



प्रतिष्ठित संस्थान INSTITUTE OF EMINENCE
दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

4th/5th Floor

महर्षि कणाद भवन MAHARISHI KANAD BHAWAN
दिल्ली DELHI-110007

Dated: November 1, 2023

Applications are invited in the prescribed application form from the eligible candidates for appointment to the following posts on deputation basis from the persons serving in the Universities, Higher Educational Institutions (HEIs), Government Departments, Autonomous Bodies and Public Sector Undertakings (PSUs) who are holding analogous posts or holding a post one rank below and fulfilling the prescribed eligibility requirement for direct recruitment, for one year and extendable as per requirement:

I.

1.	Name of post	Assistant Registrar
2.	No. of Posts	One
3.	Classification	Group A
4.	Scale of Pay	Pay Level 10
5.	Whether Direct Recruitment/ Deputation	Deputation
6.	Age limit	Below 58 Years
7.	Essential	Eligibility conditions for deputation Persons serving in the universities, higher educational institutions, government departments and autonomous bodies, PSUs, who are holding analogous posts or holding a post one rank below and fulfilling the following requirements: Good academic record with Master' Degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale. Desirable Experience in handling educational administration/ purchase/accounts and finance in a university. Good knowledge of computer, particularly, in maintaining accounts of a government department. The deputation shall be based on interview.

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II.

1.	Name of post	Section Officer
2.	No. of Posts	Two
3.	Classification	Group B Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Direct Recruitment/ Deputation	Deputation
6.	Age limit for direct recruitment	Below 58 years
7.	Essential	Eligibility conditions for deputation Persons serving in the universities, higher educational institutions, government departments and autonomous bodies, PSUs, who are holding analogous posts or holding a post one rank below and fulfilling the following requirements: Graduate from a recognized university. Desirable Experience in handling educational administration/ purchase/accounts and finance in a university. Good knowledge of computer, particularly, in maintaining accounts of a government department. The deputation shall be based on interview.

Applications forms can be downloaded from the IoE website, <http://www.ioe.du.ac.in>, duly filled in form, is to be sent, to jrprogl@ioe.du.ac.in, The last date for submitting the application, in the prescribed form, through proper channel is 20th November 2023.

Officer on Special Duty, IoE.



General Instructions for Candidates

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries UGC pay scale plus admissible allowances.
2. There is no fee for deputation.
3. The IoE is a project funded by the Ministry of Education; therefore, the question of adoption does not arise. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be sole responsibility of the candidate.

Candidate called for interview/interaction should report along with all the testimonials/certificates in original along with photo ID. They should carry an additional set of copy of these testimonials/certificates for being deposited with the IoE at the time of interview/interaction.

4. Candidates should possess the prescribed qualification and experience as on the closing date of application.

Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for interview/interaction. More stringent criteria may be applied for short-listing the candidates to be called for interview/interaction.

5. Candidates are required to submit their application through proper channel. Further, they are requested to submit their 'No Objection Certificate' if not submitted earlier.
6. All correspondence from the IoE including interview/interaction call, if any, shall be sent to the e-mail ID provided by the candidate.
7. Canvassing in any form will be treated as disqualification.
8. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.
9. Candidates should not furnish any particular that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
10. Relaxation of any of the qualifications or experience may be made in exception cases on the recommendations of the Screening/ Selection Committee.



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11. For the instant advertised posts, which are to be filled on deputation basis, the ACRS/APARs for the last 5 years duly attested and Integrity Certificate/Vigilance/Cadre Clearance report be sent in sealed confidential cover addressed to the CEO, IoE by the concerned employer, failing which the candidature, may not be considered.
12. The IoE shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the IoE.
13. The IoE reserves the right to withdraw or not to fill any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview/interaction may also be filled up from the available candidates who have applied against this advertisement.
14. In case of any inadvertent mistake in the process of selection, which may be detected any stage even after the issue of appointment letter, the IoE reserves right to modify/withdraw/cancel any communication made to the candidate.
15. Candidates called for interview/interaction shall not be paid any TA/DA.
16. The IoE reserves the right to offer the post at a level lower than that advertised/applied, or on contract basis depending upon the qualifications, experience and performance of the candidate.
17. Last date for submission of application is as per the advertisement.

Officer on Special Duty, IoE

APPLICATION FORM FOR ASSISTANT REGISTRAR/SECTION OFFICER

Paste passport size photograph

S.NO.	Post applied for	Assistant Registrar/Section Officer
1.	Name (in Block Letters	
2.	Father/Husband's Name	
3.	Gender of Applicant	
4.	Date of Birth	In figures
		In Words
5.	Age (as on 01.09.2023)	
6.	Contact Details	
	(i) Address for communication	
	(ii) email ID	
	(iii) Mobile No.	
7.	Nationality	
8.	Marital Status	Married/Unmarried
9.	Do you belong to any Reserved Category?	

10. Educational Qualifications (starting from 10th standard & use SCparate sheet if required):

Examination passed	Year of Passing	School/College/University	%Marks	Main subjects

11. Technical Qualifications (if any)

Examination passed	Year of Passing	Sched I/College/University	% Marks	Main subjects

12. Experience (Administrative/Technical/Any other)

Name of the Organization	Post held/ Designation	Present Pay & Pay Level	Period		Nature of Duties perfected
			From	To	

13. Details of Computer related skills:

14. Any other information

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 pending or being contemplated against the applicant

Dated: _____

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

1. Incomplete application will be rejected.
2. Application received after the last date shall be liable for rejection.
3. IoE reserves the right to call shortlist candidates only for the interview.
4. IoE 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 IoE.
5. Candidates are required to submit applications through proper channel.
6. Applications should be sent through email at jrprog1@ioe.du.ac.in.
7. The selected candidate shall be required to submit self-attested copies of all relevant documents of qualification and experience stated in this Application form within seven days of receiving the offer of appointment and before joining. In case the candidate fails to submit the documents, his/her candidature/selection will be cancelled.
8. In case of any corrigendum/addendum with respect to this advertisement the same shall be uploaded on the website of the IoE.