



Hansraj College
University of Delhi
Mahatma Hansraj Marg, Malka Ganj
Delhi - 110007

हंसराज महाविद्यालय
दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग, मल्कागंज
दिल्ली 110007

11.11.2021

RECRUITMENT NOTICE

Applications are invited for the post of Administrative Officer (on Deputation). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same alongwith relevant documents latest by 20.11.2021.

ELIGIBILITY CRITERIA:

Amongst the Section Officer/ Private Secretary/ Senior Personal Assistant in Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (as per VI CPC)/ Level 7 (as per VII CPC) **with at least 3 years of experience in the cadre.**

PAY BAND AND GRADE PAY

The Pay Band and Grade Pay for the Post is PB-III (Rs. 15600-39100) with Grade Pay of Rs. 5400/- as per 6th CPC/ Level – 10 entry pay of Rs. 56,100/- as per 7th CPC pay matrix.

NOTE

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:-
 - a. Duly filled Application Form.
 - b. Attested photocopies of APARs for the last three years.
2. The said deputation shall be governed by the terms and conditions of Foreign Service Rules as applicable to the employees of the University of Delhi.
3. The period of deputation is initially for One year, extendable as per requirement at the discretion of the College.
4. The incumbent should possess good communication and analytical skills and aptitude for drafting/ noting in English. Should be able to coordinate/ liaise with other divisions/ departments and participate in discussions with senior functionaries and Academicians. He is expected to handle independently one or more functions related to Educational Administration/ Examination/ General Administration/ Purchase/ Establishment/ Accounts/ Finance/ HR/ Legal/ Project Management.
5. The college will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.

E-mail: principal_hrc@yahoo.com Tel: +91-11-27667458, +91-11-27667747

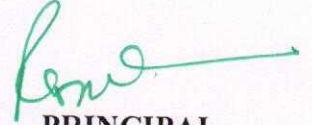


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6. College reserves the right not to fill the vacancy and/ or reduce the tenure of the deputation on resuming duty by personnel on deputation/ at the discretion of the College.
7. The complete application form duly filled-in and signed should be sent by hand or Speed Post to the Principal, Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malka Ganj, Delhi – 110007 by 20.11.2021. Applications received late shall not be entertained.


PRINCIPAL
