



जानकी देवी मेमोरियल कॉलेज JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060
Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष/Tel. : 49876630, ई-मेल/E-mail : jdmcollege@hotmail.com, वेबसाइट/Website : http://jdm.du.ac.in

आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

Ref. No.:JDMC/2023-24/70

Dated: 26.03.2024

NOTIFICATION

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 along with relevant documents latest by **15.04.2024** at Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi-110060.

ELIGIBILITY CONDITIONS:

Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (as per 6th CPC)/Level 7 (as per 7th 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)

AGE:

For deputation- Maximum 56 years as on 15.04.2024.

For re-employment after superannuation – Maximum 62 years as on 15.04.2024

PAY BAND AND GRADE PAY:

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

Pay as per University rules for re-employment after superannuation

NOTE:

- 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.



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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. **Preference will be given to those with experience in and good knowledge of finance and accounts.**
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 jdm.du.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, Janki Devi Memorial College, Sir Ganga Ram Hospital Marg, New Delhi – 110060, latest by **15.04.2024** by post or by hand.

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:

1. Information regarding interview of the eligible candidates will be communicated through email 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.



Swati Pal
(PROF SWATI PAL)
PRINCIPAL



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Application Form for Administrative Officer
(on Deputation Basis/Re-employment after superannuation)

(Please read the notes given at the end before filling the form)

Please paste
passport
size
photograph

1	Name (in Block letters)	
2	Father/ Husband's Name	
3	Gender	
4	Date of Birth	In Figures (DD/MM/YYYY) :
5	Age (As on 09.04.2024)	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:

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 PayLevel	Period		Nature of Duties Performed
			From	To	

13. Nature of Present Employment i.e. Regular/ Temporary:

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

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

16. 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 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 deputation/ at the discretion of the College.
5. Candidates are required to submit applications through proper channels.