



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

No. AIU/Admn./Rectt./2019/

Dated:18.7.2019

The Association of Indian Universities (AIU) is an apex Inter-University Organisation invites applications from the eligible candidates for appointment to the following posts on deputation basis. Duly filled-up application form must reach in AIU Office on or before 17.8.2019:

Sl.No	Name of the Posts	Pay Level of the posts (as per 7 <sup>th</sup> CPC)	No. of Post
1	PS to SG	Pay Level-10 (pre-revised PB-3 GP ₹ 5400)	01
2	Sr. PA to SG	Pay Level-8 (pre-revised PB-2 GP ₹ 4800)	01

**1. Eligibility criteria for the post of PS to SG:**

- (i) Officers under the Central/ State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 2 years of experience as Sr. Stenographer/Steno Typist in PB-2 (Rs. 9300-34800) with GP of Rs. 4800;
- (ii) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed five years.

**2. Educational qualifications and eligibility criteria for the post of Sr. PA to SG:**

- (i) Officers under the Central/State Government Departments, Autonomous Bodies, Institutions of Higher Education and holding analogous post on regular basis or with 6 years of experience as Stenographer /Steno Typist in PB-2 (Rs. 9300-34800) with GP of Rs. 4200;
- (ii) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 4 years.

**Other details:**

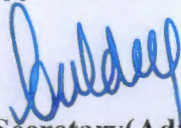
1. Age limit: Not exceeding 56 years on the closing date
2. Deputation: The normal period of deputation is 3 years which is extendable. Appointments will be as per the terms and conditions of deputation.

**General Instructions:**

1. The crucial date for determining the eligibility criteria shall be the closing date for receipt of applications;
2. Mere fulfilment 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;



3. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of the shortcoming/s is/are detected even after appointment, her/her services are liable to be terminated.
4. Candidates desirous of applying for more than one post must apply separately.
5. Candidates already working in Government departments and fulfilling requirement of experience & eligibility are required to submit application through proper channel in the prescribed format along with (i) Vigilance Clearance; (ii) ACRs for the last five years duly attested; and (iv) No Objection Certificate, to the effect that the candidate will be spared for joining AIU in the event of selection.
6. The candidate(s) may submit advance copy of his/her application. However, candidature of the candidate will be considered only on receipt of application through proper channel.
7. Incomplete applications/ without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be out rightly rejected.
8. The candidates fulfilling the laid down eligibility criteria may submit their application by hand at the Reception Counter or sent by post ensuring receipt of the application at AIU Office within the stipulated date and time on the prescribed application form along with attested certificates, prescribed application fees and latest passport size photograph to the Deputy Secretary (Admin), Association of Indian Universities, 16, CIG Marg, New Delhi 110002. The last date for receiving applications is 17.8.2019. The application received after due date shall not be considered. AIU will not be responsible for any postal delay.
9. Applications on prescribed form complete in all respect should be submitted along with a Demand Draft of ₹ 1000/- (Rupees one thousand only) for the post of PS to SG and ₹ 500/- (Rupees five hundred only) for the post of Sr. PA to SG for general candidates and ₹ 500/- (Rupees five Hundred only) for PS to SG and ₹ 250/- (Rupees two Hundred fifty only) for Sr. PA to SG for SC/ST/OBC/PwD candidates in favour of **Association of Indian Universities, Payable at New Delhi**. The amount shall be accepted in the form of Bank Draft only and fees once paid shall NOT be refunded under any circumstances. **On the back side of the Demand Draft, the candidates are advised to write their name, address and post applied for in capital letters.**
10. The envelope containing application should be super-scribed as "Application for the post of.....".

  
Deputy Secretary(Admn)