

# हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग,

मलकागंज, दिल्ली - 110007

दूरभाष : 011-27667458, 27667747

ई-मेल : principal\_hrc@yahoo.com

वेबसाइट : www.hansrajcollege.ac.in



# HANS RAJ COLLEGE

UNIVERSITY OF DELHI

Mahatma Hansraj Marg

Malkaganj, Delhi – 110007

Tel.: 011-27667458, 27667747

E-mail: principal\_hrc@yahoo.com

Website: www.hansrajcollege.ac.in

## NAAC ACCREDITED 'A++' GRADE COLLEGE

HRC/2026/Library/Prof.Astt./Deputation/001

30.01.2026

### RECRUITMENT NOTICE

Applications are invited for the post of Professional Assistant in the College Library at this College on Deputation basis as per details given below :

S. No.	Name of the Post	No. of post	Pay Level	Essential Qualifications
1	Professional Assistant (Library)	01	Pay Level – 06	Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution: i. Holding analogous post on regular basis in the parent cadre or department. ii. With 3 years' service rendered as Semi-Professional Assistant in Pay Level 5 or equivalent in the parent cadre or department.

The last date for receipt of application is 12<sup>th</sup> February, 2026.

Instructions for the candidates:

- Application of only such candidates will be considered which are routed through the proper channel and are accompanied with:-
  - Duly filled Application Form
  - Attested photocopies of APARs for the last three years for the post of Semi-Professional Assistant
  - Integrity and Vigilance Clearance Certificate
  - No Objection Certificate.
- The said deputation shall be governed by the terms and conditions of the Foreign Service Rules as applicable to the employees of the University of Delhi and its College.
- The period of deputation is initially for one year, extendable as per the requirement of the College and at the discretion of the College.
- The College will place corrigendum, if any, only on the College website as well as on the University of Delhi website. Candidates are advised to monitor the same.

5. The College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the College.
6. In case of any inadvertent mistake in the process of selection, which may be detected later or/at any stage and/or if any kind of documents asked for is not submitted by the candidate at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.
7. The complete application form duly filled in and signed alongwith all enclosures should be sent by post to “The Principal, Hansraj College, University of Delhi, Delhi – 110007”. The last date of receiving application is 12<sup>th</sup> February, 2026. Applications received late and/or without the required documents will not considered.



**PRINCIPAL**



**HANSRAJ COLLEGE  
UNIVERSITY OF DELHI**  
**Mahatma Hansraj Marg, Malka Ganj, Delhi – 110007**

**Application Form (on Deputation Basis)**

1. Post applied for : Professional Assistant (Library)
2. Name (In Block Letters) : \_\_\_\_\_
3. Father/Husband's Name : \_\_\_\_\_
4. Date of Birth in figures : \_\_\_\_\_  
(DD/MM/YYYY)
5. Age (Date) Years: Months : \_\_\_\_\_  
(as on last date of application)
6. Gender of Applicant : \_\_\_\_\_
7. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Email ID : \_\_\_\_\_
10. Mobile No. : \_\_\_\_\_
11. Nationality : \_\_\_\_\_
12. Marital Status : \_\_\_\_\_  
(Married/Unmarried)
13. Do you belong to any : \_\_\_\_\_  
Reserved Category?  
If yes, Name of the Category
14. Academic Qualifications: (Starting from 12th standard & use separate sheet if required)

Examination Passed	Year of Passing	School/College/University attended	Percentage by which Exam Qualified/ Division	Main Subjects Studied

15. Technical/Professional Qualifications (if any):

Examination Passed	Year of Passing	School/College/University attended	Percentage by which Exam Qualified/ Division	Subjects Studied

16. Experience:

Name of the Organization	Post held/ Designation	Present Pay And Pay Level	Length of Experience		Total Experience
			From	To	

17. Nature of present employment, i.e. Regular/ Temporary : \_\_\_\_\_

18. Additional details about present employment. Please state whether working under (mention the name of your employer)

- a) Central Government \_\_\_\_\_
- b) State Government \_\_\_\_\_
- c) Other \_\_\_\_\_

19. Total emoluments per month : \_\_\_\_\_  
now drawn (with breakup)

20. Details of Computer Related Skills : \_\_\_\_\_

21. Any other information

Date

Signature of Applicant

Place

Name of Applicant

**For applicants in Employment  
(Verification by the Applicant's Office)**

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry is pending or being contemplated against the applicant.

Date: \_\_\_\_\_

Signature and Seal of the Head of the Institution

**Declaration by the Applicant**

I hereby declare that the details given in this Application Form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein. In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date. \_\_\_\_\_

Signature of Applicant

**Note & Conditions:**

1. Self-attested copies of all relevant documents of qualifications, experience certificate etc. should be attached with the application form and the originals must be produced at the time of interview and at the time of joining, if selected. In case the candidate fails to submit the documents, his/her candidature/selection will be cancelled.
2. Incomplete application will be rejected.
3. Application received after the last date shall be liable for rejection.
4. College reserves the right to call shortlisted candidates only for the interview.
5. College reserves the right not to fill the vacancy and / or reduce the tenure of the deputation on resuming duty by personnel on lien/ at the discretion of the College.
6. Candidates are required to submit applications through proper channels.
7. In case of any corrigendum/ addendum and notice with respect to this advertisement the same shall be uploaded on the College website.