

Ref. No.: KMV/F-14/1/2026

Dated: 09.09.2026

ADVERTISEMENT

Applications are invited for two posts of **Section Officers (on deputation basis)**. Candidates meeting the eligibility criteria are required to fill the prescribed application form along with relevant documents.

The last date for filling up application form: 30.9.2026

S.No.	Name of the Post	Category	Pay Level	No. of Posts
1	Section Officer (Admin. & Accounts)	UR	Level-07 Entry pay of Rs.44,900/- as per 7 th CPC	02

Eligibility Conditions for One post of Section Officer in Administration and One post of Section Officer in Accounts

Minimum Qualification:

- A bachelor's degree in any discipline from any recognized Institute/ University.
- Officers holding analogous post on regular basis or with three years' regular service in Pay Level-6 or equivalent in the Central/State Govt. Universities or autonomous organisations.

Desirable for Section Officer (Admin):

1. Good communication and analytical skills and aptitude for drafting/noting in Hindi and English. Should be able to coordinate/liaison with other divisions/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.
2. Good Knowledge of drafting and noting of letters.
3. Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent Discipline.
4. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/ PSU.

Desirable for Section Officer (Accounts):

1. Good communication and analytical skills and aptitude for drafting/noting in Hindi and English. Should be able to coordinate/liaison with other divisions/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.
2. Good Knowledge of drafting and noting of letters.
3. Diploma/ Certificate of minimum 06 months duration in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent Discipline.



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दिनांक 9/9/26

4. Experience in handling educational administration/ General Administration/ Purchase/ Account & Finance in a University/ Research Institution/ Government Department/ PSU.
5. The person must be well conversant with the Accounting Procedure, knowledge of Tally software, knowledge of PFMS of autonomous institution/ Central University level. He / She should have a working knowledge of at least two years of preparation and maintenance of Annual Accounts, Budget, Bank Reconciliation Statement, Fund Management, CCS Rules etc.

Instructions for the candidates:

1. Applications of only such candidates will be considered which are routed through proper channel and are accompanied with:
 - (i) Duly filled up application form along with self-attested copies of all testimonials.
 - (ii) Attested copies of APARs for the last three years
 - (iii) Vigilance clearance and Integrity certificate
 - (iv) No Objection Certificate from the employer
2. The period of Deputation is initially for one year, extendable as per requirement and at the discretion of the College.
3. 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. The said appointment can be terminated even before the expiry of the period mentioned, on the joining of the permanent incumbent or without assigning reasons.
4. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, the person selected on deputation will not be eligible for absorption.
5. The selection will be made on the basis of quality of ACRs and interview.
6. The college will place corrigendum, if any, on the college website only. Candidates are requested to visit the college website for the same.
7. Application received without complete information shall be rejected.
8. No TA/DA 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 and /or if any kind of documents asked for is not submitted by the candidate at any stage, the college reserves the right to modify / withdraw / cancel any communication made to the candidate.

Soft copy of application as per format enclosed be mailed on sorecruitment@keshav.du.ac.in latest by 30.09.2026 & hard copy of the application along with photocopies of relevant self-attested documents be sent by speed post only to **The Principal, Keshav Mahavidyalaya, H-4-5 Zone, Pitampura, Delhi 110034.**

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9/9/26

Acting Principal

Acting Principal
Keshav Mahavidyalaya
(University of Delhi)
H-4-5 Zone, Pitampura
Delhi-110034

Copy to:

1. University of Delhi Website
2. College Website

एच-4-5 जोन, पीतमपुरा, दिल्ली-110034, दूरभाष: 011-27018805, टैलीफैक्स: 011-27018806

H-4-5 Zone, Pitampura, Delhi-110034 Ph.: 011-27018805, Telefax: 011-27018806

E-mail: principal@keshav.du.ac.in | Website: www.keshav.du.ac.in



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दिनांक 9/9/26

Application form for Non-Teaching Posts

Post applied for:.....

1. Name (in block letters).....
2. Father's / Husband's Name.....
3. Date of Birth..... Age (as on date):..... Years..... Months
4. Nationality.....
5. Male/Female.....
6. Post held, if any, at the time of Interview.....
 - a) Date of appointment.....
 - b) Whether permanent, on probation or temporary.....
 - c) Name of the Employing Authority.....
7. Category to which you belong: (Tick) General / OBC* / SC / ST
 - a) Are you physically challenged?.....
 - b) If yes, explain the nature and extent of disability:.....

Self attested
photo

*OBC category candidates must mention the Page No. & S. No. of their caste as mentioned in the Central List

- | 8. Correspondance Address | Permanent Address |
|---------------------------|---------------------|
| | |
| | |
| | |
| Pin Code No..... | Pin Code No..... |
| Phone / Mobile..... | Phone / Mobile..... |
| Email id..... | Email id |

9. Present Pay Level with Basic pay.....

10. Educational Qualifications:.....

S. No.	Examination Passed	Name of the University/ Board	School/ College Attended	Division with percentage of marks obtained	Year of Passing	Subjects Offered



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दिनांक 9/9/26

11. Work Experience :

S.No.	Name of the Organisation	Designation	Duration	Salary Drawn (Pay Level & Basic Pay)

12. 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

S.No.	Name and Designation	Address	Tel No.	Email id

15. Any other information.....



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दिनांक 9/9/26

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

Note:

1. Enclose the following documents with the application:
 - (a) Self-attested photocopy of proof of date of birth certificate (Class X certificate)
 - (b) Self-attested photocopies of all qualification certificates
 - (c) Self-attested photocopy of Caste certificate, if applicable
 - (d) Self-attested photocopy of Physically challenged certificate, if applicable
2. The original certificates along with Self-attested photocopies of each of the above must be produced at the time of interview and on joining, if selected.
3. Incomplete application form will be rejected.
4. No T.A./D.A. will be paid for attending the interview.