



OFFICE OF THE REGISTRAR  
**SELECTION COMMITTEE-NT**  
ALIGARH MUSLIM UNIVERSITY, ALIGARH

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

D. No.: 428 /SC-NT

Dated: 13/09/2018

## Notification

The applications are invited from the Assistant (Admin.) on the prescribed proforma for promotion to the post of **Section Officer (Admin.)** in the **PB-9300-34800 GP- 4600** Plus allowances (**Pre-revised**) through Departmental Promotion Committee:

**Following are the qualifications and experience for the post of Section Officer (Admin.):**

**Essential:**



1. Bachelor's degree from recognized University.
2. Five years experience of office administration in the capacity of Assistant (Administration) or equivalent in a University/ Academic Institution / Central Govt. /State Govt./ Government undertaking.
3. Knowledge of Computer specially MS Office.

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 on 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.

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The prescribed proforma for Departmental Promotion Committee may be downloaded from the University website [www.amuregistrar.com](http://www.amuregistrar.com) or from the link of Selection Committee (Non-Teaching Section) also <https://www.amu.ac.in/registrarsection.jsp?did=10259> and may be submitted 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 **29.09.2018**. Applications received after the last date will not be entertained.

  
**(S. M. Suroor Athar)**  
Joint Registrar  
(Selection Committee-NT)  


**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 to Vice-Chancellor's Secretariat
13. Assistant Registrar to Pro-Vice Chancellor's Secretariat

  
**Joint Registrar**  
Selection Committee-NT