

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

No.AIU/Admn/Rectt./2023/

Dated:9.10.2023

**Vacancy Notification**

Association of Indian Universities (AIU), an apex Inter-University Organisation invites applications from eligible candidates for appointment by direct recruitment (Sl. No.1&2) on regular basis (failing which by deputation) and on contract basis (Sl. No.3). Duly completed applications should reach AIU within 30 days from the date of publication of advertisement in the Employment News:

Sl. No.	Name of Posts	Pay level of the posts as per 7 <sup>th</sup> CPC	No. of posts
1.	Section Officer	Level-8	02 (UR-1 & OBC-1)
2.	Assistant	Level-6	01 (SC)
3.	Consultant (Admn.)	Consolidated remuneration of Rs.50,000 for US level & Rs.60,000/- p.m. for DS level	01

**A. Educational Qualifications, eligibility and other requirements etc., for regular appointments are as under:**

**1. Section Officer, Two Post (UR-1 & OBC-1), Pay level-8,**

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

**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

**2. Assistant, One Post (SC) Pay Level-6**

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

**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.

3. **Consultant (Admn)- One Post (purely on contractual basis for a period of six months)** on a consolidated salary of Rs.50,000/Rs.60,000 p.m. for retired US/DS Level respectively;  
Age Limit: Not exceeding 65 years;  
**Essential** The candidates retired from Govt. Sector at the level of Deputy Secretary/Under Secretary or equivalent level having relevant work experience in the field of establishment/general administration in Govt. departments/ Autonomous Bodies/ Universities.

**General instructions and guidelines:**

- 1) Employment of 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 relax any of conditions and shortlist the applicants in a manner as it may specify;
- 4) Relaxation in marks shall be permissible to SC/ST candidates as per Government of India rules/guidelines;
- 5) 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;
- 6) No person shall be appointed to any post unless:  
He/she produces a certificate of health and medical fitness from a registered medical practitioner;  
He/she produces documentary evidence to substantiate his/her qualifications and antecedents as prescribed for the post;
- 7) 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;

- 8) 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.
- 9) 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;
- 10) 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;
- 11) Persons appointed in a substantive or officiating capacity to a higher grade shall retain their relative seniority in the lower grade;
- 12) 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;
- 13) 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;
- 14) Cases which are not covered in the above guidelines would be determined by the Governing Council;
- 15) Selection of candidate may involve written examination or skill test or interview or both as the Association deemed fit:
  - (i) Selection of candidates for the positions in Pay Level-8 and above shall be through interview;
  - (ii) Group B posts below Pay Level-8 shall be through written test;
  - (iii) 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 called for the examination;
  - (iv) Applications received for such posts shall be screened for shortlisting by a Committee constituted by the Appointing Authority;
  - (v) 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.

- 16) 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;
- 17) Upper age-limit as prescribed for direct recruitments shall not be applicable in case of Internal Candidates applying for direct recruitment;
- 18) 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.
- 19) No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
- 20) The posts shall carry allowances as per the AIU Rules.
- 21) The Association reserves the right of not filling any advertised post(s) without assigning any reason.
- 22) The Association reserves the right to increase or decrease the number of posts to be filled-up.
- 23) Canvassing in any form or on behalf of a candidate shall lead to disqualification of the candidate.
- 24) The envelope containing application should be super-scribed as "Application for the post of.....".
- 25) Prescribed application form can be downloaded from the AIU website: <http://www.aiu.ac.in>
- 26) Applications on prescribed form complete in all respect along with application fees through Demand Draft of Rs.500/- for Group B (Sl. No.1&2) posts for general candidates and Rs.250/- for SC/ST/OBC/PwD candidates and Rs.500/- for Consultant favoring Association of Indian Universities, payable at New Delhi should reach to the Secretary General, Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi 110 002 within 30 days from the date of publication of advertisement in the Employment News.
- 27) Disputes, if any, shall be subject to jurisdiction of Delhi Courts only.

Secretary General