



SLC (University of Delhi)

Shyam Lal College

Ref: SLC\Recuit.\2020\6027

October 28, 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 10, 2020.

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

ELIGIBILITY CRITERIA:

Officials working in the relevant field in Central/State Government/ University/ Educational Institution/Colleges/ Autonomous Body:-

- a) (i) Holding analogous post on regular basis; or
(ii) 5 years regular service in the level -7/8
and
- b) Possessing Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

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 Five 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 12, 2020.
7. Applications received late shall not be entertained.

Sd/

Principal