

DYAL SINGH EVENING COLLEGE
(University of Delhi)
LODI ROAD, NEW DELHI-110003

Advt. No. 1129/P/EC

18.03.2024

Dyal Singh Evening College invites applications on plain paper from eligible candidates for appointment on deputation basis to the following non-teaching posts;

S.No.	Name of the Post	No. of Posts	UR	SC	PwBD
1.	Administrative Officer	2	1	-	1(VI)
2.	Section Officer	1	-	1	-

UR-Unreserved, SC-Scheduled Caste & PwBD- Person with Benchmark Disabilities, VI-Visual Impairment (Low Vision)

Last date of receipt of applications: 02.04.2024

1. Administrative Officer: (Pay Level-10)(56100-177500)

Eligibility Conditions:

Officers working in analogous post or among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University, with at least 3 year regular service in the cadre on the basis of quality of ACRs/APARs.

AGE LIMIT: The maximum age limit should not exceed 56 years on the closing date of the receipt of the application.

2. Section Officer: (Pay Level-07)(44900-142400)

Eligibility Conditions:


1. Graduate from a recognized University.
2. Experience in handling educational administration/purchase/accounts and finance in University or higher educational institution. Good knowledge of Computer.
3. Person serving in the University or higher educational institution holding analogous post on a regular basis or the Senior Assistant working in the pay level-06 with minimum period of 05 years regular service in the cadre.
4. Application of such candidates will be considered only as are routed through proper channel and accompanied with educational certificates, vigilance clearance report and APAR (Annual Performance Assessment Report) of last five years.

AGE LIMIT:

The maximum age limit should not exceed 56 years on the closing date of the receipt of the application.

IMPORTANT INSTRUCTIONS:

1. The selection of the candidates on deputation basis will be based on interview.
2. Incomplete applications shall be summarily rejected. Applications without the supporting documents shall be considered incomplete.
3. The college reserves the right to change the nature and/or number of posts advertised or to abolish the post without assigning any reason thereof.
4. Any addendum and corrigendum will be notified on the College website only.
5. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
6. Candidates called for interview shall not be paid any TA/DA.


(Prof. Bhawna Pandey)
Principal

Copy to:

1. Registrar, University of Delhi
2. DUCC for uploading on the University Website
3. College website
4. College Notice Board