



SLC (University of Delhi)

Shyam Lal College

Ref: SLC\Recuit.\2020\6011

October 20, 2020

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 given herewith and send the same along-with relevant documents latest by November 07, 2020.

Administrative Officer (on deputation bases):- 1 (one) in the pay level -10 of Rs.56100/- -177500/- (as per 7th CPC)

ELIGIBILITY CRITERIA:

Amongst the Section Officer/ Private Secretary/ Senior Personal Assistant in Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- or Grade Level 7.13.

NOTE:-

1. Application 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 APARs for the last three years.
2. The period of deputation is for a period of 3 years, extendable as per requirement and at the discretion of the College.
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 advised to monitor the same.

5. College reserves the right not to fill the vacancy and /or reduce the tenure of the deputation on resuming duty by personnel on deputation/ at the discretion of the College.
6. The complete application form duly filled –in and signed should be sent by Email at principal@shyamlal.du.ac.in or by post / Courier to the Principal, Shyam Lal College, G.T. Road, Shahdara, Delhi-11032 by November 07, 2020.
7. Applications received late shall not be entertained.

Sd/

Principal