

अदिति महाविद्यालय

(दिल्ली विश्वविद्यालय)

औचंदी रोड, बवाना, दिल्ली-110039

दूरभाष : 27751317



Aditi Mahavidyalaya

(University of Delhi)

Auchandi Road, Bawana, Delhi-110039

Telephone : 27751317

Ref. No. AM/2023/567

Dated. 6-4-23

Sub : Circular for filling up the following posts in Aditi Mahavidyalaya, University of Delhi on deputation basis

Application are invited for the following posts on deputation as per details given below :

S. No.	Name of the Post	Pay Matrix Level	No. of Post	Method of Recruitment
1	Senior Assistant	Level-6 : ₹35400-112400	01	Deputation
2	Assistant	Level 4 : ₹25500-81100	01	Deputation

ELIGIBILITY CRITERIA

Senior Assistant

Candidates working in the analogous post in the pay scale of Level 6 : ₹35400-112400 with at least 3 years of regular service as Senior Assistant or equivalent.

Or

Assistant or equivalent in the pay scale of Level 4 : ₹25500-81100 with at least 5 years of regular service in Central government department/Statutory/Autonomous bodies/ Universities/Institution of Higher Learning/UGC approved institutions of State Universities.

Assistant

Candidates working in the analogous post in the pay scale of Level 4 : ₹25500-81100 with at least 3 years of regular service as Assistant or equivalent.

Or

Junior Assistant or equivalent in the pay scale of Level 2 : ₹19900-63200 with at least 5 years of regular service in Central government department/Statutory/Autonomous bodies/ Universities/Institution of Higher Learning/UGC approved institutions of State Universities.

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Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/Establishment/HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.
2. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

NOTE:

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with :
 - i. Scanned Copies of all testimonials.
 - ii. Scanned copies of ACR/APARs for the last three years.
 - iii. Vigilance Clearance and Integrity Certificate
2. The period of deputation is initially for a period of one year extendable annually for one year (upto three years). 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. The said appointment can be terminated even before the expiry of the period mentioned on the joining of the permanent incumbent or without assigning reasons thereof.
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACR/APARs and interview.

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4. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administrative/ Accounts & Finance/HR Legal/Budget preparation etc.
5. The college will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same.
6. Application received without complete information shall be rejected.
7. The application is liable to be rejected if received by the college after due date. (Within 15 Days from the date of publication of this advertisement on college/DU website.)
8. No. T.A./D.A will be paid for attending the interview.
9. Candidates should not furnish any particulars that are false, tempered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
10. The college reserves the right not to fill up the post advertised without assigning any reason.
11. In case of any inadvertent mistake 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.

All the relevant documents, testimonials, certificates, etc. should reach the Principal, Aditi Mahavidyalaya through Email recruitment@aditi.du.ac.in with subject "Application for the post of Senior Assistant or Assistant.

Mamta Sharma

PROF. MAMTA SHARMA
PRINCIPAL