

SWAMI SHRADDHANAND COLLEGE
(UNIVERSITY OF DELHI)
ALIPUR, DELHI- 110036

Ref. SSC/Adv/2023-24/929.....

Dated:- 17.07.2023

ADVERTISEMENT

Swami Shraddhanand College invites applications (on deputation basis) from talented and motivated candidates for the following post in the prescribed format available on the college website www.ss.du.ac.in within 21 days from the date of publication of this advertisement on the college/DU website.

DEPUTATION POSITION:

Sl. No.	Name of the post	Pay Scale in the Pay Matrix (as per 7th CPC)	No. of Post (s)	Category
1	Administrative Officer	Level- 10	1	UR

ELIGIBILITY CRITERIA:-

Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs.6500- 10500/- (Level- 07, as per 7th CPC) with at least 3 years regular service in the cadre. The selection will be based on the performance at interview, service record/ACR.

NOTE:

- Applications of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - Duly Filled Application Form alongwith copies of all testimonials.
 - Attested photocopies of ACRS/APARS for the last three years.
- The period of deputation is initially for a period of one year or till the permanent recruitment process is completed, whichever is earlier. The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi.
- The incumbents shall be expected to undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/Commissions/ Tribunals, statutory bodies and other constitutional authorities in the interest of the institute; to be ex-officio member on college Committees dealing with aforementioned matters, viz Admission Committee, Workload Committee, Purchase Committee, Building Committee, Canteen Committee, Disciplinary Committee, etc.

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.
5. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/Project management/HR/Legal.
6. The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.
7. Application received without complete information shall be rejected.
8. The application is liable to be rejected if received by the college after due date. (within 21 days from the date of publication of this advertisement on the college/DU website.
9. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/testimonials.
10. The college reserves the right not to fill up the post advertised without assigning any reason.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.

All the relevant documents, testimonials, certificates etc. should reach **The Principal, Swami Shraddhanand College (University of Delhi), Alipur, Delhi - 110036**. The envelope must be superscribed as "Application for the post of Administrative Officer"

(Prof. Parveen Garg)
Principal

