

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

टेलीफैक्स : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telefax : 27751317

Ref. No. AM/2021/595

Dated 22/3/2021

## ADVERTISEMENT

Application are invited from talented and motivated candidates meeting the eligibility criteria for the post of **Administrative Officer purely on deputation basis** in the prescribed format available on the college website [www.aditi.du.ac.in](http://www.aditi.du.ac.in) within 21 days from the date of publication of this advertisement on the college/DU website.

### ELIGIBILITY CRITERIA

Amongst the Section Officer/Private Secretary/Senior Personal Assistant in Pay Scale of ₹44,900-1,42,400 (as per 7<sup>th</sup> CPC).

### PAY SCALE

The Pay Scale for the post is Level 10 : ₹56100-177500 ( as per 7<sup>th</sup> CPC)

### **NOTE:**

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with :
  - i. Scanned Copies of all testimonials.
  - ii. Scanned copies of ACR/APARs for the last three years.
2. The said deputation shall be governed by the terms and conditions of Foreign Service Rules as applicable to the employees of the University of Delhi.
3. The incumbent 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, secrecy, service books of employees, to represent the college/institution before Statutory bodies and other constitutional authorities in the interest of the institution; to be ex-officio member on all college Committees; functioning of the college as and where required.

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4. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English with computer knowledge and modern technologies
5. The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.
6. Application received without complete information shall be rejected.
7. The application is liable to be rejected if received by the college after due date.
8. Candidates should not furnish any particular that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/ testimonials.
9. The college reserves the right not to fill up the post advertised without assigning any reason.
10. 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, Aditi Mahavidyalaya through Email [info@aditi.du.ac.in](mailto:info@aditi.du.ac.in) with subject "Application for the post of Administrative Officer".

*Mamta Sharma*  
PROF. MAMTA SHARMA  
PRINCIPAL