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AMBEDKAR UNIVERSITY DELHI

Advt. No. 04/HR/2017   17 July 2017

Dr B. R. Ambedkar University Delhi (AUD), a State University established by the Government of NCT of Delhi is looking for a suitable Officer in the post of **Deputy Registrar with finance specialization** on regular or deputation basis. The post is un-reserved and in the Pay Band 3 Rs.15600-39100 + GP Rs.7,600/- (pre-revised).

2.   The minimum Qualifications, experience and age for the post is as under:-

Essential qualification & experience :

(i)   Master's Degree with 55% marks or its equivalent grade of 'B' in the UGC seven point scale.

(ii)   Nine years of experience as Assistant Professor in the Academic Grade Pay (AGP) of Rs.6000/- and above with experience in educational administration.

<div align="center">OR</div>

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

<div align="center">OR</div>

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable:

(i)   Experience in handling Budget, Finance & Accounts and Audit in a University system or research institution.

(ii)   Additional professional qualification like CA or ICWA

Age Limit: Direct recruitment - 45 years (5 years relaxable to Officers serving in Central or State Government Departments); Deputation – 56 years

General Conditions:

1.   The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.

2.   Candidates, presently serving in Central/State Universities as Joint Registrar (on time scale) against the post of Deputy Registrar in terms of MHRD/UGC guidelines may also apply and in case of their selection they will be

considered for regular appointment (on permanent absorption) or deputation basis and will be allowed to retain their designation of JR with pay structure attached to the post.

3. Wherever experience is prescribed as minimum eligibility condition for a post, only post qualification experience shall be counted.

4. Candidates should possess the essential qualifications as on the closing date of application.

5. 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.

6. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.

7. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.

8. Only short-listed candidates will be invited for test/interview. The University reserves its right to hold a written test in case the applications received are large in number.

9. Candidates serving in Government Departments/Organizations/Universities/ Public Sector Undertakings etc. are required to produce No Objection Certificate (NOC) at the time of test/interview.

10. Canvassing in any form will lead to disqualification.

11. No interim correspondence or personal enquiries shall be entertained by the University.

How to apply:

1. The application will be accepted only online 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. Before filling the online application please read the instructions carefully.

2. **Application fee** of Rs.500/- is payable online through payment gateway. All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.

3. Online application process and submission link will be enabled at **10:00 AM** on **20.07.2017** and will be disabled at **05:30 PM** on **14.08.2017.**

4. In case of any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in

Registrar