



KIRORI MAL COLLEGE: DELHI

(University of Delhi)
North Campus, Delhi – 110007
Phone: 011-71219044
Website: www.kmc.ac.in

Dated: 03.10.2023

RECRUITMENT FOR THE POST OF SECTION OFFICER (Accounts) **(on Deputation / Contract)**

Advt. No. KMC/Admn.23-24 Dated:03.10.2023

Applications are invited in the prescribed format for the post of Section Officer (Accounts) on deputation/contract basis. The full details of the post is available on the college website: www.kmc.ac.in. The application form can be downloaded from College website.

The last date for receipt of application is **16.10.2023**.

Sl. No.	Name of the post	Pay Scale	No. of Post	Age limit	Type of Recruitment
1.	Section Officer (Accounts)	Level -07	01	Not exceeding 56 years	Deputation / Contract

Section Officer – 01 Post on Deputation / Contract basis

Pay Scale: Level – 07 of 7th CPC with usual allowances.

Age limit: The maximum age limit shall not exceed **56 years** on the closing date of the receipt of the applications.

Minimum Essential Qualification:

Graduate from a recognized University.

Desirable:

Who is well versed in Tally.

Eligibility conditions for appointment on Deputation

1. Amongst the Senior Assistants working in the pay scale of Pay Level 06 with minimum period of 05 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.

For appointment on Contract: - The candidates (including retired from Govt. Organizations) having qualification & experience as above, 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 3 months and renewable as per the requirement of the College as per University norms.

NOTE:

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - i. Duly filled Application form along with educational certificates.
 - ii. Vigilance Clearance report and verified copies of APAR (Annual Performance Assessment Report) from their office of last five years be provided by the candidates.
2. The period of deputation is initially for a period of three months & renewable as per the requirement of the college. The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated at any time without assigning any reasons thereof.
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputation is not eligible for absorption. The selection will be made as per the prevailing rules of the University of Delhi/UGC.
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/She expected to handle independently one or more functions related to Educational Administration/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. Application received without complete information shall be rejected.
7. College reserves of 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.
8. In case of any inadvertent mistake in the process of Selection, which may be detected at any state, the College reserves the right to modify/withdraw/cancel any communication made to candidate.
9. The eligible candidates may apply with self-attested copies of certificates of the essential qualifications and experience to "The Principal, Kirori Mal College, North Campus, Delhi – 110007 upto **16.10.2023** Application received incomplete or after due date will not be entertained. Only short- listed candidates will be called for interview. College reserves the right to reject any or all applications/posts without assigning any reason.



(Prof. Dinesh Khattar)

Principal

(प्रो. दिनेश खट्टर)

Prof. Dinesh Khattar

प्राचार्य/Principal

किरोड़ी मल कॉलेज/Kirori Mal College
दिल्ली विश्वविद्यालय/University of Delhi
दिल्ली-110007/Delhi-110007



KIRORI MAL COLLEGE

(University of Delhi)

Delhi-110007

College Website : www.kmcollege.ac.in

APPLICATION FORM FOR NON-TEACHING POSTS

Affix here
Recent Passport
size
Photograph

Advt. No..... dated.....

Post applied for

1. Name of the Applicant Mr./Miss/Mrs.....

(in Block Letters)

2. Father's Name

3. Date of Birth (i)
D D M M Y Y Y Y

(ii) Age : Years : .. Months as on :

4. Category to which you belong (Gen./SC/ST/OBC/PwD)

5. (a) Address for Communication

.....
.....

Phone No. Mobile No.

Email :

(b) Permanent Address

.....
.....

Phone No.

6. Sex.....

(Male / Female)

7. Nationality.....

8. Marital Status.....

9. Educational Qualification (from 10th onwards)

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

10. Professional/Technical Qualification(s) :

Exam Passed / Degree Obtained	Board/University	Institution	Passing Year	% marks and Division

11. Work Experience :

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English (Yes/No) Hindi (Yes/No)
 If yes, state speed : English (w.p.m.) Hindi (w.p.m.)
- (b) Do you know shorthand : English (Yes/No) Hindi (Yes/No)
 If yes, state speed : English (w.p.m.) Hindi (w.p.m.)

13. Do you have computer proficiency _____ (Yes/No)
 If yes, state which of the following you know and work with confidence ()
- MS Word Internet Usage like
 : MS Excel E mail/Searching
 : MS Power point

14. Any other information :
.....
.....

I hereby declare that the above information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....
(Signature of Applicant)

Place :

Date :

.....
(Name of Applicant)

ENDORSEMENT FROM PRESNET EMPLOYER (if in employment)
(for applicant in employment)

The facts stated in this application have been verified and found correct. This organization / department has no objection in his/her applying for the post referred in the application.

Date :

.....
Signature of the Head of the organization /
department (With seal)

General Instructions

1. Applicants should fill particulars in his/her own hand writing neatly and clearly.
2. Latest passport size photograph should be pasted at specified place.
3. Self attested photocopies of all relevant certificates, degrees, mark-sheets, testimonials etc. in support of age, educational qualifications, experience etc. must be enclosed.
4. Candidates belonging to/applying under any reserved category OBC*/SC/ST/PwD(OH/VH/HH) must attach self attested photocopy of caste/category certificate, issued by the competent authority. The certificate should be issued in the name of candidate.
*OBC candidates only from the Central List of OBC's having non-creamy layer status are eligible.
5. Applicants in employment should get their application endorsed from their employer.
6. The envelop containing application form should be superscribed as :
Application for the post of
name of the post
7. Application should be addressed to :
The Principal
Kirori Mal College
University of Delhi
Delhi – 110007
8. Application can be submitted in person or by post/courier. In any case application should be submitted/reach (if by post or courier) on or before the last date for submitting applications.
9. Incomplete application, unsigned application, application without photograph pasted at appropriate place, application without self attested certificates and testimonials in support of educational qualification, experience and category: and application reaching after the last date by post/courier will be rejected.]
10. No TA/DA will be paid for attending the prescribed and interview.