

RECRUITMENT FOR VARIOUS NON-TEACHING POSTS

Advt. No.AUD/02/HR/2023 Dated: 18.08.2023

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 posts:

Sl. No.	Name of Post	Pay Scale	No. of Posts	Age Limit
1.	Medical Officer	L-10	01 (UR)	Not exceeding 35 years
2.	Section Officer	L-7	4 (UR-2, OBC-1, EWS-1)	Not exceeding 35 years
3.	Security Officer	L-7	01 (UR)	Not exceeding 50 years
4.	Staff Nurse	L-6	01 (UR)	Not exceeding 30 years
5.	Sr. Assistant (General, Secretarial Service & IT)	L-6	12 (UR-7, SC-1, EWS-1) Backlog (OBC-1, SC-1, ST-1)	Not exceeding 35 years
6.	Security Supervisor	L-6	02 (UR)	Not exceeding 50 years
7.	Sports Coach (Male-1, Female-1)	L-5	02 (UR)	Not exceeding 35 years
8.	Studio Assistant	L-5	01 (UR)	Not exceeding 35 years
9.	Assistant (General)/ Assistant cum Caretaker/ Documentation Assistant/ Assistant (Secretarial Services)	L-4	6 (UR-2, OBC-2, SC-1, EWS-1)	Not exceeding 30 years

Out of the 16 posts as specified at Sl. No. 2 & 5 above, 01 post is reserved for the Persons with Disabilities. The functional requirements and suitable category of Benchmark Disability for the categories mentioned in the table above shall be regulated as per the Gazette of India Notification dated 07.01.2021 notified by the Ministry of Social Justice and Empowerment along with the other instructions issued from time to time by the Govt. of India (DoPT OM dated 15.1.2018) / GNCT of Delhi.

1. Medical Officer (on Direct Recruitment) – 01 Post (UR)

Pay Scale: Level – 10 of 7th CPC with usual allowances.

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

Essential:

M.D. in an appropriate branch of Medicine with at least 02 years' post-doctoral experience in a recognized hospital/ dispensary.

OR

M.B.B.S. with minimum 55% marks or equivalent including completion of compulsory rotatory internship followed by at least 05 years post degree experience in a recognized hospital/ dispensary/ nursing home.

Desirable:

Post-graduate qualifications/ MBA (Hospital Administration) and/ or hospital experience will be preferred.

Note: For the post of Female Medical Officer at least one-year hospital experience in Obstetrics and Gynecology ward.

2. Section Officer (on Direct recruitment) – 4 Posts (2-UR, 1-OBC, 1-EWS)

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.

Educational qualification & experience

Essential (For HR & General Administration)

- (i) Post Graduate Degree with at least 50% marks
- (ii) Three years' experience in responsible position equivalent 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 equivalent 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 or BBA with specialization in Finance

For Secretarial Assistant

- (i) Working Knowledge of English Shorthand.

3. Security Officer (on Direct Recruitment) – 01 Post (UR)

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

Age limit: The maximum age limit shall not exceed **50 years** on the closing date of the applications.

Essential:

- (i) A Graduate or an equivalent qualification from a recognized University/ Institution.
- (ii) 15 years' experience in Armed Forces /Para-Military Forces/ Police Force. Served not below the rank of JCO/ Sub Inspector level or equivalent at Level-6 with service record having no adverse remarks.
- (iii) Holding a Valid Driving License to ride Light Motor Vehicle (LMV).

Desirable:

- (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.
- (ii) Knowledge of Local Police Act.
- (iii) Experience of handling / supervising private / similar security jobs.
- (iv) Should be able to speak English and Hindi.

4. Staff Nurse (on Direct Recruitment) – 01 Post (UR)

Pay Scale: Level – 6 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **30 years** on the closing date of the applications.

Essential:

- (i) B. Sc. (Hons.) in (Nursing) from a recognized University or Institute
- (ii) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with Indian Nursing Council and with its affiliated State Nursing Council.
- (iii) Six months' experience in Minimum fifty bedded hospitals after acquiring the educational qualification mentioned above.

5. Sr. Assistant (on Direct recruitment) - 12 Posts { (UR-7, SC-1, EWS-1)
Backlog (OBC-1, SC-1, ST-1) }

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 the receipt of the applications.

Educational qualification & experience

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. Security Supervisor (on Direct Recruitment) – 02 Post (UR)

Scale: Level – 6 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **50 years** on the closing date of the applications.

Essential:

1. Bachelor's degree or equivalent qualification from a recognized University.
2. At least 10 years of experience in Police Force / Central Para–Military Forces / Armed Forces of the Union/ State not below the rank of Assistant Sub-Inspector (Exe) / Naib Subedar or an equivalent position with service record having no adverse remarks.
3. Holding a Valid Driving License to ride Light Motor Vehicle (LMV).

Desirable:

1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or para-Military Force.
2. Knowledge of Local Police Act.
3. Experience of handling / supervising private / similar security jobs.
4. Good command over spoken English and Hindi.

7. Sports Coach (Male-1 & Female-1) (on Direct Recruitment) – 02 Post (UR)

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 applications.

Essential:

- (i) Bachelors / Master's degree in Physical education.
- (ii) A Diploma in Sports Coaching or an equivalent qualification from a recognized University/ Institution.

Desirable:

- (i) Competence in Coaching in at least any 02 games at National/ International standing in sports.
- (ii) 02 years coaching experience.

8. Studio Assistant (on Direct Recruitment) – 01 Post (UR)

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 applications.

Essential Qualification:

- (i) 10 + 2 or equivalent from recognized Board.
- (ii) At least 2 years of experience to handle equipment, material used in visual art, knowledge of carpentry, electrical work and performance art.

Desirable:

A diploma in Fine Art / Commercial Art / Sculpture.
Knowledge of Computer Applications.

9. Assistant (General)/ Assistant cum Caretaker/ Documentation Assistant/ Assistant (Secretarial Services) (on Direct Recruitment)- 6 Posts (UR-2, OBC-2, SC-1, EWS-1)

Pay Scale: Level – 4 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **30 years** on the closing date of the receipt of the applications.

Educational qualification & experience:

Graduate with at least three years of experience in the relevant field in Universities/ Institutions of Higher learning/ Govt. Departments/ comparable experience in a reputed private organization.

Desirable:

- i. Working knowledge of English shorthand.
- ii. A Graduate in other subjects with Inter CA/ Inter ICWAI

OR

BBA/MBA (Finance)

- iii. ITI Trade Certificate in Civil/ Plumbing/ Electrical with three years' experience of caretaking services of Govt./Institution buildings.

OR

Six years' experience of caretaking services of Govt./ Institution buildings.
Working knowledge of Civil maintenance (plumbing / electrical work).

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 will be 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 Penal 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 UGC / 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 as per UGC/Govt. of India/ Govt. of NCT of Delhi lists / rules / norms. 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.
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 of Rs.1,000/- for the post of Medical Officer, Rs.500/- for the post of Section Officer, Security Officer, Staff Nurse, Senior Assistant, Security Supervisor and Rs.300/- for the post of Sports Coach, Studio Assistant & Assistant (General)/ Assistant cum Caretaker/ Documentation Assistant / Assistant (Secretarial Services) needs to be paid online through payment gateway. 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 requested 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 University rules/ Government Orders.
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. University 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 post must apply separately and pay fees, separately.
4. **Important Dates:-**
Commencement of online application:- 18.08.2023
The Last date for filling online application:- 08.09.2023
5. Online application process and submission link will be enabled on 18.08.2023 and will be disabled at 23:59 PM on 08.09.2023.
6. In case of any enquiry regarding submission of online application, please send your queries to careersnts@aud.ac.in.

Scheme of Examination:

Please visit the link for detailed [Scheme of Examination](#).

REGISTRAR