



ज़ाकिर हुसैन दिल्ली कॉलेज (सांध्य)

Zakir Husain Delhi College (Evening)

दिल्ली विश्वविद्यालय (University of Delhi)

Phone: 011-23231899

Website: <https://zhdce.ac.in/>

E-mail: [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com), [principal@zhe.du.ac.in](mailto:principal@zhe.du.ac.in)



**'NAAC ACCREDITED'**

September 17, 2025

**Notice for Appointment of Administrative Officer, on the basis of Deputation. The Details Are as Under:-**

S No.	Name of the post	Pay level	No. of Post	Maximum age	Method of requirement	Last date
1.	Administrative Officer	10 as per 7 <sup>th</sup> CPC pay matrix	1	56	Deputation	14 days from the date of publication on the College/DU website

**ELIGIBILITY CONDITIONS:**

**Administrative Officer**

**Minimum Qualifications**

1. Master's degree with at least 55% marks or an equivalent grade. A relaxation of 5% marks will be given to the candidate belonging to SC/ST category.
2. Officers serving in Pay Level 07 and above with a minimum of five years of regular service in a Central Government Department, State Government, Statutory/Autonomous Body, or a Central/State University; **or** officers with at least five years of administrative experience at the level of Administrative Officer or equivalent Permanent/Officiating/Acting in a Central Government Department, State Government, Statutory/Autonomous Body, or a Central/State University.

Note: Preference will be given to candidates with at least five years of administrative experience at the level of Administrative Officer or equivalent in a Central Government Department, State Government, Statutory/Autonomous Body, or a Central/State University.

*Handwritten signature and date: 17/9/25*



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### Instructions for the candidates:

1. Application of only such candidates will be considered which are routed through the 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. The college reserves the right not to fill the vacancy and/ or reduce the tenure of the deputation.
4. The Incumbent should possess good communication and analytical skills and an aptitude for drafting/ noting in English. Should be able to coordinate/lapse with other divisions/departments and participate in discussions with senior functionaries and academics. 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 a corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
6. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation on resuming duty by personnel on deputation.
7. 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.
8. The Complete application form duly filled in and signed should be sent by POST/Courier to "The Principal, Zakir Husain Delhi College (Evening) University of Delhi. Jawaharlal Nehru Marg, New Delhi- 110002, within 14 days from the date of publication on the College/DU website.

*Principal*



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### How to apply

The eligible candidate, whose services can be spared, are required to apply with ACR, Vigilance Clearance and Integrity Certificate, and a declaration from the Controlling Officer, HOD that no disciplinary or vigilance case has either been contemplated or pending against the Official, along with the application form to "The Principal, Zakir Hussain Delhi College, (Evening) University of Delhi.

  
(Principal/OSD)



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**Application form for the post of.....**  
**(On Deputation Basis) (Please read the notes given at the end before filling the form)**

Paste your  
photo

1. NAME (IN BLOCK LETTERS): \_\_\_\_\_
2. FATHER/HUSBAND'S NAME: \_\_\_\_\_
3. GENDER: \_\_\_\_\_ 4. DATE OF BIRTH IN FIGURES \_\_\_\_\_
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 BELONG TO ANY RESERVED CATEGORY: \_\_\_\_\_
12. ACADEMIC QUALIFICATIONS:

Examination passed	Year of Passing	School/College/ University	Percentage	Division	Subject





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13. 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): .....

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

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

15. Nature of present employment, i.e., Regular/temporary: \_\_\_\_\_

16. Total emoluments per month, now drawn with details of breakup: \_\_\_\_\_

\_\_\_\_\_



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17. Details of Computer Related Skills: (MS Office, Online Meetings, Handling emails & mailbox, etc.)

18. Any Other Information:

**Date:**

**Signature of Applicant**

**Place:**

**Name of Applicant**



Phone: 011-23231899

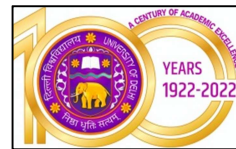
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## **For applicants in Employment (Verification by the Applicant's Office)**

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. Applications 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 the 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.



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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 fail 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.