RECRUITMENT FOR VARIOUS POSTS

Advt. No. AUD/02/HR/2022 Dated: 29.01.2022

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 coreobjective 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.	Librarian	Academic Level 14 of 7th CPC (Rs. 1,44,200 – 2,18,200/-)	01 (UR)	-	Direct
2.	Assistant Engineer (Civil)	Level-7	01 (UR-01)	Not exceeding 35 years	Direct
3.	Assistant Engineer (Electrical)	Level-7	01 (UR-01)	Not exceeding 35 years	Direct
4.	Section Officer	Level-7	03 (UR-1, OBC-1, SC-1)	Not exceeding 35 years	Direct
5.	Senior Assistant	Level-6	07 (UR-03, OBC-02, EWS-01, ST-01)	Not exceeding 35 years	Direct
6.	Library Assistant/ Library cum Documentation Assistant	Level-5	01 (UR-01)	Not exceeding 35 years	Direct
7.	Jr. Library Assistant	Level-3	02 (UR-02)	Not exceeding 27 years	Direct
8.	Junior Assistant / Jr. Assistant cum Caretaker	Level-2	06 (UR-03, OBC-02, EWS-01)	Not exceeding 27 years	Direct

Note: As regard reservation of PH candidates for the post specified at Sl. No.4, 5, 6 the same has already been notified vide advertisement No.AUD/01/HR/2021 dated 11.04.2021. The PH candidates already applied against said advertisement need not apply again.

1. **Librarian (on Direct Recruitment)**

   Pay Scale: Academic Level 14 of 7th CPC (Rs. 1,44,200/- – 2,18,200/-).

   Age of Retirement: 62 years

   <u>**Educational Qualification & experience:**</u>

   Eligibility conditions: The Minimum eligibility conditions shall be as per University Grants Commission Regulations, 2018, as under:

   (i) A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

   (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

   (iii) Evidence of innovative library services, including the integration of ICT in a library.

   (iv) A Ph.D. Degree in library science/information science/ documentation /archives and manuscript keeping.

2. **Assistant Engineer (Civil) (on Direct Recruitment)**

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

   Age limit: The maximum age limit shall not exceed **35 years** on the closing date of thereceipt of the applications.

   <u>**Educational Qualification & experience:**</u>

   Degree in Civil Engineering from a recognized University / Institute with two years' experience in relevant field.
   <div align="center">**OR**</div>
   Diploma in relevant area from a recognized University/Institute with five years' experience; in an organization of repute, Centre / State Government, Universities, and Autonomous Organizations.

   Desirable:
   Working knowledge of AUTOCAD, other relevant software.

3. **Assistant Engineer (Electrical) (on Direct Recruitment**

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

   Age limit: The maximum age limit shall not exceed **35 years** on the closing date of the receipt of the applications.

   <u>**Educational qualification & experience**</u>

   Degree in Electrical Engineering from a recognized University / Institute with two years' experience in relevant field.
   <div align="center">**OR**</div>
   Diploma in relevant area from a recognized University/Institute with five years' experience; in an organization of repute, Centre / State Government, Universities, and Autonomous Organizations.

Desirable:
    Working knowledge of AUTOCAD, other relevant software.

4.   **Section Officer (on Direct recruitment) [03 Posts (1–UR, 1–OBC & 1-SC)]**

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

Age limit: The maximum age limit shall not exceed **35 years** on the closing date of thereceipt of the applications.

<u>**Educational qualification & experience**</u>

Essential (For HR & General Administration)
    (i) Post Graduate Degree with at least 50% marks
    (ii) Three years' experience in responsible position equivalents to Sr. Assistant level (PB-
        2 + GP 4200) in Universities/Institutions of Higher learning/Govt. Departments/comparable experience in reputed private organization in the relevant field.

                    OR
    (i) Graduate with at least 50% marks.
    (ii) Five years' experience in responsible position equivalents to Sr. Assistant level (PB-
        2 + GP 4200) in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization in the relevant field.

Desirable:

For Specialization in Finance & Accounts
    (i) Post Graduate in Commerce or Post Graduate with Inter CA/Inter ICWAI or MBA(Finance).
                    OR
        Graduate in Commerce or Graduate in other subjects with Inter CA/Inter ICWAI orBBA with specialization in Finance

For Secretarial Assistant
    (i) Working Knowledge of English Shorthand.

5.   **Sr. Assistant (on Direct recruitment) [07 Posts (3–UR, 2–OBC, 1–EWS & 1–ST)]**

Pay Scale: Level – 6 of 7th CPC with usual allowances.
Age limit: The maximum age limit shall not exceed **35 years** on the closing date of thereceipt of the applications.

<u>**Educational qualification & experience**</u>

Essential (For HR & General

Administration)

    Bachelor's Degree from a recognized University or equivalent with at least five

years of relevant experience in PB-1, Rs.5200-20,200 Grade Pay Rs.2400 (6th CPC)/Level-4, Entry Pay Rs.25,500/- (7th CPC) in Central/ State Government/ University/ R&D Institution/ Autonomous Body/ Public Sector Undertaking/ comparable experience in a reputed private organization.

Desirable:

For Specialization in Finance & Accounts

(i) Any Graduate/Post Graduate in Commerce with at least 50% marks.OR

Any Graduate/Post Graduate with Inter CA/Inter ICWAI with at least 50% marks. OR

BBA/ MBA (Finance) with at least 50% marks.

(ii) Five years' experience in the relevant field in Universities/Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization.

Specialization in Secretarial Services

(i) Graduate/Post Graduate with at least 50% marks from a recognized University.
(ii) Three years of experience in the relevant field in managing office of a senior Functionary in University/ Institutions of Higher learning/ Govt. Dept./ Top level executive in corporate sector.
(iii) Working knowledge of English shorthand.

6. Library Assistant / Library –cum-Documentation Assistant (on Direct recruitment)

Pay Scale: Level – 5 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **35 years** on the closing date of the receipt of the applications.

<u>**Educational qualification & experience**</u>

Essential:
(i) A Bachelor's Degree in Library Science/Library & information Science with at least 50% marks from a recognized University.
(ii) Knowledge of computer applications.
(iii) Two years' professional experience in Library work at level -4 and above.

Desirable:
(i) Working knowledge in a computerized Library of State Government / Universities/ Recognized Research Institutions / Semi-Govt./ Public Sector Undertaking and Autonomous Organizations.

7. Junior Library Assistant (on Direct recruitment) [02 Posts (2–UR)]

Pay Scale: Level – 3 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **27 years** on the closing date of the receipt of the applications.

<u>**Educational qualification & experience**</u>

Essential:
(i) Bachelor's Degree in Library Science/ Library & Information Science from a

recognized University.

(ii) Knowledge of computer applications.

(iii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi in Computer.

Desirable:

Two years' relevant experience in a Library of repute, and good knowledge of Library Software applications in State Government/Universities/Recognized Research Institutions / Semi-Govt./ Public Sector Undertaking and Autonomous Organizations.

8. **Jr. Assistant / Jr. Assistant cum Caretaker (on Direct Recruitment) [06 Posts (3–UR, 2–OBC, & 1–EWS)]**

Pay Scale: Level – 2 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **27 years** on the closing date of thereceipt of the applications.

Educational qualification & experience

Essential

(i) 10+2 or equivalent from a recognized Board.
(ii) A Typing speed of 35 words per minute in English or 30 words per minute in Hindion Computer.

Desirable:

Two years of relevant experience in University / Institution of higher learning / Govt. Department/comparable experience in a private organization.

Note: For the post of Jr. Assistant cum Caretaker, ITI Trade Certificate in Civil / Plumbing is required in addition to the essential qualification.

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 willbe 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 Panel Code, 1860 for production of false information.

6. Reservation for the SC/ST/OBC (non-creamy layer)/PwBD/EWS applicants will be as per the Government of NCT of Delhi policies/guidelines/instructions. Applicants seeking reservation benefits available for SC/ST/OBC (non-creamy layer)/PwBD/EWS categories must upload the necessary documents justifying the claim of respective reservation. The certificate uploaded should be in the format prescribed by the Govt. of India/ Govt. of NCT of Delhi. PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD.

   Other Backward Classes(OBCs) for the purpose of employment under the University shall be the Castes, as notified by the Central Government in the Central List for Delhi and Castes defined as OBCs by the OBC Commission of Delhi and notified by the Government of NCT of Delhi from time to time.

7. 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.

8. 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.

9. 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.

10. The posts advertised are tentative. The University reserves the right to increase or decrease the number of posts.

11. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.

12. 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.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

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. A non-refundable application fee to be paid as under:

Sl. No.	Name of the Post	Fees (to be paid online)
1.	Librarian	Rs.1,000/-
2.	Assistant Engineer (Civil), Assistant Engineer (Electrical), Section Officer, Senior Assistant	Rs.5,00/-
3.	Library Assistant / Library-cum-documentation Assistant, Junior Library Assistant, Junior Assistant / Junior Assistant-cum-Caretaker	Rs.300/-

All Women applicants and applicants belonging to Scheduled Caste, Scheduled Tribe, and Physically Challenged are exempted from paying application fee, as per extant government orders. Applications without requisite fee, whenever applicable, shall be rejected.

22. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the University website www.aud.ac.in. Candidates are advised to visit the website of Dr. B. R. Ambedkar University Delhi regularly for latest update in the matter.

23. Age relaxation will be admissible as per Government of NCT of Delhi rules/ University rules.

24. 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.** Payment should be made online only, through credit/debit card/net banking/payment gateway as provided by the University.

2. AUD online job portal can be accessed at this address: http://aud.ac.in/career. 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. Applicants applying for more than one discipline must apply separately and pay fees, separately.

4. **Important Dates**:-
   Commencement of online application:- 01.02.2022
   The Last date for filling online application:-.21.02.2022

5. Online application process and submission link will be enabled at 10:00 AM on 01.02.2022 and will be disabled at 23:59 PM on 21.02.2022.

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

7. **Those who have already applied in response to University's advertisement No.AUD/01/HR/2021 dated 11.04.2021 for similar posts & category need not apply again.**

Scheme of Examination:

Please visit the link for detailed Scheme of Examination.

REGISTRAR