



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110 007
Website: www.srcc.edu Phone: 27667905, 27666519

Date: 31.07.2020

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 August 10, 2020.

ELIGIBILITY CRITERIA:

Amongst the Section Officer/Private Secretary/Senior Personal Assistant in Pay Scale of Rs.9,300-34,800 with Grade Pay of Rs.4,600/- (as per VI CPC or Grade Level (7.13) as per VII CPC).

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 initially for One year, extendable as per requirement 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/liase 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 vacancies@srcc.du.ac.in or by Post/Courier to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110007 by August 10, 2020. Applications received late shall not be entertained.


PRINCIPAL





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Application Form for Non-Teaching Post (Please read the notes given at the end before filling the form)

Paste passport
size photograph

Post Applied For		
1	Name (In Block Letters)	
2	Father/Husband's Name	
3	Gender of Applicant	
4	Date of Birth	In Figures (DD/MM/YYYY):
		In Words:
5	Age (As on 01.08.2020)	Years: Months:
6	Contact Details:	
	(i) Address for Communication	
	(ii) Email ID	
	(iii) Mobile No.	
7	Nationality	
8	Marital Status (Married/Unmarried)	
9	Do you belong to any Reserved Category? If yes, Name of the Category	

10. Educational Qualifications:
(Starting from 10th standard & use separate sheet, if required)

Examination Passed	Year of Passing	School/College/ University attended	Percentage by which Exam. Qualified	Main Subjects Studied

11. Technical Qualifications (if any):
(Please use separate sheet, if required)

Examination Passed	Year of Passing	School/College/ University attended	Percentage by which Exam. Qualified	Main Subjects Studied

12. Experience: (Administrative/Technical/Any other):

Name of the Organization	Post held / Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

13. Details of Computer Related Skills:
(MS Office, On-line Meetings, Handling emails & mailbox, etc.)

14. Any other Information:

Date:

Signature of Applicant:

Place:

Name of Applicant:

For applicants in Employment
(Verification by the Applicant's Office)

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry pending or being contemplated against the applicant.

Date:

Signature and Seal of the Head of the Institution

Declaration by the Applicant

I hereby declare that the details given in this Application Form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein. In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date:

Signature of Applicant

Notes & Conditions:

1. Incomplete application will be rejected.
2. Application received after the last date shall be liable for rejection.
3. College reserves the right to call shortlisted candidates only for the interview.
4. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation on resuming duty by personnel on lien/at the discretion of the College.
5. Candidates are required to submit applications through proper channels.
6. Applications should be sent through email at - vacancy@srcc.du.ac.in or by post.
7. The selected candidates shall be required to submit self-attested copies of all relevant documents of qualification and experience stated in this Application Form within seven days of receiving the offer of appointment and before joining. In case the candidate fails to submit the documents, his / her candidature/selection will be cancelled.
8. In case of any corrigendum/addendum and Notice with respect to this advertisement the same shall be uploaded on the College website.