



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMIN/24/9319

Dated: 08/01/2024

RECRUITMENT NOTICE

(ON DEPUTATION BASIS)

Applications are invited for the post of Administrative Officer on Deputation basis/contractual basis. Candidates meeting the eligibility criteria are required to send an application on plain paper and send the same along with the relevant testimonial latest by 18th January, 2023

(ADMINISTRATIVE OFFICER ON DEPUTATION BASIS OR CONTRACTUAL BASIS)

NO. OF POST -01, LEVEL-10

ELIGIBILITY CONDITION

(ON DEPUTATION BASIS)

Officers working in analogous post or among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University, with at least 3 years regular service in the cadre on the basis of quality of ACRs/APARs.

(ON CONTRACTUAL BASIS)

The candidates retired from Govt. Organisation having Master's degree with at least 55% of marks may be engaged on contract basis. The maximum age should be less than 65 years as on closing date of application. The contract shall be initially for a period of 6 months any be renewed as per the requirement of the College as per University norms. The pay of such retired employees engaged by the College on Contract basis will be governed as per the University Circular No. Estab.II(i)/Misc./2017/1325 dated 26/10/2023 and Office Memorandum F.No.3-25/2020 -E.IIIA dated 09/12/2020 issued by Ministry of Finance, Department of Expenditure.


PRINCIPAL