

# दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@dr.du.ac.in

वेबसाइट : www.dr.du.ac.in



NAAC Accredited  
&

A Star College Status by GOI.

*Daulat Ram College*

(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@dr.du.ac.in

Website : www.dr.du.ac.in

## ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

(On Deputation basis)

No. DRC/11-Advt./2026/256

Dated: .05.2026

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The college invites offline applications from eligible candidates for the following posts on deputation basis:

S. No.	Name of Post	Pay Scale	No. of Posts	Type of Recruitment	Age Limit
1.	Section Officer (Accounts)	Level 7	01	Deputation (5 years)	Below 56 years

### Section Officer (on deputation)

- 01 Post

**Pay Scale:** Level – 7 of 7<sup>th</sup> CPC.

**Age limit:** The maximum age limit shall be 55 years on the closing date of the advertisement.

### Educational qualification & experience:

Officials working in the relevant field in Central / State Government / University / R&D Institutions / Autonomous Body / Public Sector Undertaking: -

(1) Graduate from a recognized University

(2) (i) Holding analogous post on regular basis in Level 7; OR

(ii) Amongst the Senior Assistants or equivalent position working in the Pay Level 06 with minimum period of 03 years regular service in the cadre or Personal Assistants in the Pay Level 06 with minimum period of 03 years regular service in the cadre.

(3) Experience in handling Purchase/ Account & Finance/ Budget in a University/Research Institution/ Government Department/PSU.

### Desirable:

- Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
- Thorough knowledge of service matters / accounts / budgets / conduct of examinations.



## GENERAL TERMS & CONDITIONS FOR ENGAGEMENT ON DEPUTATION

1. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the college at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed for the post or any other criteria as decided by the University. Only short-listed candidates will be invited for interview.
2. The dates of interview will be notified on the College website and the same will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change of correspondence address/ email/ phone from the one given in the application form should at once be communicated to the College.
3. The College shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information / documents are found to be false / incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
4. All appointments shall be made provisionally subject to verification of documents. The college shall verify the documents and antecedents of the applicant at the time of interview / joining or at any stage during the period of service. In case, it is found at any point of time that any document / information submitted by the applicant is false or the applicant has suppressed / concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.
5. All correspondence from the college including interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the online application form. The applicants are advised to check the website of the University regularly for updates.
6. The college reserves the right to revise / reschedule / cancel / suspend / withdraw the recruitment process in part or full without assigning any reason. The decision of the college shall be final and no appeal in this regard shall be entertained.



7. The college reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
8. No. T.A/ D.A will be paid for attending the interview.
9. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.
10. The terms & conditions of deputation shall be governed by DoPT OM No.6/8/2009- Estt.(Pay II) dated 17.06.2010 & as amended time to time. The initial period of deputation shall be 5 year, extendable as per extant rules, subject to review of performance. The maximum age should not exceed 56 years as on the last date of the receipt of application.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify / withdraw / cancel any communication made to the applicant in this regard.
12. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the College shall be final.
13. Candidates should possess the essential qualifications as on the closing date of application.
14. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
15. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the interview.
16. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
17. Upper age limit shall be reckoned as on closing date of advertisement.
18. Canvassing in any form will lead to disqualification.
19. No interim correspondence or personal enquiries shall be entertained by the University.
20. Any information/ corrigendum/ addendum etc. relating to this recruitment shall be posted on the college website <https://www.dr.du.ac.in> Candidates are advised to visit the website of Daulat Ram College, University of Delhi



regularly for latest update in the matter.

21. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.

**How to apply:**

1. The interested candidates are required to mandatorily fill the application form attached herewith and send with all the necessary documents to college address given below.
2. Applications of such candidates will only be considered as are routed through proper channel and are accompanied with:
  - i. Duly Filled Applications Form along with copies of all testimonials.
  - ii. Attested photocopies of ACRs/ APARS for the last three years.
3. **A hard copy of the application along with self-attested required documents must reach the college office within 21 days from this notice at the following address (preferably by Registered/Speed Post): -**

**The Principal,  
Daulat Ram College,  
4 Patel Marg, Maurice Nagar,  
Delhi - 110007**

The candidates must write APPLICATION FOR THE POST OF SECTION OFFICER ON DEPUTATION BASIS on the envelope.

4. While submission of hard copy all applicants please ensure that an indexing of all documents has been done appropriately along with pagination. All documents and pagination be done in the order of essential eligibility criteria. In case of non-compliance with the same, such application will not be taken up for screening process and candidature of concerned applicant will be treated as rejected without assigning any reason thereof.
5. In case of any enquiry regarding submission of online application, please send your queries to [aoacct@dr.du.ac.in](mailto:aoacct@dr.du.ac.in)

**Sd/-  
PRINCIPAL**



**DAULAT RAM COLLEGE**  
**(University of Delhi)**  
**4 Patel Marg, Maurice Nagar**

Paste passport size photograph duly signed by applicant

1	Name (in Block letter)			
2	Father's/ Husband's name			
3	Gender			
4	Date of Birth	In Figures (DD/MMYYYY)		
		In Words:		
5	Age (As on last date)	Years:	Months:	Days:
6	Contact Details			
	( i ) Address for communication			
	( ii ) Email ID			
	( iii ) Mobile NO.			
7	Nationality			
8	Marital Status			
9	Do you belong any Reserved category? If yes, Name of the category			

10. Educational Qualifications: (Starting from 10th standard & use separate sheet, if required)

Examination passed	Year of passing	School/ College / University attended	Percentage by Exam qualified	Mains subjects studied

11. Technical Qualifications, if any (Please use separate sheet, if required)

Examination passed	Year of passing	School/ College / University attended	Percentage	Mains, subjects studied

12. Experience

Name of Organization	Post held / Designation	Present Pay and Pay Level	Period	Nature of Duties performed

13. Details of Computer Related skills: (MS office, Online Meetings, Handling emails, mailbox, etc)

14. Any other information:

**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 or appropriate action on me and my candidature shall be cancelled.

Date- ..... Signature of Applicant .....

Place: ..... Name of Applicant: .....

**For Administration Use**

(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 pending or being contemplated against the applicant.

Dated .....

**Signature and seal of the Head of the Institution**