



**MAHARAJA AGRASEN COLLEGE**  
University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096



September 25, 2018

## **Recruitment Notice**

Applications are invited for the post of Administrative Officer (on Deputation). Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same along-with relevant testimonial latest by **October 09,2018**.

### **Eligibility Criteria**

Amongst the Section Officer/Private Secretary/Senior Personal Assistant in the Pay Scale of Rs.9300-34800 with Grade Pay of Rs. 4600/- (as per VI<sup>th</sup> CPC) or Level 07 with at least 03 years' regular service in the cadre.

### **Essential Qualifications**

Good Academic Record Plus Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale (05% relaxation in marks for SC/ST category).

### **Desirable:**

1. Atleast three years' experience in supervisory or equivalent cadre in a Group B post in a government department /University/ Educational or Research Institution/Teaching and /or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MACA or M.Phil/Ph.D qualification.

**Note:**

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with :-
  - (i) Duly filled Application form
  - (ii) Attested photocopies of ACRs/APARs for the last three years
2. The period of deputation is initially for a period upto one year. The said deputation shall be governed by the terms and conditions of Foreign Services Rules as applicable to the employees of University of Delhi. The said appointment can be terminated even before the expiry of the period mentioned without assigning reasons thereof.
3. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior functionaries and Academicians. He is expected to handle independently one or more functions related to Educational Administration/Examination/General Administration/Purchase/Establishment/Accounts/Finance/HR/Legal/Project Management.
4. The college will place corrigendum if any, on the college website only. Candidates are requested to monitor the same.
5. The complete application form duly filled-in should be sent by Registered Post/ to the Principal, Maharaja Agrasen College, University of Delhi , Vasundhara Enclave, New Delhi-110096 by **October 9,2018.**

  
**Dr. Sunil Sondhi**  
**Principal**



MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DEIHI-II0096

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:09.10.2018)

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

Email ID.....

4. Nationality : ..... Gender:..... 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 10<sup>th</sup> 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

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

12. Special interest if any:

13. 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

14. Any other information: \_\_\_\_\_

15. 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).

16. Give name and details of 2 references: -

Name: _____	Name : _____
Address: _____	Address: _____
_____	_____
Mobile : _____	Mobile _____
Email:_____	Email:_____

Dated:\_\_\_\_\_:

Signature of 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