



# MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI  
VASUNDHARA ENCLAVE, DELHI-110096



Ref No. MAC/Rect./ADMIN/2023/01

Dated: - 06.12.2023

## RECRUITMENT NOTICE (on deputation or contractual basis)

Applications are invited for the following posts on Deputation/Contractual basis. Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same alongwith relevant testimonial latest by 20<sup>th</sup> December, 2023.

### 1. Administrative Officer (on deputation or contractual basis)

No. of Post - 01, Level-10

Eligibility Conditions: -

On Deputation basis: -

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 years regular service in the cadre and on the basis of quality of ACRs/APARs.

On Contractual basis: -

The candidates retired from Govt. Organizations having Master's degree with at least 55% of marks may be engaged on contract basis. The maximum age should be less than 65 years as on closing date of application. The contract shall be initially for a period of 6 months and may be renewed as per the requirement of the college as per University norms. The pay of such retired employees engaged by the college on Contract basis will be governed as per the University of Delhi Circular No. Estb.II(i)/Misc/2017/1325 dated 26.10.2023 and Office Memorandum F.No. 3-25/2020-E.IIIA dated 09.12.2020 issued by Ministry of Finance, Department of Expenditure.

**2. Senior Personal Assistant (on deputation basis or contractual basis)**

**No. of Post - 01, Level-7**

**Eligibility Conditions: -**

**On Deputation basis: -**

Officers working in analogous post in the pay scale of Level-07 or equivalent service.

Or

Amongst the Personal Assistants/Private Secretary/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the government with 05 years of regular service in the cadre and on the basis of quality of ACR/APAR'S.

**On Contractual basis: -**

Essential:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

### 3. Professional Assistant (on deputation basis or contractual basis)

#### No. of Post - 01, Level-6

Officers working in analogous post or amongst the Semi Professional Assistants working in the University with at least 05 years regular service in the grade and possessing the following: 1. Post Graduate with B.Lib.Sc./ BLISc. (M.Lib. will be considered a postgraduate degree in this respect) Attended at least two computer training program each of one weeks duration as SPA conducted by Delhi University Library System (DULS) or from a recognized/registered institution for conduct of Library related computer training program.

#### On Contractual basis: -


Essential:

1. M. Lib.Sc./M.L.I. Sc. or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.
2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

#### Terms & Conditions: -

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/APAR's for the last five years
2. The period of Deputation is initially for a period upto two years. The said deputation shall be governed by the terms & conditions of Foreign Services Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated even before the expiry of the period mentioned without assigning reasons thereof.
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection may be made on the basis of skill test, quality of ACRs and interview.

4. College reserves the right of not to fill any or all the vacancies advertised without assigning any reason therefore whatsoever.
5. The applicant is required to submit Vigilance Clearance and Integrity Certificate and a declaration form from the Controlling Officer/HoD that no disciplinary or vigilance case is pending/contemplated against the official.
6. The College will place corrigendum if any on the college website only. Candidates are requested to monitor the same.
7. Employment shall be governed by the rules and regulations, service conditions, as may be notified by the University of Delhi from time to time.
8. In addition to the basic pay, employee shall be entitled to other allowances as per rules and regulations of the University.
9. No TA/DA shall be payable to applicant for any journey performed for attending the test/interview.
10. Canvassing in any form shall be treated as disqualification.
11. The Complete Application form duly filled-in should be sent by Registered/Speed Post to the Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-110096 by 20<sup>th</sup> December, 2023. The college will not be responsible for any postal delay or loss.
12. The envelope containing application should be superscribed as "Application for the post of \_\_\_\_\_".

  
5/12/2023  
Prof. Sanjeev Kumar Tiwari  
Principal (Offg)

Principal (Offg.)  
Maharaja Agrasen College  
University Of Delhi  
Vasundhara Enclave, Delhi-96



# MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Application No.....

(to be filled by the office)

Please paste  
passport size  
photograph

## **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.....

Details of Demand Draft/IPO Name of issuing Bank /Post Office.....

DD / IPO No. ....Date..... .Amt.....

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. PermanentAddress:.....

.....

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.

10.

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




13. Special interest if any:  
 .....  
 .....

14. 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

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).  
 .....  
 .....

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: .....

.....

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