

VIVEKANANDA COLLEGE
(University of Delhi)
Vivek Vihar, Delhi – 110095

Date : 13.08.2025

VACANCY CIRCULAR ON DEPUTATION BASIS

Applications are invited from the candidates meeting the eligibility criteria for the post of Administrative Officer purely on Deputation basis in prescribed format on the college website <https://www.vivekanandacollege.edu.in> or <https://www.du.ac.in/index.php?page=work-with-du> within 14 days from the date of publication of this advertisement on the College/DU website i.e. 27.08.2025 whichever is later.

1. ADMINISTRATIVE OFFICER

No. of post : 01 (One) (UR)

Pay level-10 as per 7th CPC Pay matrix

Eligibility Criteria for appointment on deputation:

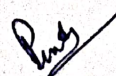
1. Among the Section Officer/Private Secretary/Senior Personal Assistant, having Graduate Degree from a recognized University.
2. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.
3. Officers holding analogous posts on regular basis or with 5 years regular service in / on posts in Level 7/Level 8 in the Central / State Government, Universities and other Autonomous Organisations.

Desirable:

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

Instructions for the candidates:

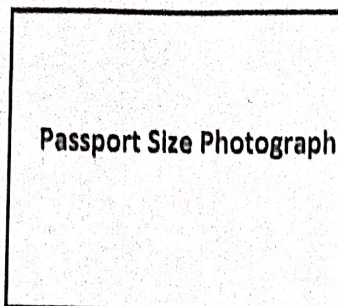
1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - a. Duly filled Application Form.
 - b. Attested photocopies of APARs for the last three years.
 - c. Vigilance Clearance Certificate.
2. The said deputation shall be governed by 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/ HR/ 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 reserve 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 reserve 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 POST/Courier to The Principal, Vivekananda College, Vivek Vihar, Delhi – 110095 within 14 days from the date of publication on the College/DU website or by 27.08.2025 whichever is later.



Prof. Pinki Maurya
Principal

VIVEKANANDA COLLEGE
(University of Delhi)
Vivek Vihar, Delhi – 110095

Application form for the post of (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	

12. ACADEMIC QUALIFICATIONS:

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

13. TECHNICAL QUALIFICATIONS:

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

14. 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) :

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

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

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

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

18. Details of Computer Related Skills:

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

19. Any Other Information:

Date:

Place

Signature of Applicant

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.

Date.....

Signature of Applicant

Note & Conditions:

1. Incomplete applications 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 the personnel on lien/at the discretion of the college.
5. Candidates are required to submit Applications through proper channels.
6. Applications should be sent by post/courier.
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.