



# OFFICE OF THE REGISTRAR

SELECTION COMMITTEE SECTION (NON-TEACHING)

Aligarh Muslim University, Aligarh

Phone Internal: 1148, 4283

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

D.No.3623/SC-NT

Dated: 12/02/2021

## NOTIFICATION

Applications are invited from the **Permanent/Probationer Lower Division Clerk (Admin)** on the prescribed proforma for promotion to the post of **Upper Division Clerk (Admin)** in the Pay Level-4 (Pay Range: Rs. 25500-81100) Plus allowances through Departmental Promotion Committee:

**Following are the qualifications and experience for the post of Upper Division Clerk (Admin):**

### ESSENTIAL QUALIFICATION:

1. Bachelor's degree from recognized University.
2. Knowledge of Computer specially MS Office.

### EXPERIENCE:

**At least 5 years continuous experience in the confirmed position or probationary capacity, in the immediately next lower post of the concerned cadre**

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://amu.ac.in/offices/selection-committee-non-teaching-section/noticescircularsnotifications> and submit on any working day during the office hours. The eligible candidates are strictly advised to submit the prescribed proforma duly filled in, along with copy of first continuous appointment, Joining reports, all extension orders and mark sheets, certificates, degree attested by the Head of the Department and forwarded by the Head of the Department concerned to the undersigned by **22.02.2021**. Application received after the last date will not be entertained.

  
**(S.M.Suroor Athar)**

Joint Registrar  
(Selection Committee Section-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, Vice-Chancellor's Secretariat for information of the VC
13. Assistant Registrar to Pro Vice Chancellor's Secretariat

  
**Joint Registrar**  
Selection Committees-NT  
