



OFFICE OF THE REGISTRAR  
**SELECTION COMMITTEE SECTION**  
ALIGARH MUSLIM UNIVERSITY, ALIGARH

Email ID: [employment@amu.ac.in](mailto:employment@amu.ac.in)

D. No.: 417 /SC

Dated: 27/03/2018

## Notification

The applications are invited from the Lower Division Clerk (Admin.) on the prescribed proforma for promotion to the post of Upper Divisional Clerk (Admin.) in the Pay Scale of Rs.5200-20200 (GP- 2400) Plus allowances through Departmental Promotion Committee:

**Following are the qualifications and experience for the post of UDC:**

1. Bachelor's degree from a recognized University.
2. Two years experience as Lower Division Clerk or equivalent in a University/Academic Institution/Central Govt. /State Govt. /Govt. undertaking.
3. Knowledge of Computer specially MS Office.

**OR**

1. Senior Secondary /Intermediate/Higher Secondary or equivalent
2. Five Year's experience as Lower Division Clerk or equivalent in a University/Academic Institution/ Central Govt. / State Govt. undertaking.
3. Knowledge of Computer specially M.S. Office.

**Important Note:- Only permanent LDC (Admin.) with 5 years experience of working in the University need apply.**

No person should be considered for appointment by promotion from a lower to higher post unless he has been confirmed or is working on probation and has served for at least 5 years continuously in the immediately next lower post of the concerned Cadre. **PROVIDED** further that the period of temporary service in the same grade from the date of continuous appointment leading to placement or probation/confirmation on the recommendation of a General Selection Committee shall be taken into account while determining the eligibility as above.

Relaxation in approved qualifications may be given while considering such persons for promotion who have worked for at least 8 years in a probationary or permanent capacity, in the immediately next lower scale in the concerned cadre. Relaxation in approved qualifications should be given only for laid down academic qualifications and upto the extent of next lower degree/certificate.

The prescribed proforma for Departmental Promotion Committee may be downloaded from the University website [www.amuregistrar.com](http://www.amuregistrar.com) and submit on any working day during the office hours. The candidates are advised to submit the prescribed Proforma duly filled in, along with copy of the supporting documents (Marksheets/Certificates/Degrees etc.), attested by the Head of the Department/Gazetted Officer and forwarded by the Head of the Department concerned to the undersigned by **14.04.2018**. Applications received after the last date will not be entertained.



**(Ataat Husain)**

Joint Registrar  
(Selection Committee Section)



**Distribution:-**

1. All Deans of Faculties/Dean, Students' Welfare
2. All Chairmen/Head of the Departments/Offices
3. Provosts of Halls of Residence, NRSC
4. Principal of Colleges/Polytechnic/Women's Polytechnic/Schools
5. Director/Coordinator of Centres/Units
6. Member-in-Charge, Electricity Department
7. University Engineer, Building Department
8. Librarian, Maulana Azad Library
9. All Joint Registrars/Joint Finance Officer/Joint Controllers
10. All Deputy Registrars/Deputy Finance Officer/Deputy Controllers
11. PS to Registrar/Controller of Exam. & Adms./ Finance Officer
12. OSDs/Assistant Registrar, Vice-Chancellor's Secretariat for information of the VC



Joint Registrar  
Selection Committees

