

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



October 18,2018

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 30,2018**.

Eligibility Criteria

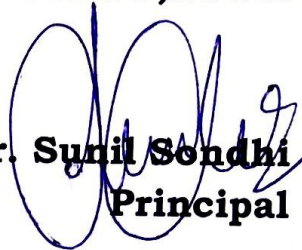
Amongst the Section Officer/Private Secretary/Senior Personal Assistant in the Pay Scale of Rs.9300-34800 with Grade Pay of Rs. 4600/- (as per VIth CPC) or Level 07 with at least 03 years' regular service in the cadre.

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.
3. 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 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. **Those candidates who have already applied vide advertisement dated September 25, 2018 need not apply again.**

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 30,2018.**


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:30.10.2018)

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:-

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