

Date of Advertisement: 05.03.2011 in Employment News
LAST DATE FOR SUBMISSION OF APPLICATION FORM IS 26.03.2011
A.R.S.D. COLLEGE, DHAULA KUAN, NEW DELHI – 110 021

Application Form for the post of Section Officer

1. Name of the Post applied for : _____
 2. Name of the Applicant : _____
 3. Category : UR/SC/ST/OBC/PWD_____
 4. Father's/Husband's Name : _____
 5. Date of Birth : _____
 6. Age (as on 26.03.2011) : _____ Yrs _____ Months _____ Days _____
 7. Sex (Male/Female) : _____
 8. Mailing Address : _____

- Phone Nos. : _____

Paste your recent passport size photograph

9. Educational Qualifications :

Name of the Degree	University/Board	Year of Passing	Marks (%)	Subjects

10. Experience (if any, in brief)

Name of the Employer	Designation	Period of Service	Pay Scale

11. Technical Qualifications

I hereby declare that all information furnished by me is true to the best of my knowledge. I also understand that, if at any stage of selection or after selection, any of the above mentioned information furnished by me is found to be incorrect, then my candidature/selection will stand cancelled without assigning any reason thereof.

Place:

Date:

Signature of the Applicant

List of documents to be attached (i) Proof of Age, (ii) Proof of Educational and Technical Qualifications (iii) Proof of Experience (iv) Proof of Category (iv)Others

ATMA RAM SANATAN DHARMA COLLEGE

Section Officer (Accounts) – Reserved for SC in the pay scale of Rs.9300-15600 with a grade pay of Rs.4600/-

Age Limit: 35 years (relaxation as per rules)

Essential Qualifications:

1. Graduate/Post Graduate with at least second division (50%)
2. At least three years post qualification experience in handling Educational Administration/General Administration/Purchase/Accounts and Finance in a University/Research Institution/Government department/bodies/PSU or reputed commercial establishment in the pre-revised pay scale of 5000-8000/5500-9000.

Desirable:

Preference will be given to candidates holding professional qualifications like LL.B. or PG Diploma in Business Administration or MCA/PGDCA or CA (Inter) ICWA (Inter).

NOTE:

1. The incumbent should possess an aptitude for drafting/noting in English, adequate exposure in handling one or more functions related to General Administration/ House keeping/ Purchase/ Service matters/Office management/Establishment/ Accounts and Finance/ HR/ Legal in a computerized environment
2. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview
3. 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.
4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

Application can be had from the College Office either personally or by post by sending a self addressed stamped envelope or can be downloaded from our website www.arsdc.net.

Applications complete in all respects should reach the undersigned through proper channel (in case candidates are in service) within 21 days from the publication of advertisement.
