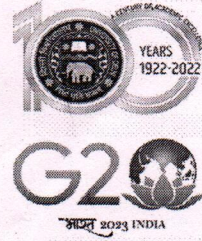




दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi - 110078
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://dducollegedu.ac.in>



Dated: 03.04.2023

NOTICE

Applications are invited in the prescribed proforma available on the college website <https://dducollegedu.ac.in> in for the following Non-teaching post to be filled on **contractual** basis:

Name of the Post	Section Officer
Department	Accounts
No. of Posts	01
Category	UR
Salary (per Month)	Rs. 44,900/-, (Minimum Basic Pay of the Level-7) + Dearness Allowance applicable from time to time)
Tenure	6 months or till such time the regular incumbent joins the post, whichever is earlier.
Educational Qualification	Essential: Graduate from a recognized University.
Other Qualification	Desirable: 1. Diploma/Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management / Accounts or equivalent Discipline. 2. Experience in handling educational administration /General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU. 3. Preference will be given to the Chartered Accountant

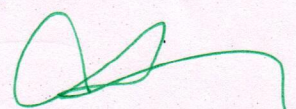
All eligible and interested candidates as per details given above are required to submit the application in the prescribed format alongwith self-attested copies of relevant certificate in the college latest by **21.04.2023**.

The list of shortlisted candidates, eligible to appear in written Examination will be displayed **28.04.2023** on college website only.

The Examination will be held as per the Scheme attached herewith on **07.05.2023** at **10.00 a.m.**

The corrigendum, if any, will also be displayed on college website only.

The college reserves the right to not to fill the post advertised.


Officiating Principal