



# MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI  
VASUNDHARA ENCLAVE, DELHI-110096

75  
आज़ादी का  
अमृत महोत्सव



## ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (SECTION OFFICER) ON CONTRACT BASIS

Applications are invited from eligible retired Government/University/PSU's employees for engagement as **Consultant (Section Officer)** in Maharaja Agrasen College, University of Delhi on purely contractual basis as per Government of India/University of Delhi rules and guidelines applicable for engagement of retired employees.

### 1. Name of the Post

- (i) Consultant (Section Officer)

### 2. Number of Post

01 (One)

### 3. Nature of Engagement

The engagement shall be purely on contract basis initially for a period of **six months**, which may be extended further subject to satisfactory performance and requirement of the College. The engagement can be terminated at any time without assigning any reason by giving notice as per terms of contract.

### 4. Eligibility Criteria

The applicant should:

- Be a retired employee from Central Government/State Government/Autonomous Bodies/Universities/University of Delhi Colleges/PSU's.
- Have retired from the post of:
  - Section Officer / Administrative Officer / equivalent post.
- Possess adequate experience in:
  - Administration matters,
  - Service matters
  - Office procedures,
  - Recruitment and pension matters,
  - Drafting/ noting and correspondence,
  - University/Government rules and regulations.
  - RTI related matters
- Have good knowledge of computer applications such as MS Office, e-Office, email handling, etc.
- Be medically fit and capable of performing official duties.
- Preferably not more than **62 years of age** as on the closing date of application.



प्राचार्य / Principal  
महाराजा अग्रसेन कॉलेज / Maharaja Agrasen College  
दिल्ली विश्वविद्यालय / University of Delhi  
वसुंधरा एंक्लेव, दिल्ली-९६ / Vasundhara Enclave, Delhi-96

## **5. Remuneration**

- The monthly remuneration shall be regulated in accordance with the prevailing Government of India/University of Delhi rules/instructions regarding engagement of retired Government employees on contract basis.
- The remuneration/contractual fee shall be "arrived at by deducting the basic pension from the last basic pay drawn at the time of retirement" in respect of GPF subscribers. In case of CPF/NPS subscribers, the remuneration/contractual fee shall be calculated as "50% of the last basic pay at the time of retirement" There will be no annual increment/percentage increase and Dearness Allowance shall not be applicable during the term of contract.
- Rates of Transport Allowance per month as defined in Department of Expenditure O.M. dated 07.07.2017 is admissible i.e. the Transport Allowance drawn at the time of retirement which includes Dearness Allowance is admissible for the purpose of Contractual fee/remuneration in case of Contractual appointment of Retired employees.

## **6. Duties and Responsibilities**

The Consultant (Administration) shall be responsible for:

- Assisting in day-to-day administration of the College.
- Handling establishment and service matters of teaching and non-teaching staff.
- Processing recruitment, leave, pension and disciplinary matters.
- Drafting official notes, office orders and correspondence.
- Assisting in implementation of University/Government rules and policies.
- Coordinating with University of Delhi and Government authorities.
- Supervising administrative work assigned by the Principal/Competent Authority.
- Any other work assigned by the College administration from time to time.
- Processing RTI application

## **7. Terms and Conditions**

1. The engagement shall be purely temporary and contractual in nature.
2. The engagement shall be discontinued at any time by the College in case of unsatisfactory performance or administrative reasons.
3. The consultant shall maintain absolute integrity, devotion to duty and confidentiality.
4. The consultant shall be governed by the terms and conditions mentioned in the agreement to be executed with the College.
5. Working hours shall normally be the same as applicable to regular employees of the College.
6. Leave shall be admissible as per Government/University rules applicable for contractual engagement of retired employees.

## 8. Selection Procedure

The selection shall be made on the basis of:

- Scrutiny of applications
- Experience and suitability
- Interaction/Interview, if required.

The College reserves the right to accept or reject any application without assigning any reason.

## 9. How to Apply

Interested eligible retired employees may submit their application in the prescribed format along with self-attested copies of the following documents:

- Retirement Order,
- Proof of Date of Birth,
- Educational Qualifications,
- Experience Certificates,
- Last Pay Certificate
- Aadhaar Card,
- Recent Passport Size Photograph.

Applications may be sent by Speed Post or by hand to:

The Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave  
Delhi - 110096.

10. Last Date for Submission of Application - 6<sup>th</sup> July, 2026 up to 5.00 PM

  
(Prof. Sanjeev Kumar Tiwari)  
Principal

प्राचार्य / Principal  
महाराजा अग्रसेन कॉलेज / Maharaja Agrasen College  
दिल्ली विश्वविद्यालय / University of Delhi  
वसुंधरा एंक्लेव, दिल्ली-96 / Vasundhara Enclave, Delhi-96



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-110096

Please paste  
passport size  
photograph

Application No.....

(to be filled by the office)

## Application Form for Non-Teaching Post & Technical Post

(Please read the notes given at the end before filling the form)

Post applied for .....

In the Department of .....

Advt. No. ....Dated.....

Details of Demand Draft/IPO Name of issuing Bank /Post Office.....

DD / IPO No. ....Date..... .Amt.....

1. Name (in block letters):-  
.....

2. Father's/Husband's Name: -  
.....

3. (i)Date of Birth (in figures).....(in words): .....

(ii) Age :.....Years : .....Months (as on date: .....) )

Tel. No.....Mob. No:- .....

Email ID.....

4. Nationality : ..... Male/Female:..... Married/Unmarried:-.....

5. Postal Address: .....

.....

Pin Code:- .....

6. PermanentAddress:.....

.....

Pin Code:- .....

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:- .....

8. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates .....

9. Educational Qualifications starting from 10<sup>th</sup> standard: Please attach relevant certificates

& use separate sheet if required.

10.

| <b>Examination Passed</b> | <b>Year of Passing</b> | <b>School/College/ University attended</b> | <b>Div.</b> | <b>% age</b> | <b>Subjects</b> |
|---------------------------|------------------------|--|-------------|--------------|-----------------|
|                           |                        |  |             |              |                 |
|                           |                        |  |             |              |                 |
|                           |                        |  |             |              |                 |
|                           |                        |  |             |              |                 |

11. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

| <b>Examination Passed</b> | <b>Year of Passing</b> | <b>School/College/ University attended</b> | <b>Div.</b> | <b>% age</b> | <b>Subjects</b> |
|---------------------------|------------------------|--|-------------|--------------|-----------------|
|                           |                        |  |             |              |                 |
|                           |                        |  |             |              |                 |

12. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

| Name of the organization | Post held/<br>Designation | Salary &<br>other<br>emoluments | Period |    | Length of Experience |      | Nature of Duties Performed |
|--------------------------|---------------------------|---------------------------------|--------|----|----------------------|------|----------------------------|
|                          |                           |                                 | From   | To | Year                 | Mths |                            |
|                          |                           |                                 |        |    |                      |      |                            |
|                          |                           |                                 |        |    |                      |      |                            |
|                          |                           |                                 |        |    |                      |      |                            |
|                          |                           |                                 |        |    |                      |      |                            |

13. Special interest if any:

.....  
 .....

14. Do you know typewriting/shorthand? If so, state speed:

English

Hindi

Shorthand: .....w.p.m      .....w.p.m.

Typewriting: .....w.p.m.      .....w.p.m

15. Any other information: .....

.....

16. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

.....  
.....

17. Give name and details of 2 references:-

Name: ..... Name : .....

Address: ..... Address: .....

.....

Mobile : ..... Mobile.....

Email: ..... Email: .....

Dated:.....:

.....

Signature of the Applicant

**For applicants in Employment.**

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

Dated: .....

.....

Head of the Department/Institution

(With Seal)

**Declaration.:**

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated: .....

Signature of the Applicant

**Notes :**

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D.A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary