

**Applications on prescribed form downloadable from the downloadable documents are invited for the Non-Teaching post of Section Officer (Administration)**

- **No. of Post:** - 01
- **Educational and Other Qualification required for Direct Recruitment**

**Essential**

1. Graduate/Post graduate with at least second division(50% marks)
2. At least three years of post-graduate experience in handling Educational Administration/General Adm/Purchase/Accounts & Finance in a University/Research Institute/Government Department/Bodies/PSU or reputed commercial establishments.

**Desirable**

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

**Note:**

1. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure to handling one or more functions related to General Administration/House Keeping/Purchase/Service matters/Office Management/Establishment/ Accounts & Finance/ HR/ Legal in a computerized environment.
  2. All candidates for direct recruitment will be required to appear in a written test to adjudge the ability of expression and knowledge relating to their work. The section being based on the performance of the candidates in the 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 are expected to work in computerized environment are required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
- **Period of Probation(if, any):** - 1 year for direct recruits and promotes.
  - **In case the recruitment by deputation, grades from which deputation to be made**

**Deputation**

Officers working in analogous post in the pay scale of Rs. 9300-34800/- GP:- Rs.4600 with at least two years of regular service as Section Officer or equivalent.

OR

Assistant or equivalent in the pay scale of 5200-20200/- GP:- 2400 with at least 5 years of regular service in Central Government Department/Autonomous Bodies or Universities or Institution of Higher Learning

Note:-

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 on basis of skill test quality of ACR's and interview.

Applications complete in all respect should be addressed to "The Principal, Bhagini Nivedita College, Near Najafgarh, New Delhi – 110043" should reach the office within 21 days from the date of publication of the advertisement.

Principal