



LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)
ASHOK VIHAR, PHASE -III, DELHI - 110 052
Phone No - 011-27308598 Website: <http://www.lbc.du.ac.in>

Ref. No. LBC/NTAdv.-02/2020

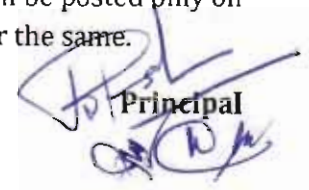
Dated :21/01/2020

ADVERTISEMENT

Lakshmibai College, University of Delhi invites applications for the post of Administrative Officer on deputation basis as per details given below:

Sl. No.	Name of the Post	Pay Band and Grade Pay	Maximum Age	No. of posts	Method of Recruitment
1.	Administrative Officer	Level 10 as per 7 th CPC (PB-3) Rs. 15600 + 39100 + Rs. 5400 (GP) pre-revised)	56Years	01	Deputation

The last date for receipt of application is within twenty one days from the date of publication of advertisement on the college/DU website i.e 11th February 2020. For details please refer to the college website: <http://lakshmibaicollege.in>. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.


Principal

- Copy to:
1. Principal, Delhi University Colleges
 2. Registrar, University of Delhi
 3. Registrar, Jamia Millia Islamia
 4. Registrar, IGNOU
 5. Registrar, JNU
 6. Registrar, Guru Gobind Singh University
 7. Delhi University, D.T.U.
 8. Secretary, Service Dept., Delhi Secretariat
 9. The Commissioner, NDMC

Eligibility for deputation:

Officers holding analogous posts in Government departments, autonomous organizations and State Governments on regular basis or Among the Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs. 6500-10500 (pre-revised) with at least 3 years regular service in the cadre.

General Instructions and Guidelines

1. The period of deputation is initially for a period of one year extendable upto two years. The terms and conditions of the deputation shall be as per DoPT/DU/UGC guidelines, issued in this regard. The said appointment can be terminated even before the expiry of the period mentioned without assigning reasons thereof.
2. The candidates are required to submit the self-attested certificates of educational qualification, experience and other documents alongwith the application form.
3. The following documents are to be enclosed alongwith the application form:
 - (i) A certificate to the effect that the concerned forwarding authority has no objection to the appointment of the applicant to the post applied.
 - (ii) Details of penalties, if any, imposed on the applicant during the last five years.
 - (iii) Integrity Certificate
 - (iv) Vigilance clearance in respect of the applicant duly signed by an officer of appropriate level alongwith certified copies of ACRs/APRs for the last 5 years.

Canvassing in any form will be disqualification.

The application in the prescribed format is to be forwarded through proper channel to the Principal, Lakshmibai College, Ashok Vihar, Phase-III, Delhi - 110 052 within twenty one days from the date of publication of advertisement i.e. 11th February, 2020.


Principal



**LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)**

ASHOK VIHAR, PHASE -III, DELHI - 110 052

Phone No - 011-27308598 Website: www.lakshmbaicollege.in

APPLICATION FORM FOR NON - TEACHING POST

- Note:** 1. Fill in all the information in block letters only.
2. Attach separate sheets in case of insufficient space in any column.
3. Attach copies of all the mark-sheets/degree(s)/certificates.

Post Applied For : _____

1. Name of the Applicant : Mr./Miss/Mrs _____
(in Block Letters)

2. Father's/ Husband's Name : _____

3. Date of Birth : (i) _____

(ii) Age: Years: ___ Months ___ Day ___ (as on 01.01.2020)

4. (a) Whether belongs to any : _____ (Yes / No)
reserved category

If yes, name of the category : _____ (OBC/SC/ST/Pwd(OH/VH/HH)
(if yes please attach certificate)

5. (a) Address for Communication : _____

Phone No. _____ Mobile No. _____

Email Id _____

(b) Permanent Address : _____

Phone No. _____

6. Sex : _____ (Male /
Female)

7. Nationality : _____

8. Marital Status : _____(Married / Unmarried)

9. (a) Designation & Present Basic Pay, Grade pay and Allowances (give details).....

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(b) Age of retirement of the post presently held

10. Minimum basic pay, grade pay acceptable (per months)
Rs.....

11. Academic Qualifications Research And Work Experiences:

Exam Passed	Board / University	Institution		Passing Year	%marks and Division
Post Graduate					
Graduate					
NET					
SLET					
M. Phil/M.Tech equivalent					
Ph.D or equivalent					

12. **Work Experience:**

(Total number of years of work experienceyears.)

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

13. Basic computer Literacy and Awareness:)

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14. (a) Academic awards/medals and distinctions:

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(b) Any other relevant information you wish to give in support of your candidate.

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DECLARATION

1. I _____ hereby declare that my position on deputation as _____ in Lakshmibai College shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention or any provisions in the rules/orders governing the deputation or any other administrative reasons.
3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or for any other reasons.
4. I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Date :

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Signature of the applicant with Full Name