

संदर्भ सं. ....

दिनांक .....

Ref. No.: KMV/F-2/1/2023/

Dated: 07.07.2023

**Notice for appointment of Section Officer (One post-UR Category), on the basis of Deputation or Re-employment after superannuation on purely contractual basis**

Applications are invited from the eligible candidates for the one Post of Section Officer under UR Category on the basis of deputation or reemployment after superannuation, purely on contractual basis from Govt. offices. Section Officer (Pay level 7) or Senior Assistant (Pay level 6) with an experience of minimum 5 years or analogous post shall be eligible for the vacancy. The post is for a maximum period of three years. Candidates already working should submit their application through proper channel.

The candidates from the University/ Higher Education Institutes/ UGC etc. will be preferred.  
Duration of Job: Maximum of Three years.

Age Limit:

For Deputation--Maximum 56 years as on 21.07.23, last date of receipt of application.

Reemployment after superannuation--Maximum 62 years as on the last date of receipt of application.

Pay: As per DU notified rules regarding deputation /reemployment after superannuation.

**Essential Qualification:**

Graduate from a recognized University.

**Desirable:**

1. Good knowledge and command of written and spoken English and Hindi languages.
2. Good Knowledge of drafting and noting of letters.
3. Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent Discipline.
4. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/ PSU.

The person must be well conversant with the Accounting Procedure, Knowledge of PFMS of autonomous institution/ central university level. He/She should have a working knowledge of at least two years of preparation and maintenance of Annual Accounts, Budget, Bank Reconciliation Statement, Fund Management, CCS Rules etc.

Soft copy of application as per format enclosed be mailed on [sorecruitment@keshav.du.ac.in](mailto:sorecruitment@keshav.du.ac.in) latest by 21.07.2023 & hard copy of the application along with photocopies of relevant self-attested documents be submitted at the address Principal, Keshav Mahavidyalaya, H-4-5 Zone, Pitampura Delhi 110034.

- Last date to apply: 21.07.2023
- Vigilance Clearance report and verified copies of APAR (Annual Performance Assessment Report) from their office of last five years be provided by the candidates applying for Deputation.

List of eligible candidates shall be notified on college website. Further addendum/ corrigendum shall be notified on the college website. The college reserves the right to fill or not fill the post.

  
Principal

Copy to:

1. University of Delhi Website
2. College Website