



**MAITREYI COLLEGE
(UNIVERSITY OF DELHI)
Chanakya Puri: New Delhi – 110021
Website: www.maitreyi.ac.in**

Applications are invited on the prescribed form obtainable from the College Office on cash payment of Rs. 100/- on any working day between 10.00 a.m. to 03.00 p.m. (Monday to Friday) for the following post:

S.No.	NAME OF THE POST	NO. OF POSTS	SCALE OF PAY
1.	Section Officer (Accounts)	01 (SC)	Rs. 9300-34800+G.P. Rs. 4600 (PB-2)

Application forms can also be downloaded from the College website as well as from the University website i.e. www.du.ac.in. Those who download the form can pay the requisite fee in the form of Demand Draft in favour of “**Principal, Maitreyi College**” payable at New Delhi. The completed application form along with the attested copies of all the testimonials must reach the undersigned, **latest by 04.03.2014**. For further details regarding essential qualification, eligibility criteria, age limit etc., please visit the above websites.

OTHER DETAILS:

QUALIFICATIONS

Essentials:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

OR

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University

2. Minimum 6 years of Administrative Experience.

Age Limit: 35 Years

Contd/-

Desirable:

Preference will be given to candidates holding professional qualifications like LL.B or PG Diploma in Business Administration or MCA/PGDCA/ or CA (Inter)/ICWA (Inter).

1. The incumbent is expected to work under the close supervision of Section Officer Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting / noting in English, office procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration / Examination / Housekeeping/Establishment/HR/ Legal/ Purchase/Accounts & Finance/Project Management /Public Relations.
2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits should qualify a typing test in Computer within one year from their appointment and before completion of their probation period.

Note:

- Age limit is relaxable for SC Category as per Govt. of India/Delhi University Rules.
- Candidates already in service should forward their application through proper channel.
- The College reserves the right to restrict the number of applicants based on their qualification or not to fill up the above posts if circumstances so warrants.
- For further details please visit the college website as given above.

ADMIN OFFICER