



**RAJDHANI COLLEGE**  
(University OF Delhi)  
**RAJA GARDEN, NEW DELHI-110015**

RC/RG/152/2026 /01/157

Date: 22.04.2026

**ADVERTISEMENT**

Applications are invited for one post of Section Officer (**on Deputation basis**). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents by 16.05.2026.

Sl. No.	Name of the post	No. of Post	Essential Qualifications
1.	Section Officer (Admin)	01	<ul style="list-style-type: none"><li>● A Bachelor's Degree in any discipline from any recognized Institute/ University.</li><li>● Officers holding analogous posts on a regular basis or with three years regular service in Pay Level-6 or equivalent in the Central/State Govt. Universities or autonomous organizations.</li></ul> <p><b>Pay Level</b> Level -07 entry pay of Rs.44,900/- as per 7<sup>th</sup> CPC Pay matrix Recruitment rule link page no 3 &amp; 4 <a href="https://www.du.ac.in/uploads/new-web/02062025_RR.pdf">https://www.du.ac.in/uploads/new-web/02062025_RR.pdf</a></p>

**MAXIMUM AGE:** The maximum age limit for appointment by Deputation shall not exceed 55 years as on the closing date of receipt of applications.

**Instructions for the candidates:**

1. Application of only such candidates will be considered which are routed through the proper channel and are accompanied with:-
  - (i) Duly filled Application Form
  - (ii) Attested photocopies of APARs for the last three years for the post of Section Officer.
  - (iii) Integrity and Vigilance Clearance Certificate
  - (iv) No Objection 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. All applicants must be serving on regular basis in the Central/State Govt. Universities, Public Sector Undertakings or autonomous organizations.
4. The age limit, qualification and experience for the post shall be determined as on the closing date.
5. The period of deputation is initially for one year, extendable as per requirement and at the discretion of the College.
6. The incumbent should possess good communication and analytical skills and aptitude for drafting /noting in English. Should be able to coordinate/ liaise with other division/ departments and participate in discussions with senior functionaries and Academicians. He/ She is expected to handle independently one or more functions related to Educational Administration/ Examination/ General Administration/ Purchase/ Establishment / Accounts / Finance/ HR/ Legal/ Project Management.
7. Any Addendum/ Corrigendum / Information in this regard will be given on College website only.
8. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the College.
9. Maximum age limit will be 55 years as on the closing date.
10. In case of any inadvertent mistake in the process of selection, which may be detected and or if any kind of documents asked for is not submitted by the candidate at any stage, the College reserve the right to modify/ withdraw/ cancel any communication made to the candidate.
11. **The complete application form filled-in and signed along with all enclosures should be sent by Post / Courier to "The Principal, Rajdhani College (University of Delhi), Raja Garden, New Delhi-110015". The last date of receiving of applications is 16.05.2026 upto 05:00 P.M. Applications received late and or without the required documents shall not be considered.**
12. No application shall be entertained through Email / Fax .

*Arpatia*  
Principal  
22/4/26



# RAJDHANI COLLEGE

(University OF Delhi)

RAJA GARDEN, NEW DELHI-110015

Paste passport  
size  
photograph

## **Application Form (on Deputation Basis)**

(Please read the notes given at the end before filling the form)

1.	Post applied for	
2.	Name (In Block Letters)	
3.	Father/Husband's Name	
4.	Date of Birth in figures (DD/MM/YYYY):	
5.	Age (Date) Years: Months: (as on last date of application)	
6.	Gender of Applicant	
7.	Address for Communication	
8.	Permanent Address	
9.	Email ID	
10.	Mobile No.	
11.	Nationality	
12.	Marital Status (Married/Unmarried)	
13.	Do you belong to any Reserved Category? If yes, Name of the Category	

13. Academic Qualifications: (Starting from 12<sup>th</sup> standard & use separate sheet if required).

Examination Passed	Year of Passing	School/ College/University	Percentage by which Exam Qualified/ Division	Main Subjects Studied

14. Experience: (Administrative /Technical/Any other):

Name of the Organization	Post held/ Designation	Present Pay and Pay Level	Period From -To	Nature of Duties Performed

15. Nature of Present Employment with designation \_\_\_\_\_

16. 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) Other details: .....

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

18. Details of Computer Related Skills: (MS Office, On-Line Meetings, Handling emails & mailbox, etc.)

19. Any other information:

Date: .....

Signature of Applicant: .....

Place: .....

Name of Applicant: .....

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

The facts stated in the above application have been verified and found correct. No vigilance or disciplinary enquiry is pending or being contemplated against the applicant.

Date: .....

Signature and Seal of the Head of the Institution

**Declaration by the Applicant**

I hereby declare that the details given in this Application Form by me are 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 against me, and my candidature shall be cancelled.

Date: .....

Signature of Applicant

**Notes & Conditions:**

1. Incomplete application will be rejected.
2. Applications received after the last date will be rejected
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 at the discretion of the College.
5. Candidates are required to submit applications through proper channel.
6. Applications should be sent by post/courier, along with all required documents.
7. No. T.A/ D.A will be paid for attending the interview.
8. In case of any corrigendum/addendum and Notice with respect to this advertisement, the same shall be uploaded on the College website and University of Delhi website only.