

**MAHARSHI VALMIKI COLLEGE OF EDUCATION**  
(University of Delhi)  
Geeta Colony, Delhi 110 031

(A Constituent College of University of Delhi 100% funded by the Govt. of NCT of Delhi)

Advt. No.: MVCE/Admin./NT/ ADVT./2021/77

05.05.2021

**ADVERTISEMENT**

Maharshi Valmiki College of Education invites applications (*on deputation basis*) from talented and motivated candidates for the following post in the prescribed application form available on the College website [www.mvce.ac.in](http://www.mvce.ac.in) as also the University of Delhi website [www.du.ac.in](http://www.du.ac.in). The last date of receipt of Applications on the College email id [mvce1995@gmail.com](mailto:mvce1995@gmail.com) is **May 20, 2021**.

Post	Scale of Pay
Section Officer (Accounts)	Pay Level 7 of Rs. 44900-142400 (as per 7 <sup>th</sup> CPC)

**ELIGIBILITY CRITERIA**

Officers working in the analogous post in the pay scale of Rs. 6500-10500 (pre-revised) or equivalent pay level in 7<sup>th</sup> CPC with at least 2 years of regular service as Section Officer (Accounts) or equivalent

Or

Senior Assistant or equivalent in the pay scale of Rs.5000-8000 / 5500-9000 (pre-revised) or equivalent pay level in 7<sup>th</sup> CPC with at least 5 years of regular service in Central government department/ State Govt. department /Statutory or Autonomous bodies or Universities or Institutions of Higher Learning.

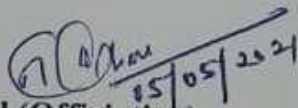
**NOTE:**

1. Applications of such candidates will only be considered as are routed through proper channel and are accompanied with:
  - i. Duly Filled Application Form along-with copies of all testimonials.
  - ii. Attested photocopies of ACRs/APARs for the last three years.
2. **The period of deputation is initially for one year extendable annually for one year (up to three years).** The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated even before the expiry of the period mentioned on the joining of the permanent incumbent or without assigning any reasons thereof.
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputation is not eligible for absorption. The selection

will be made on the basis of the quality of ACRs and interview.

4. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/Accounts & Finance/HR/Legal/Budget preparation etc.
5. The College will place corrigendum, if any, on the College website only. Candidates are requested to monitor the same.
6. Application received without complete information shall be rejected.
7. The application is liable to be rejected if received by the College on the notified website after due date.
8. No. T.A/D.A will be paid for attending the interview.
9. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/ information while submitting the application and self-certified copies/testimonials.
10. The College reserves the right not to fill up the post advertised without assigning any reason.
11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/withdraw/cancel any communication made to the candidate.

All the relevant documents, testimonials, certificates etc. should reach The Principal, Maharshi Valmiki College of Education (University of Delhi), Geeta Colony, Delhi – 110 031 on the College email id [mvce1995@gmail.com](mailto:mvce1995@gmail.com) under the subject 'APPLICATION FOR THE POST OF SECTION OFFICER (ACCOUNTS) ON DEPUTATION BASIS' latest by May 20, 2021. The hard copy of the application must be produced by the Applicants called for interview at the time of the interview.

  
85/05/2021

**Principal (Officiating)**

Officiating Principal  
Maharshi Valmiki College of Education  
(University of Delhi)  
Geeta Colony, Delhi-110031.

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(UNIVERSITY OF DELHI)  
GEETA COLONY, DELHI – 110 031  
[A CONSTITUENT COLLEGE OF UNIVERSITY OF DELHI 100% FUNDED BY THE GOVT.  
OF NCT OF DELHI]**

**APPLICATION FORM FOR NON-TEACHING POSTS**

Please affix your recent  
passport size photograph  
here

Post applied for .....

Advt. No. & date of advertisement.....

1. Name (in block letters) .....

2. Parent's / Spouse's Name.....

3. Date of birth: ..... Age (as on date): ..... Years..... Months

4. Nationality: .....

5. Gender: Male / Female: .....

6. (a) Post held, if any, at the time of sending .....  
the application, date of appointment .....  
(whether permanent, on probation or temporary) .....

(b) Name of the Employing Authority: .....

7. Category to which you belong: (Tick) **UR / OBC\* / SC / ST / PwD**

Are you physically handicapped? .....

If yes, explain the nature and extent of disability: .....

\*OBC Category candidates must mention the Page No. & Sl. No. of their caste as mentioned in the Central List .....

8. Correspondence Address:

.....  
.....  
.....

Pin Code No. ....

Phone / Mobile .....

E-mail ID.....

Permanent Address:

.....  
.....  
.....

Pin Code No. ....

Phone / Mobile .....

E-mail ID.....



9. Present Basic Pay with Grade Pay

Basic Pay: \* .....

Grade Pay: \* .....

10. Educational Qualification (XII class onwards):

Sl. No.	Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of Marks Obtained	Year of Passing	Subjects offered

11. Work Experience :

Sl. No.	Name of the Organization	Designation	Duration (Time Period)	Salary Drawn (Basic Pay with Grade Pay)

12. Indicate the time you will require to join, if selected: .....

13. Have you applied for any other post in the College? If so, state the name of the post and date when applied: .....

14. Name and address of two references-

Sl. No.	Name & Designation	Address	Tel. No	E-Mail

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15. Any other information: .....

**Dated:** .....

.....  
**Signature of the Applicant**

**Declaration:**

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

**Dated:** .....

.....  
**Signature of the Applicant**

**Forwarded:**

The facts stated in the above application have been verified and found correct.

**Dated:** .....

.....  
**Head of the Department/ Institution**  
**(with seal)**

**Pls. Note:**

- (i) Enclose the following with the application:
  - (a). Attested photocopy of proof of date of birth certificate (Class X Certificate).
  - (b). Attested photocopies of all qualification certificates.
  - (c). Attested photocopy of caste certificate, if applicable
  - (d). Attested photocopy of physically handicapped certificate, if applicable
- (ii) The original certificates along with attested photocopies of each of the above must be produced at the time of interview and on joining, if selected.
- (iii) Applicants who are in employment should send their applications through their employers (through proper channel).
- (iv) Incomplete application form will be rejected.
- (v) No T.A/D.A. will be paid for attending the interview.
- (vi) The college reserves the right not to fill up the post advertised without assigning any reason.