



**Dr. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT**  
(Established by the Haryana State Legislature Act No. 15 of 2012)

**Advertisement No: Deputation/01/2024**

**Dated: 29 January, 2024.**

Offline applications are invited from eligible candidates **on deputation basis** purely as stop gap arrangement only from Government organizations/ autonomous bodies/ Government Universities/Government PSUs for the posts mentioned below:-

Name of Post	<b>Controller of Examination</b>
No. of Post	01
Pay Scale	Academic Level – 14
Educational Qualification & Experience	Holding analogous post on regular basis. OR At least 15 years of experience as Assistant Professor/Lecturer (Senior Scale)/Lecturer with 8 years' in Associate Professor/Reader's grade alongwith experience in Educational administration or at equivalent level of pay. OR Comparable experience in the research establishment and/or other institutions of higher education; OR 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.
Desirable	<ul style="list-style-type: none"><li>➤ Experience of conducting the University examinations will be desirable.</li><li>➤ Person from Law background with knowledge of coding, decoding &amp; exam related software etc.</li></ul> The candidate should have fair knowledge of working on computer
Period of deputation	The above post is to be filled on deputation basis initially for a period of one year. On the basis of satisfactory services of the individual, the deputation period may be extended on yearly basis, if required.

Name of Post	<b>Assistant Registrar</b>
No. of Post	02
Pay Scale	FPL – 10 ( 7 <sup>th</sup> CPC)
Educational Qualification & Experience	Holding analogous post on regular basis or three years experience as Superintendent.
Period of deputation	The above post is to be filled on deputation basis initially for a period of one year. On the basis of satisfactory services of the individual, the deputation period may be extended on yearly basis, if required.

Name of Post	<b>Sub Divisional Officer (Civil)</b>
No. of Post	01
Pay Scale	FPL – 9 (7 <sup>th</sup> CPC)
Educational Qualification & Experience	Holding analogous post on regular basis.
Period of deputation	The above post is to be filled on deputation basis initially for a period of one year. On the basis of satisfactory services of the individual, the deputation period may be extended on yearly basis, if required.

Name of Post	<b>Junior Engineer (Electrical)</b>
No. of Post	01
Pay Scale	FPL – 6 (7 <sup>th</sup> CPC)
Educational Qualification & Experience	Holding analogous post on regular basis.
Period of deputation	The above post is to be filled on deputation basis initially for a period of one year. On the basis of satisfactory services of the individual, the deputation period may be extended on yearly basis, if required.



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**General Terms & Conditions:**

1. The vacancy shown in advertisement is indicative and may increase or decrease at the discretion of the University at any stage of selection. In case, no person found suitable by the selection Committee, University may not fill the post(s). The University reserves the right to withdraw the advertisement at any stage of selection process without assigning any reason thereof.
2. Interested applicants should apply through proper channel **on the prescribed format attached at Annexure-A** and produce NOC alongwith Vigilance Clearance Certificate from the present employer/Head of Department on or before the date of interview.
3. If large number of applications are received, only those candidates who are short listed on the basis of qualification, experience, tenure and level of services in the relevant field shall be considered for selection/ called for interview.
4. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application.
5. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for interview.
6. Application not submitted in prescribed format or incomplete in any respect shall be liable for rejection.
7. Officer/employee employed on deputation basis shall be paid salary as per University Foreign Service Rules and HCS Rules as applicable.
8. No TA & DA will be paid for attending the interview.
9. The venue of interview shall be **Smt. Sushma Swaraj Administrative Block, Dr. B.R. Ambedkar National Law University, Plot No. 05, Rajiv Gandhi Education City, Rai, Sonapat (Hr.)**
10. Applicants are required to report at the venue of interview at least one hour before the scheduled time.
11. No correspondence whatsoever shall be entertained from the candidates regarding conduct/ result of interview and the reason for not being called for interview.
12. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
13. The candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
14. Duly filled in application form must be signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent at the following address by the last date 12.02.2024 up to 05:00 PM

**Registrar, Dr. B.R. Ambedkar National Law University, Plot No. 5, Rajiv Gandhi Education City, Rai, Sonapat-131029.**

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**Registrar**



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**Advt. No.** \_\_\_\_\_

1. Post applied for : .....
2. (a) Present post held (whether regular or : Post.....  
On deputation basis) : Place of Posting.....  
Department.....
- (b) if presently on deputation, please indicate :  
designation of the post held in the parent :  
office/ cadre and scale of pay of that post :  
along with the present basic pay in that :  
grade. : .....
3. Name of the candidate in (Block letters) : .....
4. Father's/husband's Name (Block Letters) : .....
5. Date of birth : .....
6. Domicile : .....
7. Nationality : .....
8. Marital Status : .....
9. Present Address : .....
- : .....
10. Permanent Address : .....
- : .....
11. Category : .....
12. Aadhar No. of applicant : .....
13. Contact No. : .....
14. E-Mail I.D. : .....

Sr. No.	Examination Passed	Board/ University	Year of Passing	% age of marks obtained	Division/ Class
i.	Matric/Hr. Sec.				
ii.	10+2/Inter/Pre, Engg.				
iii.	B.A./B.Sc./B.Com./BA LLB/etc.				
iv.	B.E./B. Tech/ B.Sc.(Engg.)/B.Arch./etc.				
v.	M.A. /(M.Sc./ M.Com/MBA/LLM /etc.				
vi.	M.E./M.Tech./M.Arch./ etc.				

vii.	Any other					
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14. a) Specialization, if any : .....

15. Experience, in chronological order (self attested copies of relevant certificates are to be attached):

Sr. No.	Organization/ Deptt.	Post held	Pay Scale	Basic pay	From	To	Total Experience	Remarks
i.								
ii.								
iii.								
iv.								
v.								

15. Details of present employment

a) Name of the organization : .....

b) Designation : .....

c) Date of Joining of present Service : .....

c) Pay Level in the Pay Matrix : .....

d) Date of next increment : .....

16. Joining period required, if selected : .....

17. Any other relevant information : .....

**Certified that the above information furnished by me in this application form is correct and true to the best of my knowledge and nothing has been concealed in it. I, also undertake to accept the liability for any action under the rules for any wrong-statement or concealment of facts on my part.**

Place:.....

Date:.....

**Signature of applicant**

**NO OBJECTION CERTIFICATE BY PRESENT EMPLOYER / ORGANIZATION**  
**(On Institute / Organization letter head)**

It is certified that the applicant Dr. / Mr. / Mrs./ Ms. ....  
is bonafied employee of this institute /organization w.e.f. ....  
His / Her employee code is.....at present he is holding the  
post of ..... in.....Department /  
Section.

This Institute / Organization has No Objection, if he / she applied for the  
post of..... at Dr. B. R. Ambedkar National Law University, Plot No. 5, Rajiv  
Gandhi Education City, Rai, Sonapat.

There is no vigilance enquiry either pending or being contemplated against him / her  
and he / she willbe relieved from this Institute / Organization upon his / her selection to the post.

Date .....

Place .....

Name .....

Designation .....

Signature of the Head of the Institute / Organization .....

Seal .....