

KAMALA NEHRU COLLEGE
(University of Delhi)
August Kranti Marg, New Delhi-110049

Date: 03/10/2024

VACANCY CIRCULAR

Applications are invited from candidates meeting the eligibility criteria for the post of Administrative Officer (Accounts), Senior Personal Assistant and Senior Technical Assistant purely on Deputation basis in prescribed format available on the college website knc.edu.in/ du.ac.in within 14 days from the date of publication of this advertisement on the College/DU website or 18/10/2024, whichever is later.

1 ADMINISTRATIVE OFFICER (Accounts)

No. of posts: 01 (One)

Pay level-10 as per 7th CPC Pay matrix

Eligibility Criteria for appointment on deputation:

- 1 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.
- 2 The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.

Desirable:

Persons with experience in handling Accounts works will be given preference.

2 SENIOR PERSONAL ASSISTANT

No. of Posts: 01 (One)

Pay Level-07 as per the 7th CPC Pay matrix

Eligibility Criteria for appointment on deputation:

1. Amongst the Personal Assistant in pay scale of Pay Level-06 with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.
2. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.

3 SENIOR TECHNICAL ASSISTANT (Computer)

No. of Posts: 01 (One)

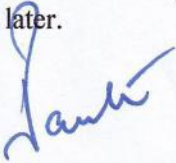
Pay Level-06 as per 7th CPC Pay Matrix

Eligibility Criteria for appointment on deputation:

1. Amongst the Technical Assistant in pay scale of Pay Level-05 with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.
2. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.

Instructions for the candidates:

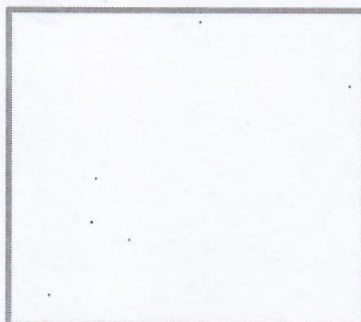
1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - a) Duly filled Application form.
 - b) Attested photocopies of APARs for the last three years.
2. The said deputation shall be governed by the terms and conditions of Foreign Service Rules as applicable to the employees of the University of Delhi.
3. The period of deputation is initially for One Year, or till the permanent recruitment process is completed, whichever is earlier, College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the college.
4. 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, Administrative/Examination/General Administration/Purchase/Establishment/Accounts/Finance/H R/Legal/Project Management.
5. The College will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
6. 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.
7. In case of any inadvertent mistakes 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.
8. The complete application form duly filled-in and signed should be sent by SPEED POST to **The Principal, Kamala Nehru College, August Kranti Marg, Delhi-110049** within 14 days from the date of publication on the College/DU website or by 18/10/2024 whichever is later.



Prof. (Dr.) Pavitra Bhardwaj
Principal

KAMALA NEHRU COLLEGE
(University of Delhi)
Kamala Nehru College-110049

Application Form for _____ (on Deputation Basis)
(Please read the notes given at the end before filling the form)



1	NAME (IN BLOCK LETTERS)	
2	FATHER/HUSBAND'S NAME	
3	GENDER	
4	DATE OF BIRTH	IN FIGURES(DD/MM/YYYY)
5	AGE (DATE)	YEARS: MONTHS:
6	ADDRESS FOR COMMUNICATION	
7	EMAIL ID	
8	MOBILE NO.	
9	NATIONALITY	
10	MARITAL STATUS (MARRIED/UNMARRIED)	
11	DO YOU BELONGS TO ANY RESERVED CATEGORY	

11. ACADEMIC QUALIFICATIONS:

GRADUATION	YEAR OF PASSING	COLLEGE/UNIVERSITY From which graduate
POST- GRADUATION	YEAR OF PASSING	COLLEGE/UNIVERSITY From which graduate

12. TECHNICAL QUALIFICATIONS:

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

13. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):

- a) Central Government :
- b) State Government :
- c) Others (states details):

14. EXPERIENCE: (ADMINISTRATIVE/TECHNICAL/ANY OTHER) :

NAME OF THE ORGANIZATION	POST HELD/DESIGNATION	PRESENT PAY AND PAY LEVEL	PERIOD		NATURE OF DUTIES PERFORMED
			FROM	TO	

15. Nature of present employment i.e. Regular/temporary:

16. Total emoluments per month, now drawn with details of break up:

17. Details of Computer Related Skills:

(MS Office, On-line Meetings, Handling emails & mailbox, etc.)

18. 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 is pending or being contemplated against the applicant.

Date: _____

Signature and seal of the Head of 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.

Dat. _____

Signature of Applicant

Note & 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 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 college website knc.edu.in/ du.ac.in or by speed post.
7. The selected candidates shall be required to submit self-attested copies of all relevant documents of qualifications and experience stated in the application form within seven days of receiving the offer of appointment and before joining. In case the candidates fails to submit the documents, his/her candidature/ selection will be cancelled.

In case of any corrigendum/ addendum and Notice with respect to this advertisement the same shall be uploaded on the College website