) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration OR comparable experience in research establishment and/or other institutions of higher education OR 5 years of administrative experience as Assistant Registrar or in an equivalent post.

Graduates working as Assistant Registrar or in an equivalent post for the last eight years in a University System can also apply.

Desirable: (i) Master degree in Management/law/MCA/Chartered Accountancy.

(ii) Good knowledge of computer applications.

(iii) Experience in university administration/Finance and familiarly with the working of university bodies and institutions

(iv) Thorough knowledge of service matters/accounts/budget or conduct of examinations.

[II] ASSISTANT REGISTRAR - (5 posts) PB 3/Rs. 15600-39100+GP Rs. 5400

Minimum Educational Qualifications and Experience:

Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale alongwith a good academic record, as laid down by the UGC (5% relaxation in marks for SC/ST/PH category).

Graduates working as Section Officer or an equivalent post for the last eight years in a University System can also apply.

Desirable: (i) At least 3 years experience in supervisory or equivalent cadre in a Group 'B' post in a Government department/ university/educational or Research Institution/Teaching and/or Research experience alongwith proven administrative capabilities.

(ii) Good knowledge of computer applications. Experience of Administration in the University system.

(iii) LLB/MBA/CA/MCA qualification.

[III] ASSISTANT LIBRARIAN - (1 post) PB 3/Rs. 15600-39100+AGP Rs. 6000

Minimum Educational Qualifications and Experience:

- (1) Master's Degree in Library Science/Information Science/ documentation or an equivalent professional degree with atleast 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record, and knowledge in computerization of library.
- (2) Qualifying the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates having Ph.D. from recognized university are exempted from the condition of NET.

[IV] PROFESSIONAL ASSISTANT - (2 posts) PB 2/Rs. 9300-34800+ GP Rs. 4200

Minimum Educational Qualifications and Experience:

- (1) M.Lib Science/MLISE or equivalent with 50% marks: OR Master's degree in Arts/Science/Commerce/any other discipline with 50% and B.Lib. Science with 50% marks.
- (2) Experience in Library of repute and good knowledge of Library.

[V] SECURITY SUPERVISOR - (1 post) PB 2/Rs. 9300-34800+GP Rs. 4200

Minimum Qualifications/Experience:

- (1) A university Degree.
- (2) Experience of working in a Supervisory capacity in a security department in University/Government Department/Public Sector Undertaking Preference will be given to those who have services in the Army/Police as JCO or in equivalent post.
- (3) Proficiency in Computer Operations.

[VI] SYSTEM ADMINISTRATOR (IT) (1 posts) PB 3/Rs.15600-39100+GP Rs. 5400

Minimum Qualifications/Experience:

- (1) Post graduate Degree in Computer Science/Information Technology/B.Tech or Master in Computer Applications (MCA) with atleast 55% marks alongwith professional certification/Microsoft/Oracle/ Cisco/Sun/Red Hat.
- (2) Atleast 5 years' experience in managing networking and installation of packages in University/Government/Public/Private organization of repute.

[VII] JUNIOR SYSTEM ADMINISTRATOR (IT)-(1 post) PB 2/Rs. 9300-34800+ GP Rs. 4200

Minimum Educational Qualifications and Experience:

B.Tech/BE Computer Science/Electrical Engineering/Electronics Engineering/ MSC/MCA with one year experience **OR** relevant/specialized Bachelor's degree in Science with 2 years experience in e-governance of Educational Administration/Managing networks.

Desirable : Professional Certification from Microsoft or Oracle.

[VIII] JUNIOR EXECUTIVE (IT) - (1 post) PB 2/Rs. 9300-34800+GP Rs. 4200

Minimum Educational Qualifications and Experience:

B.Tech/BE (Computer Science)/Electrical Engineering/ Electronics Engineering/ MSC/MCA with one year experience **OR** relevant/specialized Bachelor's degree in Science with 2 years experience in administering and supervising Computer Systems.

Desirable: Experience in office management in a Computer Centre and in purchase of Computer Systems.

[IX] TECHNICAL ASSISTANT (IT) - (2 posts) PB 1/Rs. 5200-20200+GP Rs. 2800

Minimum Educational Qualifications and Experience:

10+2 with 2 years experience of working in a Computer Laboratory.

[X] JUNIOR EXECUTIVE - (12 posts) PB 2/Rs.9300-34800+GP Rs. 4200

Minimum Educational Qualifications and Experience:

Graduate with 5 years of experience in Administration/Accounts/Secretarial/ Stores/Purchase work preferably in a Junior Supervisory post in a University/ Govt/Research establishment and/or other institutions of higher education and good knowledge of Computer applications.

Desirable: (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) Graduate with sufficient experience of administrative rules/procedures/purchases/estate maintenance/Stores.

[XI] **ASSISTANT - (12 posts) PB 1/Rs.5200-20200+GP Rs. 2400**

Minimum Educational Qualifications and Experience:

10+2 with 2 years of experience in Administrative/Accounts/Secretarial/Stores/Purchase works of which atleast 1 year should be as entry level point or equivalent in a University/Govt./Research Establishment and/or other institutions of higher education and knowledge of computer applications

Desirable: Experience in admission and evaluation in a university system.

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.
 - Conduct written/practical tests for such posts wherever it feels necessary as per the criteria to be decided by the university.
 - 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.

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 30th October 2010 at the following address.

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