



# DR. BHIM RAO AMBEDKAR COLLEGE (University of Delhi)

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Ref: BRAC/PO/AO- Deputation/Re-Employment /2023-24/ 519

Dated: 14.08.2023

## **NOTICE FOR APPOINTMENT OF ADMINISTRATIVE OFFICER (ONE POST –UR CATEGORY), ON THE BASIS OF DEPUTATION OR RE-EMPLOYMENT AFTER SUPERANNUATION ON PURELY CONTRACTUAL BASIS**

Applications are invited for the post of **Administrative Officer** (purely on deputation or Re-Employment after Superannuation on purely contractual basis). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same alongwith relevant documents latest by 24.08.2023.

**Administrative Officer: 01 (UR) in pay Level-10 of Rs.56100—Rs.177500/- (as per 7<sup>th</sup> CPC)**

**AGE:** For Deputation-Maximum 56 years as on 24.08.2023, last date of receipt of application; Reemployment after superannuation-Maximum 62 year as on the last date of receipt of application; **Pay:** As per DU notified rules regarding reemployment after superannuation.

### **ELIGIBILITY CONDITIONS:**

Among the Section Officer/Private Secretary/Senor Personal Assistant in the pay scale of Rs.9300-34800 with Grade Pay of Rs.4600/- (as per 7<sup>th</sup> CPC)/Level 7 (as per 7<sup>th</sup> CPC) with at least 3 years in regular service in the cadre.

The Selection will be based on the performance of the candidates in the interview/viva-voce and past service records (ACR/APAR).

### **PAY BAND AND GRADE PAY:**

Pay Matrix (Level-10) entry pay of Rs.56100/- as per 7<sup>th</sup> CPC

### **NOTE:**

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
  - a. Candidates shall have to bring No Objection Certificate (NOC) from the present employer at the time of interview.
  - b. Duly filled Application form.
  - c. Attested photocopies of ACR/APARs of the last three years.
2. The said deputation post shall be governed by the terms and conditions of Indian Foreign Service Rules (IFS) as applicable to the employees of the University of Delhi.
3. The period of Deputation is initially for one year and extendable as per the requirement of the College.
4. The incumbent should possess good communication skill, analytical skills and good aptitude for drafting/noting in English/Hindi languages. And should be able to coordinate/liaison with other divisions/departments and participate in discussions with

Senior Functionaries and Academicians. He/she is expected to handle independently one or more functions related to Educational Administration / Examination / General Administration / Purchase / Establishment / Accounts / Finance / HR / Legal / Project Management.

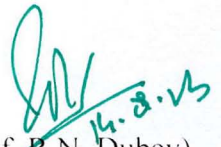
5. Any other administrative tasks / assignments may be given by the Principal from time to time.

### **HOW TO APPLY:**

Application format and other information are available on the college website (<https://www.drbrambedkarcollege.ac.in/>). The eligible candidates may apply for the above post with attested copies of essential qualifications and experience certificates. The duly completed application form with required documents should reach to the office of the Principal, Dr. Bhim Rao Ambedkar College (University of Delhi), Main Wazirabad Road, Yamuna Vihar, Delhi -110093, latest by 24.08.2023 by Post or by Hand.

### **IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:**

1. Information regarding interview to the eligible candidates will be communicated through e-mail only.
2. Only shortlisted candidates will be called for the interview.
3. The college reserves the right to change the nature or number of post advertised or to abolish the post without assigning any reason thereof.
4. The college reserves the right to fill or not to fill any / all the post advertised.
5. Any addendum to the posts advertised, corrigendum will be notified on the College website only.
6. If at any point, the candidate is found to be ineligible, his/her candidature will stand cancelled.
7. Candidates are also advised to monitor the College website before coming to the interview.
8. Canvassing in any form shall be considered as disqualification to the above post.

  
(Prof. R.N. Dubey)  
Principal (Offg.)

Copy for information and necessary action to:

1. Director, DUCC: with a request to upload on University of Delhi website
2. SNA: Please upload on College website
3. Email to all College Principals/HOD, DU: with a request to circulate/notify among the eligible staff.
4. S.O. (Admin.)
5. Consultant
6. S.O. (A/cs.)
7. Sr. P.A.



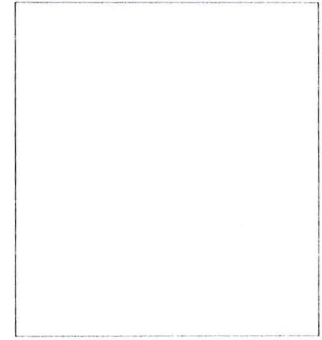
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## APPLICATION FORM FOR ADMINISTRATIVE OFFICER (ON THE BASIS OF DEPUTATION OR RE-EMPLOYMENT AFTER SUPERANNUATION ON PURELY CONTRACTUAL BASIS)



Post Applied For		
1.	Name (in Block Letter)	
2.	Father/Husband's Name	
3.	Gender of Applicant	
4.	Date of Birth	In Figures (DD/MM/YYYY):
		In Words:
5.	Date of Retirement	
6.	Age (As on 01.08.2023)	Years:                      Months:
7.	Contact Details:  (i) Address for  Communication	

	(ii) Email ID	
	(iii) Mobile No.	
8.	Nationality	
9.	Marital Status (Married/Unmarried)	
10.	Do you belong to any Reserved Category? If yes, Name of the Category	

**11. Educational Qualifications:**

(Starting from 10<sup>th</sup> Standard & use separate sheet, if required)

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

**12. 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

**13. Experience: (Administrative/Technical/Any other):**

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

**14. Details of Computer Related Skills:**  
 (MS Office, Online Meetings, Handling Emails & Mailbox, etc.)

**15. Any other Information:**

Date:..... Signature of Applicant:.....

Place:..... Name of Applicant:.....