



Ref. No. AM-2020/580

Date : 10.08.2020

ADVERTISEMENT

Application are invited from talented and motivated candidates for the post of **Section Officer (Accounts) purely on deputation basis** from relevant cadre till regular appointment is made or otherwise, as per University of Delhi/Govt. Of India rules and regulation for the appointment of above post. Candidates are required to apply in the prescribed format available on the college website www.aditi.du.ac.in within one week from the date of publication of this advertisement on the college/DU website.

Section Officer (Accounts) - 1 UR in pay Level 7 of ₹44900-142400 (as per 7th CPC)

ELIGIBILITY CRITERIA

Officers working in the analogous post in the pay scale of ₹6500-10500 (pre-revised) or equivalent pay level in 7 CPC with at least 2 years of regular service as Section Officer or equivalent.

Or

Assistant or equivalent in the pay scale of ₹5000-8000/5500-9000 (pre-revised) or equivalent pay level in 7 CPC with at least 5 years of regular service in Central government department/Statutory / Autonomous bodies/Universities/Institution of Higher Learning/UGC approved institutions of State Universities.

NOTE:

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with :
 - i. Scanned Copies of all testimonials.
 - ii. Scanned copies of ACR/APARs for the last three years.
2. The period of deputation is initially for a period of one year extendable annually for one year (upto three years). 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. The said appointment can be terminated even before the expiry of the period mentioned on the joining of the permanent incumbent or without assigning reasons thereof.



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3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACR/APARs and interview.
4. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administrative/Accounts & Finance/HR Legal/Budget preparation etc.
5. The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.
6. Application received without complete information shall be rejected.
7. The application is liable to be rejected if received by the college after due date. (within one week from the date of publication of this advertisement on college/DU website)
8. No. T.A/D.A. will be paid for attending the interview.
9. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
10. The college reserves the right not to fill up the post advertise without assigning any reason.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.

All the relevant documents, testimonials, certificates, etc. should reach the Principal, Aditi Mahavidyalaya through Email info@aditi.du.ac.in with subject "Application for the post of Section Officer".

Mamta Sharma

DR. MAMTA SHARMA
PRINCIPAL