

**HANSRAJ COLLEGE  
UNIVERSITY OF DELHI**

**HRC/NT/Contr.Appt./2026/001**

20.04.2026

**ADVERTISEMENT**

Applications are invited for the following posts on purely contractual basis. Interested candidates may send their application alongwith the self attested copies of all the certificates latest by **4<sup>th</sup> May, 2026** through Speed Post/ By hand to 'Principal, Hansraj College, University of Delhi, Delhi – 110007'. The application form can be downloaded from the College website '[www.hansrajcollege.ac.in](http://www.hansrajcollege.ac.in)'.

S. No.	Name of the Posts	No. of Post(s)	Consolidated Amount
1	Placement Officer	01	50,000/-
2	Caretaker / Civil Engineer	03	30,000/-
3	GeM Portal Operator	01	30,000/-

  
**PRINCIPAL**

## **Essential Qualifications:**

### **1. Caretaker / Civil Engineer**

- a. 12<sup>th</sup> with Science and Diploma/Degree in Civil Engineering.
- b. At least three years' work experience in civil construction related work preferably in a Government Department/ Organization or Commercial establishment.

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### **2. Placement Officer**

- a. Master's Degree from a recognized University in Business Management/ Engineering/ Technology/ Arts/ Science or in any discipline of Social Sciences such as Sociology/ Economics/ Commerce/ Psychology/ Social Work etc. with familiarity in Business Management and / or Personnel Management.
- b. At least 2 years of working experience as Placement Officer in private and/ or public undertakings or educational institutions will be given preference.

The incumbent is expected to play a crucial role in bridging students and prospective employers. This involves establishing strong industry connections, coordinating recruitment processes – including tests, group discussions, pre-placement talks, and interviews – and supporting students in their pursuit of higher education.

#### **Key responsibilities include:**

- Provide comprehensive guidance to students regarding career opportunities in both national and international organizations.
- Engage empathetically with students to understand their aspirations and support them in defining and achieving their career goals.
- Profile students based on standard assessments and collaborate with faculty and external experts to offer training for skill enhancement.
- Build and maintain strong relationships with a diverse pool of recruiters across sectors.
- Proactively reach out to reputed organizations to create and expand campus recruitment opportunities.
- Effectively communicate the institute's priorities, student capabilities, and unique strengths to potential employers.
- Coordinate all aspects of the campus recruitment process – pre-placement talks, assessments, interviews, and follow-ups – with efficiency and professionalism.
- Collaborate closely with student placement teams and institutional leadership during the placement season to ensure optimal outcomes.
- Gather insights from industry about emerging skills and competencies required for various job profiles.
- Study placement practices at benchmarked institutions and introduce innovative initiatives tailored to the institute's context.
- Utilize social media and professional networks to showcase institutional achievements, disseminate job opportunities, and connect with employers.

- Master and maintain placement-related data using appropriate software tools for analysis, tracking, and reporting.
- Coordinate effectively with other departments and administrative units to ensure smooth execution of placement-related activities. Foster a culture of continuous improvement within the placement ecosystem through feedback loops and strategic planning.

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### 3. GeM portal operator

- a. Graduate or Post-Graduate from a recognized University in Commerce/ Economics/ Management/ Computer Applications with working knowledge of computers.
- b. At least 2-3 years' of hands-on experience in managing GeM portal operations.
- c. Good knowledge of GFR rules, Government procurement procedures, procurement tools/ ERP systems.
- d. Expertise in bid drafting, evaluation and comparative analysis.
- e. Understanding of contract management and legal terms.
- f. Excellent communication and stakeholder management.
- g. Proficiency in MS Excel (cost comparison sheets, analysis).
- h. Must have high integrity and ethical standards.

**Note:**

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for interview.
2. Hansraj College reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. The decision of the College will be final and binding in this regard.
3. Hansraj College reserves the right not to fill the post herein advertised, or cancel the advertisement in whole or in part without assigning any reason, and its decision in this regard shall be final.
4. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained".
5. Hansraj College reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. In case of any inadvertent mistake in the process of selection that may be detected at any stage even after the issue of the appointment letter, the College reserves the right to modify/withdraw/ cancel any communication made to the candidate.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
8. Any corrigendum or amendment regarding this advertisement will be published on the Hansraj College website 'www.hansrajcollege.ac.in'