

Inviting application for the post of Administrative Officers  
& Assistant Administrative Officers



## Shape minds

Ansal University, a multi disciplinary university, based in the foothills of scenic Aravali hills, established in the year 2012, invites applications for the following administrative positions.

1. Administrative Officer
2. Assistant Administrative Officer

### Qualification & Experience

#### Administrative Officer

- (i) M.Sc. or MCA or MBA (HR) or M.A. (English) with 55% marks
- (ii) At least five years experience on the post of superintendent or equivalent supervisory level administrative post.

#### Assistant Administrative Officer

- (i) M.Sc. or MCA or MBA (HR) or M.A. (English) with 55% marks,
- (ii) At least 3 years experience at junior level administrative post.

There will be relaxation in minimum required qualification for internal candidates (if any). All the candidates have to appear in screening test and those who clear the test will be called for interview. The test paper shall include questions on rules and regulations of the university, working procedures, functions, drafting/noting/ correspondence, examination Ordinance and other Ordinance/ Statute/Act of the university, besides proficiency in computer operations.

Interested candidates apply on the prescribed proforma available on the university website and send the same to the Registrar, Ansal University, Sector-55, Gurgaon-122003, Haryana, along with detailed current resume, within 15 days of this advertisement.

#### Registrar

Ansal University, Sector-55, Gurgaon

Ph: (0124) 4750455/456.

Web: [www.ansaluniversity.edu.in](http://www.ansaluniversity.edu.in)

Email: [registrar@ansaluniversity.edu.in](mailto:registrar@ansaluniversity.edu.in)

*Refalain*  
5/4/16