

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16, COMRADE INDRAJIT GUPTA MARG,
NEW DELHI-110 002

No. AIU/Admn./Rectt./2017/
Dated:19.8.2017

The Association of Indian Universities (AIU) is an apex Inter-University Organisation. The AIU invites applications from the eligible candidates for appointment by direct recruitment (failing which by deputation) to the following posts, which should reach on or before 18.9.2017 in the above mentioned office:

Sl. No.	Name of Posts	PB/GP of the post	No. of post
1.	Additional Secretary	PB -4 ₹ 37,400-67,000 GP ₹ 8,900	01 (UR)
2.	Director (Res)	PB -4 ₹ 37,400-67,000 GP ₹ 8,900	01 (OBC)
3.	Joint Director (Res)	PB -4 ₹ 37,400-67,000 GP ₹ 8,700	01 (UR)
4.	Joint Secretary	PB -4 ₹ 37,400-67,000 GP ₹ 8,700	03 (1-OBC, 2- UR)
5.	Deputy Secretary	PB -3 ₹15,600-39,100 GP ₹7,600	1(UR)
6.	Under Secretary	PB -3 ₹15,600-39,100 GP ₹6,600	03 (1-OBC, 2-UR)
7.	PS to SG	PB -3 ₹15,600-39,100 GP ₹5,400	01 (UR)
8.	Bibliographical Assistant	PB -3 ₹15,600-39,100 GP ₹5,400	01 (UR)
9.	Section Officer	PB -2 ₹9300-34800 GP ₹4,800	01 (UR)
10.	Sr. PA to SG	PB -2 ₹9300-34800 GP ₹4,800	01 (UR)
11.	Senior Research Assistant	PB -2 ₹9300-34800 GP ₹4,800	02 (UR)
12.	Assistant	PB -2 ₹9300-34800 GP ₹4,200	02 (UR)
13.	Research Assistant	PB -2 ₹9300-34800 GP ₹4,200	01 (UR)
14.	Library Assistant	PB -2 ₹9300-34800 GP ₹4,200	01 (UR)
15.	UDC	PB -1 ₹5,200-20,200 GP ₹2,400	02 (UR)
16.	Driver-cum-Mechanic	PB -1 ₹5,200-20,200 GP ₹2,400	01 (UR)

One post out of the above unreserved Group A&B posts shall be filled-up from the PwD categories (Blindness or low vision/Locomotor disability or cerebral palsy including orthopedically handicapped persons).

Details of post(s), Pay Band and Grade Pay, Educational Qualifications and other requirements etc., are as under:

1. Additional Secretary, One Post (UR) PB -4 ₹37,400-67,000 GP ₹8,900

Age Limit: 50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record; and
- ii. At least 15 years of experience in the field of educational administration/teaching/research/Inter-University Sports and Cultural Programmes/Evaluation/international academic relations/ Workshops/Conferences/Meets in Central/State Government Departments/Autonomous Bodies/ Institutions of Higher Education/Public Sector Undertakings/ NGOs/Corporates/ Consultancy Organisations, out of which at least 6years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular experience at the level of PB-4 (Rs.37400-67000) with GP of Rs.8700 or equivalent;

Desirable:

- i. Knowledge of Government Rules and Regulations
- ii. Knowledge of functioning of universities their Act & statutes and rules & regulations;
- iii. Proficiency in working on computer

2. Director (Research), One Post (OBC) PB-4 ₹37,400-67,000 GP ₹8,900

Age Limit: 50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Doctorate in any discipline;
- ii. Master's degree from a recognised university with a consistently good academic record;
- iii. At least 12 years of research experience (excluding research during M.Phil/Ph.D) in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations, out of which at least 6 years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 7600 or 2 years continuous regular experience at the level of PB-4 (Rs. 37400-67000) with GP of Rs.8700 or equivalent;
- iv. Experience in supervising, organising and conducting research in the area of educational administration/educational finance/governance of higher educational institutions/academic and examination reforms/higher education policy;

Desirable:

- i. Proficiency in working on computer applications.
- ii. Knowledge of functioning of universities, their Act & statutes and rules & regulations.

3. Joint Director (Research), One Post (UR) PB-4 ₹37,400-67,000 GP ₹8,700

Age Limit: 50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Doctorate in any discipline;
- ii. Master's degree from a recognised university with consistently good academic record;
- iii. At least 7 years of research experience in Central/State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporates/ Consultancy Organisations, out of which at least 5years continuous regular experience should be at the level of PB-3 (Rs. 15,600-39,100) with GP of Rs.7600 or equivalent.
- iv. Experience in supervising and conducting research in the area of educational administration/ educational finance/governance of higher educational institutions/academic and examination reforms/higher education policy;

Desirable:

- i. Knowledge of functioning of universities, their Act & statutes and rules & regulations;
- ii. Proficiency in working on computer applications.

4. Joint Secretary, Three Posts (1-OBC, 2-UR) PB-4 ₹37,400-67,000 GP ₹8,700

Age Limit: 50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record;
- ii. At least 10 years of experience in the field of educational administration/teaching/research/ audit/financial matters/inter university sports and cultural programmes/foreign education system/ workshops/ conferences/ establishment/ service/ personnel/ general administration/ purchases/ procurement in Central / State Government Departments / Autonomous Bodies / Institutions of Higher Education / Public Sector Undertakings / NGOs / Corporates / Consultancy Organisations, out of which at least 5 years continuous regular experience should be at the level of PB-3(Rs. 15,600-39100) with GP of Rs. 7600 or equivalent;
- iii. Knowledge of Central Government rules relating to administration/establishment/service matters/finances.

Desirable:

- i. Knowledge of functioning of universities, their Act & statutes and rules & regulations;
- ii. Proficiency in working on computer applications

5. Deputy Secretary, One Post (UR) PB-3 ₹15,600-39,100 GP ₹7,600

Age Limit: 50 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record;
- ii. At least 5 years of experience in the field of educational administration/ teaching/ research/audit/financial matters/Inter-University Sports and Cultural Programmes/Foreign Education System/Workshops/ Conferences/Meets in Central/State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertaking/ NGOs/ Corporates/Consultancy Organisations, at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 6600 on regular basis or equivalent;
- iii. Knowledge of administrative and financial rules.

Desirable:

- i. Knowledge of functioning of universities, their Act & statutes and rules & regulations;
- ii. Proficiency in working on computer applications
- iii. Knowledge of working with foreign academic institutions and their education system;

6. Under Secretary, Three Posts (1-OBC, 2-UR) PB-3 ₹15,600-39,100 GP ₹6,600

Age Limit: 40 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record;
- ii. At least 6 years of experience in the field of establishment/administrative/ personnel/audit/ financial/foreign education systems/sports and cultural activities in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/ NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or at least 5 years continuous regular experience at the level of PB-3 (Rs. 15,600-39100) with GP of Rs. 5400 or equivalent;
- iii. Knowledge of Government rules & regulations

Desirable:

- i. Knowledge of functioning of Universities, their Act & statutes and rules & regulations;
- ii. Proficiency in working on computer applications

7. PS to SG, One Post (UR) PB-3 ₹15,600-39,100 GP ₹5,400

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Higher Education Institutions of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record;
- ii. At least 2 years of experience in Central/State Government Departments/Autonomous Bodies/ Institutions of Higher Education/Public Sector Undertakings/ Corporates/NGOs/ Consultancy Organizations at the level of PB-2 (Rs. 9300-34800) with GP of 4800 or equivalent;
- iii. Skill Test Norms [Dictation 10 mts @ 110 w.p.m. and Transcription: 50 w.p.m.. (English) on computer]
- iv. Proficiency and experience in working on computers for emails, internet, word and data processing application

Desirable:

- i. Good communication and inter-personal skills with ability to manage/schedule appointments travel and meetings'
- ii. Ability to draft letters, notes, memos, presentation

8. Bibliographical Assistant, One Post (UR) PB-3 ₹15,600-39,100 GP ₹5,400

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Masters Degree in Library & Information Sciences from a recognised university with consistently good academic record;
- ii. At least 2 years of experience in research establishment and/or in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/ NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4800 or 8 years of experience at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis or equivalent.

Desirable:

- i. Knowledge of Digitalization of Library
- ii. Knowledge of recent/latest programming software

9. Section Officer, One Post (UR) PB-2 ₹9300,34800 GP ₹4,800

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Master's degree from a recognised university with consistently good academic record;
- ii. At least 6 years of experience of handling administrative/audit/accounts/printing & publication/ foreign higher education/sports and cultural activities in Central/State Government Departments/Autonomous Bodies /Institutions of Higher Education/ Public Sector Undertakings/ NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of 4200 on regular basis or equivalent;
- iii. Knowledge of Government rules & regulations

Desirable:

Proficiency in working on computer applications

10. Sr. PA to SG, One Post (UR) PB-2 ₹9300,34800 GP ₹4,800

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Master's degree from a recognized university with consistently good academic record;
- ii. At least 6 years of experience in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-2 (Rs. 9300-34800) with GP of 4200 or equivalent;
- iii. Skill Test Norms [Dictation 10 mts @ 110 w.p.m.
- iv. Transcription: 50 w.p.m. (English) on computer
- v. Knowledge of Computer applications

Desirable:

One year Diploma in Computer applications

11. Senior Research Assistant, Two Posts (UR) PB-2 ₹9300,34800 GP ₹4,800

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Master's degree from a recognized university with consistently good academic record;
- ii. At least 6 years of post qualification experience in the area of research work in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings / NGOs / Corporates / Consultancy Organizations at the level of PB-2 (Rs. 9300-34800) with GP of Rs. 4200 on regular basis or equivalent;
- iii. Proficiency in working on computer applications

Desirable:

Knowledge of recent/latest data analysis software

12. Assistant, Two Posts (UR) PB-2 ₹9300,34800 GP₹4,200

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Bachelor's degree from a recognised university with consistently good academic record;
- ii. At least 10 years of experience of handling administrative/stores / estate/audit/accounts/ printing & publication/ foreign higher education /sports and cultural activities in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings /NGOs/ Corporate/ Consultancy Organizations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2400 or equivalent or 6 years of experience in PB-1 (Rs. 5200-20200) with GP of Rs. 2800 on regular basis or equivalent

Desirable:

Proficiency in working on computer applications

13. Research Assistant, One Post (UR) PB-2 ₹9300,34800 GP₹4,200

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Master's Degree from a recognised university with consistently good academic record with a minimum of 4 years experience in teaching/ research in Central/ State Government Departments/Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporate/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; OR
- ii. Bachelor's Degree from a recognised university with consistently good academic record with a minimum of 6 years experience in teaching/research in Central/ State Government Departments/ Autonomous Bodies/ Institutions of Higher Education/Public Sector Undertakings/ NGOs/Corporate/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent;
- iii. Proficiency in working on computer applications, data analysis and word processing;

14. Library Assistant, One Post (UR) PB-2 ₹9300,34800 GP₹4,200

Age Limit: 35 years (relaxable by 5 years for employees of Government Departments/ Autonomous Bodies/ Institutions of Higher Education of the Government of India).

Essential:

- i. Master's Degree from a recognised university with consistently good academic record with a minimum of 4 years experience in Library in Central/State Government Departments/ Autonomous Bodies/Institutions of Higher Education/ Public Sector Undertakings/ NGOs/ Corporates/ Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent; OR
- ii. Bachelor's Degree from a recognised university with consistently good academic record with a minimum of 6 years experience in Library in Central/ State Government Departments/ Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/ NGOs/ Corporates/Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 2800 or equivalent;
- iii. Knowledge of computer/information technology in library/ documentation related work

Desirable:

Experience in digitization of library

15. UDC, Two Posts (UR) PB-1 ₹5200,20200 GP ₹2,400

Age Limit: Between 18 to 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/Institutions of Higher Education in the Government of India)

Essential:

- i. Bachelor's degree from a recognised university with consistently good academic record;
- ii. At least 8 years of experience in the grade of LDC/Junior Steno in Central/State Government Departments/Autonomous Bodies/Institutions of Higher Education/Public Sector Undertakings/ NGOs/Corporates/Consultancy organisations at the level of PB-1 (Rs. 5200-20200) with GP of Rs. 1900 on regular basis or equivalent

Desirable:

- i. Experience in office administration, accounting and budgeting
- ii. Proficiency in working on computer applications

16. Driver-cum-Mechanic, One Post (UR) PB-1 ₹5200,20200 GP ₹2,400

Age Limit: Between 18 to 35 years (relaxable by 5 years for employees of Government Departments/Autonomous Bodies/Institutions of Higher Education in the Government of India).

Essential:

- i. 12th class pass from a recognised Board
- ii. Having valid commercial driving licence for LMV/HMV
- iii. At least 8 years post qualification experience of driving in Central/State Government Departments/Autonomous Bodies/ Institutions of Higher Education/ Public Sector Undertakings/NGOs/Corporates/ Consultancy Organisations at the level of PB-1 (Rs. 5200-20200) with GP of 1900 on regular basis or equivalent

Desirable:

- i. Certificate of Motor Mechanic
- ii. Knowledge of repairing generator set and other equipments

General instructions and guidelines:

- 1) Employment in the Association shall be governed by the Rules and Regulations, Bye-Laws and service conditions, as may be notified by the Association from time to time;
- 2) The crucial date for determining the age limit shall be the closing date for receipt of applications;
- 3) Mere fulfillment of eligibility criteria shall not necessarily entitle an applicant to be called for test/interview. The Association reserves the right to shortlist the applicants in a manner as it may specify;
- 4) Reservation of posts for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC) and Person with Disabilities (PwD) shall be as per Government of India rules/guidelines;
- 5) Relaxation in marks shall be permissible to SC/ST candidates as per Government of India rules/guidelines;
- 6) Candidates applying for reserved posts should be in possession of appropriate caste/category certificate issued by the competent authority. Further, candidature of applicant shall be subject to verification of certificates at any stage;
- 7) No person shall be appointed to any post unless:
He/she produces at his own cost a certificate of health and medical fitness in the form prescribed from a registered medical practitioner designated for the purpose by the Association;
He/she produces documentary evidence to satisfy the appointing authority of his/her qualifications and antecedents;
- 8) Appointment through direct recruitment shall initially be on a probation for a period of two years from the date of appointment, which may be extended by another one year by the competent authority for reasons to be recorded in writing; provided that in the case of a person, who prior to his/her appointment had served in a Central/State Government/ University/Other Institutions of Higher Education for more than five years in a similar capacity satisfactorily, the appointing authority may reduce the period of probation by not more than one year;
- 9) Where a person during his period of probation is found unsuitable for holding the post or does not complete the period of probation satisfactorily, the appointing authority may:
In case of a person appointed by direct recruitment, terminate his/her services without notice; or extend his/her period of probation by not more than one year beyond which no extension of probation shall be permissible.
- 10) Applicants who are already employed in Government Departments/Autonomous Bodies/Institutions of Higher Education shall apply through proper channel and submit No-objection Certificate and Vigilance Clearance from their employer at the time of interview;
- 11) The seniority shall follow the order of ranking at the time of selection. Persons appointed as a result of an earlier appointment will be senior to those appointed as a result of a subsequent selection;
- 12) Persons appointed in a substantive or officiating capacity to a higher grade shall retain their relative seniority in the lower grade;
- 13) In cases where the date of joining is the same and ranking has not been specified, the inter-seniority will be determined with reference to age, the elder person being deemed senior;
- 14) Where a person selected initially on a temporary basis is confirmed subsequently in an order different from the order of merit indicated at the time of his/her selection, seniority shall follow the order of confirmation and not the original order of merit;
- 15) Cases which are not covered in the above guidelines would be determined by the Governing Council;

- 16) Selection of candidate may involve elements of written examination or skill test or interview or any combination of these elements:
- Selection of candidates for the positions in PB-4 Rs.37400-67000, PB-3 Rs. 15600-39100, PB-2 Rs.9300-34800 Grade Pay of Rs.4800 and above shall be through interview;
 - Group B posts in PB-2 Rs.9300-34800 Grade Pay below Rs.4800 shall be through written test;
 - There shall be no interview for direct recruitment for posts in PB-1 Rs.5200-20200 with Grade Pay of Rs.2800 and below but they may be subjected to written test and/or skill test.
 - The syllabus for the written examination shall be as prescribed by the Association. All the candidates who fulfill the minimum qualifications/criteria for the post applied shall be invited for the examination;
 - Applications received for such posts shall be screened for shortlisting by a Committee constituted by the Appointing Authority;
 - The maximum number of candidates to be called for interview for a post shall not ordinarily exceed five for one post. The Association, if necessary, may undertake screening of applications, conduct of written examination, skill test and preparation of merit list or outsource the entire process of activities to an outside agency.
- 17) The upper age limit prescribed for direct recruitment shall be relaxable by 5 years in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, PwD and Ex-Servicemen categories as per Govt. of India rules/guidelines notified from time to time;
- 18) Upper age-limit as prescribed for direct recruitments shall not be applicable in case of Internal Candidates applying for direct recruitment;
- 19) Vacancies notified for direct recruitment may be filled up on deputation basis by taking officials of appropriate grade on deputation for specified period (s) from the Central/State Governments, Autonomous Bodies and/or Higher Educational Institutions.
- 20) No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
- 21) The posts shall carry allowances as per the AIU Rules.
- 22) The Association reserves the right of not filling any advertised post(s) without assigning any reason.
- 23) The Association reserves the right to increase or decrease the number of posts to be filled-up.
- 24) Canvassing in any form or on behalf of a candidate shall lead to disqualification of the candidate.
- 25) The envelope containing application should be super-scribed as "Application for the post of.....".
- 26) Prescribed application form can be downloaded (free of cost) from the AIU website: <http://www.aiu.ac.in>
- 27) Applications on prescribed form complete in all respect along with application fees through Demand Draft of Rs.1000/- for Group 'A' posts, Rs.500/- for Group 'B' posts, Rs.200/- for Group 'C' posts for general candidates and Rs.500/- for Group 'A' posts, Rs.250/- for Group 'B' posts and Rs.100/- for Group 'C' posts for SC/ST/OBC/PwD candidates favouring Association of Indian Universities, payable at New Delhi should reach to the Secretary General, Association of Indian Universities, AIU House, 16, CIG Marg, New Delhi 110002 latest by 18.9.2017 (5.00 pm) by hand at the Reception Counter or sent by post ensuring receipt of the application at AIU Office within the stipulated date and time. The payment can also be made through NEFT/RTGS/ECS transfer as per following details:
- | 1 | Beneficiary's Name | Association of Indian Universities |
|----|--------------------------------|---|
| 2 | Beneficiary's Bank Account No. | 0158101000975 (Saving) |
| 3 | AIU Address | 16, Comrade Indrajit Gupta Marg New Delhi – 110 002 |
| 4 | Bank & Branch Name | CANARA BANK, DDU MARG |
| 5 | Bank's Address | "URDU GHAR" 212, Deen Dayal Upadhyaya Marg, New Delhi – 110 002 |
| 6 | MICR Code | 110015005 |
| 7 | Branch Code | 0158 |
| 8 | IFSC Code | CNRB 0000158 |
| 9 | PAN NO. | AAATA0407F |
| 10 | Contact No.& E-mail ID | (011) 23230059 Extn. 233
adm_n_est@aiu.ac.in |
- 28) Disputes, if any, shall be subject to jurisdiction of Delhi Courts only.

SECRETARY GENERAL