

**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU HOUSE, 16, Comrade Indrajit Gupta Marg**  
**New Delhi - 110 002**

**AIU/Adm./Rectt./01/10**

**Dated : 11.01.2010**

Prescribed Application form for following posts are available in the Reception counter of AIU on payment of Rs. 10/- or can be downloaded (free of cost) from website : <http://www.aiuweb.org>.

Sl.No.	Name of Post	Scale of Pay	No. of Vacancy
1.	Joint Secretary (Admn.),	PB - 37400-67000, G.P. 8700 Gr. A	1
2.	Joint Director (Research)	PB - 37400-67000, G.P. 8700 Gr. A	1
3.	Deputy Secretary (Finance), (International Division)	PB - 15600-39100, G.P. 7600 Gr. A	1+1
4.	Deputy Director (Research)	PB - 15600-39100 G.P. 6600 Gr. A	1
5.	Under Secretary (Meeting), (Evaluation)	PB - 15600-39100 G.P. 6600 Gr. A	1+1
6.	Asst. Director (University News), (Research)	PB - 15600-39100, G.P. 5400 Gr. A	1+1
7.	Software Er./Programmer	PB - 15600-39100, G.P. 5400 Gr. A	1
8.	Personal Secretary (Secretary General)	PB - 15600-39100, G.P. 5400 Gr. A	1
9.	Section Officer (Evaluation), (Sales)	PB - 9300-34800, G.P. 4200 Gr. B	1+1
10.	Asstt. Secretary (Sports)	PB - 9300-34800, G.P. 4200 Gr. B	1
11.	Store Keeper (Admn)	PB - 9300-34800, G.P. 4200 Gr. C	1
12.	Library Assistant	PB - 5200-20200, G.P. 2800 Gr. C	1
13.	Data Entry-cum- DTP Operator	PB - 5200-20200, G.P. 1900 Gr. C	1

➤ **Joint Secretary (Admn.), PB : 37400-67000, GP - 8700 Gr. A**

(Tenure for 5 years, extendable to another term and absorbed permanently (Maximum age 50 yrs)

- Post graduate degree with Consistent good Academic Record

**Essential**

- i) 8 years experienced as Reader/Sr. Lecturer in teaching./ research / administration in University/ Autonomous / private organizations of high repute
- ii) Knowledge of Working on Computer
- iii) Good Command in English
- iv) Experience of Handling Major Projects financed by funding agencies
- v) Experience of guiding/conducting research projects in higher education.
- vi) Command on research designing, analysis and report writing

**Desirable:** i) M.Ed. ii) Ph.D in Education

**Preference:**

- i) Publications in reputed journals.
- ii) Knowledge of working with foreign academic institutions and their Education System
- iii) knowledge of administrative rules, University functioning and their Acts and Statutes.

➤ **Joint Director (Research) PB : 37400-67000, G.P. – 8700 Gr. A**

Selection/Tenure for 5 years, extendable to another term and absorbed permanently (Maximum age 50 yrs)

- Master's degree Ist Class and Consistent good Academic Record
- Ph.D

**Essential:**

- i) 8 years experience as Deputy Director (Research) /Reader / senior lecturer in the university
- ii) Experience of Handling Major Projects financed by funding agencies.
- iii) Publications in the area of higher education in well reputed journals.
- iv) Experience of guiding/conducting research projects in higher education.
- v) Command on research designing, analysis and report writing
- vi) Competence of working on computer & Good command in English

**Desirable:** i) Ph.D. in Education ii) M.Ed., MA in Psychology

➤ **Deputy Secretary (Finance) PB: 15600-39100, G.P. – 7600 Gr. A**

Selection/Tenure for 5 years, extendable to another term and absorbed permanently (Maximum age 45 yrs)

- Postgraduate degree in Commerce /MA/Economics/ Financial Management or Relevant Discipline in high Ist class with good Academic Record

**Essential:**

- i) 8 years experience in responsible financial positions in Universities/ Government/Autonomous organisations.
- ii) Experiences of supervising in Finance and Accounts Department with capability of independently handling funds and undertaking financial planning, balance sheet, etc.
- ii) Knowledge of working with latest financial management software

**Desirable:** i) Diploma in Chartered Accountant ii) Ph.D

➤ **Deputy Secretary (International Division) PB : 15600-39100, GP – 7600 Gr. A**

Tenure/ 5 years (may be extended for another tenure or absorbed) (Maximum age 45 yrs)

- Post graduate degree with Consistent good Academic Record

**Essential:**

- i) 8 years experience as Reader/Sr. Lecturer in teaching/ research/administration in University/Autonomous/private organizations of high repute
- ii) Knowledge of Working on Computer
- iii) Good Command in English

**Desirable:** i) B.Tech ii) Ph.D

**Preference:**

- i) Knowledge of working with foreign academic institutions and their Education System
- ii) Knowledge of administrative rules, University functioning

➤ **Deputy Director (Research) PB : 15600-39100, GP – 6600 Gr. A**

Selection (Maximum age 45 yrs)

- Master's degree in any subject with good Academic Record
- Ph.D.

**Essential:**

- i) 5 years experience of working as Lecturer/Asst. Director Research in University/Organization of high repute
- ii) Publications in the area of higher education in reputed journals.
- iii) Good command in English and working on computer
- iv) Competence in designing and writing major projects for funding agencies.

**Desirable:** M. Ed., MA in Education/ Psychology / International Education and Relevant Subjects

**Preference :** Experience of guiding/conducting research in higher education.

➤ **Under Secretary (Meeting) PB : 15600-39100, GP-6600 Gr. A**

Selection post – Maximum age limit 45

- Master degree in any subject in High Second Class.

**Essential:**

- i) 8 years experience in administration in university /Govt. /autonomous organization
- ii) Knowledge of Administrative rules and regulations of university and understanding Higher Education system
- iii) Knowledge of working on computer and good command in English

**Desirable:** i) LLB degree ii) Ph.D

**Preference:** MBA

➤ **Under Secretary (Evaluation) PB : 15600-39100, GP-6600 Gr. A**

(Selection post – Maximum age limit 40)

- Master's degree in Ist class in English / International Education System/International Political Relationship or relevant disciplines with good Academic Record.

**Essential:**

- i) 8 years experience of teaching / Research/Educational Administration in University/Foreign Institutions in responsible position.
- ii) Specialization in Educational Measurement & Evaluation / Comparative Education
- iii) Good command in English
- iv) Experience in dealing with academic matters in a University/higher education institution, and knowledge of Indian and Foreign Higher Education systems.

**Desirable:** i) Ph.D ii) Experience of dealing equivalence of degrees, knowledge of Foreign Education System

➤ **Assistant Director (University News) PB : 15600-39100, GP – 5400 Gr. A**

Selection/Tenure For 5 years or absorbed (Maximum age limit 40 yrs)

- Master' s degree in first class
- Ph.D. degree

**Essential:**

- i) 5 years experience in research in the area of educational studies and experience in Publication & editing the journal in a reputed organization/university
- ii) Knowledge of working on computer
- iii) Good command in English

**Desirable:** i) M.Ed., M.A in English

➤ **Assistant Director (Research) PB : 15600-39100, GP – 5400 Gr. A**

(Selection post – Maximum age limit 35 yrs)

- Master's degree in any subject in Ist Div.
- Ph.D.

**Essential:**

- i) Two years experience in research in the area of educational studies
- ii) Knowledge of research project work
- iii) Competence of working on computer, internet downloading, data feeding and analysis etc.
- iv) Good command in English

**Desirable:** Publications in reputed journals

➤ **Software Engineer/Programmer PB : 15600-39100, GP – 5400 Gr.A**

Selection/Tenure 5 years extendable for another term or absorbed (Maximum age limit 40 yrs)

- MCA/BE/ B.Tech. IT/(Comp.Sc.) in Ist Division.

**Essential:**

- i) 3 years experience in the use of computer including programming (Software Development)
- ii) Web Designing
- iii) Good Command in English

**Preference:**

- i) Experience of software development
- ii) Statistical analysis of data
- iii) knowledge of Software/Hardware/maintenance of computer

➤ **Personal Secretary (Secretary General) PB : 15600-39100, GP – 5400 Gr. A**

Selection/ Tenure of 5 years, may be extended for another term and can be absorbed (Max. age limit 50 yrs)

- Post graduate degree in good second class
- Good Command in English Speaking, Writing & Drafting letters.

**Essential:**

- i) Typing and competent in using computer & internet downloading etc.
- ii) 5 years experience as Sr. Personal Assistant/ equivalent position with senior officer
- iii) Competence of developing good personal relationship

**Desirable:** Diploma in Secretarial Practice/Management/ Stenography

➤ **Section Officer (Evaluation) PB : 9300-34800, GP - 4200 Gr. B**

(Selection post – Max. age limit 45 yrs)

- Master's degree in high second class in English / International Education with Measurement & Evaluation or Related Disciplines

**Essential:**

- 10 years experience in dealing with academic matters in a university/higher education institution.
- Knowledge of university's rules and regulations regarding higher education.
- Knowledge of Indian and foreign educational systems.
- Good command in English & computer work

**Desirable:** 5 years experience with work of Equivalence of Degree in AIU/equivalent organizations

➤ **Section Officer (Sales) PB : 9300-34800, GP – 4200 Gr. B**

(Selection post – Maximum age limit 45 yrs)

- Master's degree with consistent good record

**Essential:**

- 8 years experience as publication, sales executive in a publishing house or firm of repute /
- Government/Private organization.

**Desirable:**

- MBA/ MCom, MA in Eco, Diploma in Marketing and Management

**Preference :** Diploma in Sales Management / Publishing / Personnel Management and knowledge of Accounts.

➤ **Assistant Secretary (Sports) PB : 9300-34800, GP – 4200 Gr. B**

(Selection post – Maximum age limit 45 yrs)

- M. PEd degree with consistent good Academic Record.

**Essential:**

- 5 years experience working in sports department of Govt/ University / Institution of repute
- Participation in sports at inter collegiate level/university level
- Experience of 5 years in university of organizing sports activities & competitions in university/institutions of High repute
- Ability to prepare budget draft correspondence letter for all concerned agencies.
- Ability to develop liaison with funding agencies

**Desirable:** M.Phil/PhD. in Physical Education

➤ **Store Keeper (Admn.) PB : 9300-34800, GP – 4200 Gr. C**

(Selection post – Maximum age limit 35 yrs)

- Graduate (Commerce /BBA with Diploma in Office Management / Secretarial Practice / BA with Eco)
- Intermediate with polytechnic and Electronics/Computer Hardware

**Essential:**

- 5 years experience of store keeper work in a University/Private reputed Organization
- Knowledge of maintenance of Computer/Electronic Equipments

**Preference:** Experience in computer hardware and maintenance

➤ **Library Assistant PB : 5200-20200, GP – 2800 Gr. C**

(Selection post – Maximum age limit 35 yrs)

- Master's degree in Library Sc. in Second Class.

**Essential:**

- i) 3 years experience of working in a library of reputed organization/university
- ii) Good command in English
- iii) Diploma in computer science

**Desirable:** Knowledge of e-Library, Networking

➤ **Data Entry-Cum- DTP Operator PB : 5200-20200, GP – 1900 Gr. C**

- Graduate with Diploma in DTP/Diploma in Computer Application

**Essential:**

- i) Two years experience of data-entry and DTP work in a reputed publishing House/ university/ educational institution.
- ii) Knowledge of office work
- iii) Good Command in English
- iv) Good Command over Computer Operations

**TERMS AND CONDITIONS OF RECRUITMENT**

1. Separate application is required for each post.
2. The completed application form with all necessary documents alongwith a Demand Draft (payable at New Delhi) of Rs. 250/- in favour of Association of Indian Universities, New Delhi” be submitted latest by **10.02.2010 (4.30 pm) by Registered Post or by hand.**
3. The posts carry dearness and other allowances normally at the rates of Central Govt. Relaxation in any of the requirements may be considered in exceptional cases.
4. It is to be noted that mere fulfillment of eligibility criteria shall not entitled a person to be called for interview. The suitable candidates will be invited for interview after short listing of applications.
5. The Association reserves the right to short list the applications for calling for test/interview or decide not to fill up the vacancy if the circumstances so warrant. No queries/correspondence will be entertained in this regard. The decision of the appointing authority shall be final and binding for all purposes.
6. The posts are open, however, preference will be given to SC/ST/OBC candidates. Canvassing in any form or on behalf of a candidate will be a disqualification.
7. **Last date for receiving the completed application form by Registered Post/By Hand is 10.02.2010 (4.30 pm).**
8. Number of the post advertised may increase or decrease as per requirement.
9. The application (s) received after the last date (due to postal delay or any other reasons thereof) or incomplete in any form are liable to be rejected. Those in employment must apply through proper channel or submit “No Objection Certificate” from the employer, which can also be produced at the time of interview.

Secretary General



12. Participation in Extra-curricular activities

13. Are you willing to accept the minimum initial pay in the grade? If not, state basic pay in the grade, acceptable and reasons for claiming higher start.

14. If selected for appointment, how much time would you require for joining the post?

15. Additional remarks:

(You may mention here any special qualification and/or experience not mentioned above in support of your candidature of the post

16. Reference-Non-relatives (Minimum two)

(These should be from persons in responsible positions with intimate knowledge of the applicant's character and work. Where the candidate has been in employment, he should give either his present, or most recent employer or immediate superior as a reference).

(i) Name \_\_\_\_\_ Designation \_\_\_\_\_ Tel. \_\_\_\_\_  
Address \_\_\_\_\_

(ii) Name \_\_\_\_\_ Designation \_\_\_\_\_ Tel. \_\_\_\_\_  
Address \_\_\_\_\_

17. List of enclosures to the application. (Attested copies of certificates/mark sheets and publications, etc)

- (i)
- (ii)
- (iii)
- (iv)

\_\_\_\_\_  
I hereby declare that the entries made in this application form are true to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)

*N.B : - If the space provided above is not sufficient, additional information may be attached separately with the application form.*