



MAHARAJA AGRASEN COLLEGE
UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096



No. MAC/2025-26/ADMIN/SO(DEPUTATION)/ 887

Dated: - 06.03.2026

RECRUITMENT NOTICE

Applications are invited for the post of Section Officer (on Deputation). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents.

Sl.No	Name of the post	Pay level	No. of Post
1	Section Officer (Admin Department)	Level -07 entry pay of Rs.44,900/- as per 7 th CPC Pay matrix	01

ELIGIBILITY CONDITION:

Minimum Qualification

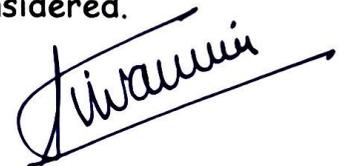
- A Bachelor's Degree in any discipline from any recognized Institute/ University.
- Officers holding analogous post on regular basis or with three years regular service in Pay Level-6 or equivalent in the Central/State Govt. Universities or autonomous organisations.

Instructions for the candidates:

1. Application of only such candidates will be considered which are routed through proper channel and are accompanied with: -
 - (i) Duly filled Application Form
 - (ii) Attested photocopies of APARs for the last three years.
 - (iii) Integrity and Vigilance Clearance Certificate
 - (iv) No Objection Certificate.
2. 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.

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

3. The period of deputation is initially for one year, extendable as per requirement at the discretion of the College.
4. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians. He/ She is expected to handle independently one or more functions related to Educational Administration/Examination/General Administration/Purchase/Establishment/Accounts/Finance/HR/Legal/Project Management.
5. The College will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
6. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the College.
7. In case of any inadvertent mistake in the process of selection, which may be detected and or if any kind of documents asked for is not submitted by the candidate at any stage, the college reserve the right to modify/withdraw/cancel any communication made to the candidate.
8. The complete application form duly filled-in and signed along with all enclosures should be sent by Post/Courier to "The Principal, Maharaja Agrasen College, University of Delhi, Vassundhara Enclave, Delhi-110096". The last date of receiving of applications is 27th March, 2026 upto 5.00 PM. Applications received late and or without the required documents shall not be considered.



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.....

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. Permanent Address:.....

.....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 10th standard: Please attach relevant
certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

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

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

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

12.

Name of the organization	Post held/ Designation	Salary & other 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.mw.p.m.

Typewriting:w.p.mw.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).

.....
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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:

Signature of 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. No. T.A/D.A will be paid for attending the prescribed tests and interview.
8. Attach additional sheets, if necessary