



D. No. 2370/S

Office of the Registrar  
Selection Committee Section  
Aligarh Muslim University,  
Aligarh.

Dated: 2<sup>nd</sup>. February, 2015

## Notification

The applications are invited on the prescribed Proforma for the post of Upper Divisional Clerk (Accounts) 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
4. Senior Secondary /Intermediate/Higher Secondary or equivalent
  5. Five Year's experience as Lower Division Clerk or equivalent in a University/Academic Institution/ Central Govt. / State Govt. undertaking.
  6. Knowledge of Computer specially M.S. Office.

**Important Note:-** Only permanent LDCs (Accounts) working in the University need apply.

No person should be considered for appointment by promotion from a lower to higher post unless he has served for at least 5 years continuously, in a probationary or permanent capacity, in the immediately next lower post of the concerned cadre (this condition shall, however, not be applicable to promotion of 'D' category employees at the entry points).

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 of application may be downloaded from the University Web site [www.amuregistrar.com](http://www.amuregistrar.com). The candidates are advised to submit the prescribed Proforma duly filled in with supporting documents /Degree/Mark sheets/ Certificates attested by the Head of the Department/Gazetted Officer. **The last date to receive the applications on the prescribed Proforma is 16.02.2015.** The Incomplete applications and the applications received after the last date will not be accepted.

  
(Dr. S. Ali Nawaz Zaidi)  
Deputy Registrar  
(Selection Committee Section)

### **DISTRIBUTION:**

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2. All Principals of Colleges/University Polytechnic/Women's Polytechnic
3. Assistant Registrar, Vice-Chancellor's Secretariat/PVC Secretariat
4. Sr. P.A. to Registrar/Finance Office/Controller of Exams. & Admissions