

# RAM LAL ANAND COLLEGE

(UNIVERSITY OF DELHI)

Benito Juarez Road, New Delhi-110021

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## **Administrative Officer - 1 UR**

Pay Scale : PB3 - Rs. 15600 – 39100 + GP Rs. 5400

Age Limit: 35 years

### **Essential:**

Good academic record plus Masters degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST category).

### **Desirable:**

1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department/ University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.
1. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D qualification.

### **NOTE:**

1. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/ liaise with other divisions/departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/Accounts & Finance/ Project management /HR/Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
4. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
5. All the direct recruits should possess working knowledge of computers.

6. Candidates already in service should send their applications through proper channel.
7. **Applications alongwith self-attested copies of educational certificates, experience certificates and SC/ST/OBC certificates should reach the College office latest by 19.05.2014**
8. The College reserves the right to abolish/change the nature and number of the post/s without assigning any reason/information, before or after the interview.
9. A bank draft in favour of the Principal, RLA College, New Delhi for ` 200/- should be submitted with application. SC/ST candidates are required to submit a bank draft of Rs. 50/- only.
10. Application forms are available in the College, the College website ([www.rlacollege.edu.in](http://www.rlacollege.edu.in)) & Delhi University website ([www.du.ac.in](http://www.du.ac.in))