

Dr. B.R. Ambedkar University Delhi

RECRUITMENT FOR THE POST OF REGISTRAR

Advt. No.AUD/02/HR/2024 dated 22.11.2024

(Last date to apply – 06.01.2025)

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 four campuses located in Delhi, at Kashmere Gate, Karampura, Lodhi Colony & Qutub Institutional Area.

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

Name of Post	Pay Scale	No. of Posts	Type of Recruitment	Age Limit
Registrar	L-14	01 (UR)	On tenure basis through open selection for 5 years or on deputation	Below 56 years

Pay Scale: Level – 14 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:

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

Experience:

At least 15 years of experience as Assistant Professor in the Academic Level – 11 and above or with 8 years of service in the Academic Level – 12 and above including as Associate Professor along with experience in educational administration

OR

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

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

General Terms & Conditions:

1. The emoluments & other service conditions of the Registrar shall be regulated as per the University Acts, Statutes, Ordinances, etc.
2. The application will be only accepted through the University online job portal which can be accessed at this address: <http://aud.delhi.gov.in/career>. No offline form will be accepted.
3. The University reserves the right not to fill up the vacancies as advertised, if the circumstances so warrant.
4. Applicants should possess the essential qualifications as on the closing date of application.
5. The applications received from the applicants, who do not meet the stipulated eligibility criteria given in the advertisement and /or are incomplete in any respect shall summarily be rejected.
6. Merely fulfilling the minimum educational qualification and experience shall not entitle an applicant to be necessarily called for the test / interview.
7. If the certificates supporting the eligibility criteria for the post are not uploaded at the time of submission of application, the application shall be rejected and no appeal against its rejection will be entertained by the University.
8. Applicants must not furnish any particulars, which are false, tempered or fabricated. They must not suppress any material / information while submitting the applications / testimonials. In the event of any such incident, if noted, the services of such selected applicants shall be terminated without prejudice to any other action initiated by the University.
9. In case of any inadvertent error during the process of selection or at any stage, even after issuing the appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the applicant.
10. Only short-listed applicants will be invited for test / interview.
11. Working knowledge of latest computer applications and good communication skills are mandatory for the post.
12. Applicants serving in Government Departments / Organizations / Universities / Public Sector Undertakings etc. are required to apply through proper channel & produce No Objection Certificate (NOC) from the present employer at the time of test / interview. However, NOC is mandatory before appearing in the interview / interaction.
13. Canvassing in any form will lead to disqualification.
14. No interim correspondence or personal enquiries shall be entertained by the University.
15. No TA / DA shall be paid by the University to the applicants for attending the interview.
16. Any addendum / corrigendum / notice, etc. will be published on the University's website only.
17. In case of any dispute, the legal jurisdiction will be at Delhi.

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.delhi.gov.in/career>. The complete details of the advertisement are available on the University website www.aud.delhi.gov.in. Before filling the online application, please read the instructions carefully.
2. **A non-refundable application fee** of Rs.1,000/- needs to be paid online through payment gateway. All Women applicants and applicants belonging to Scheduled Caste, Scheduled Tribe, Physically Challenged eligible for reservation are exempted from paying application fee, as per extant government orders. Applications without requisite fee, whenever applicable, shall be rejected.
3. Online application process and submission link will be enabled on **22.11.2024** and will be disabled at **23:59 PM** on **06.01.2025**.
4. In case of any enquiry regarding submission of online application, please send your queries to careers@aud.ac.in

REGISTRAR