

**DYAL SINGH EVENING COLLEGE
(University of Delhi)
Lodi Road, New Delhi-110003**

01.04.2021

ADVERTISEMENT

Applications are invited from talented and motivated candidates meeting the eligibility criteria for the post of **Administrative Officer purely on deputation basis** in prescribed format available on the college website www.dsce.du.ac.in within 21 days from the date of publication of this advertisement on the college/DU website. www.du.ac.in

ELIGIBILITY CRITERIA

Amongst the Section Officer/ Private Secretary/ Senior Personal Assistant in Pay Scale of Rs.9,300-34,800 with Grade Pay of Rs.4,600/- or Pay Level 7as per CPC-7.

PAY BAND & GRADE PAY:

The Pay Band and Grade Pay for the Post is PB-III (Rs.15,600-39,100) with Grade pay of Rs.5,400/- as per 6th CPC, Level-10 entry pay of Rs.56,100/- as per 7th CPC Pay matrix.

NOTE:

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with;
 - i. Attested Copies of testimonials.
 - ii. Attested copies of ACR/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 incumbent shall be expected to undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, personal files, secrecy, service books of employees, to represent the college/institution before Statutory bodies and other constitutional authorities in interest of the institution; to be ex-officio member on all college Committees; functioning of the college as and where required.
4. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English with computer knowledge and modern technologies.
5. The college will place corrigendum, if any, on college website only.
6. Application received without complete information and after due date shall be rejected.
7. The college reserves the right not to fill up the post without assigning any reason.

PRINCIPAL

**DYAL SINGH EVENING COLLEGE
(UNIVERSITY OF DELHI)
LODHI ROAD, NEW DELHI**

APPLICATION FORMAT

Name and particulars of applicant for the post of **ADMINISTRATIVE OFFICER on deputation** at Dyal Singh Evening College, University of Delhi.

1. Post applied for :
2. Name (Block Letters) :
3. Father's Name :
4. Date of Birth and Age :
5. Present Address
(Including E- mail ID, Fax and Mobile)

6. Academic Qualification

Graduation	Year of Passing	College/ University from which graduate
Post -Graduation	Year of Passing	College/ University from which graduate

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated under your signature, if the space below is insufficient.

Office Institute	Post held	From	To	Scale of Pay/ Level	Nature of Duties (in detail)

8. Nature of Present Employment i.e. Regular/ Temporary:

9. In case the present employment is held/on Deputation/ contract basis. Please state:

- (a) The date of initial appointment:
- (b) Period of appointment on deputation/contract:
- (c) Name of the parent officer/organization to which you belong:

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):

(a) Central Government :

(b) State Government :

(c) Others (states details) :

11. Total emoluments per month, now drawn with details of break up.

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Among other things, please provide information on (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribe in the vacancy circular/advertisement. Enclose a separate sheet, if space is insufficient.)

13. Whether belonging to SC/ST/OBC Category? : If yes. State category.

14. Position regarding award of penalty during last 10 years. If any.

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after election/interview, my candidature is liable to be rejected and I shall be bound by the decision of the College.

Place:

Date

(Signature of Applicant)