

लेडी इर्विन महाविद्यालय

दिल्ली विश्वविद्यालय  
सिकंदरा रोड़, नई दिल्ली - 110001  
ई-मेल : director@lic.du.ac.in



LADY IRWIN COLLEGE

(University of Delhi)  
Sikandra Road, New Delhi-110001  
Email : director@lic.du.ac.in



LADY IRWIN COLLEGE

(University of Delhi)  
Sikandra Road, New Delhi-110001

Ref. No.LI/2026-27/Admin/Deputation/002

Dated: 23.04.2026

**ADVERTISEMENT**

**Notice for the Appointment of the Administrative Officer, on the basis of Deputation.**

**The Details are as under:-**

S No.	Name of the Post	Pay Level	No.of Post	Maximum age	Method of requirement	Last date
I.	Administrative Officer	10 as per 7 <sup>th</sup> CPC pay matrix	1	56	Deputation	14 days from the date of publication on the College/DU website

**ELIGIBILITY CONDITIONS**

Minimum Qualifications

1. Master's degree with at least 55% marks or an equivalent grade.
2. Officers holding analogous posts on regular basis or with 05 years regular service in/on posts in level 7/Level 8 in the Central/State Government, Universities and other Autonomous Organizations.

For complete details, Instructions, General Conditions, Eligibility Criteria, Scheme of Exam, and application form, please visit the college website [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in) or Delhi University website [www.du.ac.in](http://www.du.ac.in). The last date for receiving offline application 21<sup>st</sup> May 2026. Those in service should apply through proper channel.

The College reserves the right to fill or not to fill the above mentioned post. The number of posts Unreserved/reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualification are as per the University of Delhi/UGC norms.

Any addendum/corrigendum shall be posted on the college website only. It shall be the responsibility of the candidate to monitor the same. The recruitment of above mentioned post shall be subject to the approval of Governing Body/UGC/ University of Delhi.

*Neelima Asthana*  
Director



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Sikandra Road, New Delhi-110001

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### Instructions for the candidates:

1. Application of only such candidates will be considered which are routed through the proper channel and are accompanied with:
    - a. Duly filled Application Form.
    - b. Attested photocopies of APARs for the last three years.
    - c. Vigilance Clearance 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. The period of deputation shall initially be for two years and may be extended in accordance with applicable rules or until the completion of the permanent recruitment process, whichever is earlier. The college reserves the right not to fill the vacancy and/or to curtail the deputation tenure at its discretion.
  4. The Incumbent should possess good communication and analytical skills and an aptitude for drafting/ noting in English. Should be able to coordinate/ lapse with other divisions/ departments and participate in discussions with senior functionaries and academics. He is expected to handle independently one or more functions related to Educational, Administrative/ Examination/ General Administration/ Purchase/ Establishment/ Accounts/ Finance/ HR/ Legal/ Project Management.
  5. The College will place a corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
  6. College reserves the right not to fill the vacancy and/ or reduce the tenure of the deputation on resuming duty by personnel on deputation.
  7. 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.
  8. The Complete application form duly filled in and signed should be sent by POST /Courier to "The Director, Lady Irwin College University of Delhi, Sikandra Road, New Delhi- 110003, within 14 days from the date of publication on the College/DU website.
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# लेडी इर्विन कॉलेज

(दिल्ली विश्वविद्यालय)

सिकंदरा रोड, नई दिल्ली - 110001

ऑफिस: 011-2332 3257, एक्स: 113, 118

फ़ोन: 011-2373 9249, 011-2332 1635, 011-2373 7446

टेलीफैक्स: 011-2371 1222

ई-मेल: director@lic.du.ac.in



# LADY IRWIN COLLEGE

(University of Delhi)

Sikandra Road, New Delhi – 110001

Off.: 011-2332 3257, Ext.: 113, 118

Ph.: 011-2373 9249, 011-2332 1635, 011-2373 7446

Telefax: 011-2371 1222

Email: director@lic.du.ac.in

## How to Apply

The eligible candidate, whose services can be spared, are required to apply with ACR, Vigilance Clearance and Integrity Certificate and a declaration from the Controlling Officer, HOD that no disciplinary or vigilance case has either been contemplated or pending against the Official, along with the application form to “**The Director, Lady Irwin College, Sikandra Road, New Delhi-110001**”.

**Director**

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दिल्ली विश्वविद्यालय

सिकंदरा रोड, नई दिल्ली - 110001

ई-मेल : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)



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(University of Delhi)

Sikandra Road, New Delhi-110001

Email : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)

Application form for the post of **ADMINISTRATIVE OFFICER** (On Deputation Basis) (Please read the notes given at the end before filling the form)

Paste your  
photo

1. NAME (IN BLOCK LETTERS): \_\_\_\_\_
2. FATHER/HUSBAND'S NAME: \_\_\_\_\_
3. GENDER: \_\_\_\_\_ 4. DATE OF BIRTH (IN FIGURES) \_\_\_\_\_
5. AGE (DATE) YEARS: MONTHS: \_\_\_\_\_
6. ADDRESS FOR COMMUNICATION: \_\_\_\_\_
7. EMAIL ID \_\_\_\_\_
8. MOBILE NO.: \_\_\_\_\_
9. NATIONALITY: \_\_\_\_\_
10. MARITAL STATUS (MARRIED/UNMARRIED): \_\_\_\_\_
11. DO YOU BELONG TO ANY RESERVED CATEGORY: \_\_\_\_\_
12. ACADEMIC QUALIFICATIONS:

Examination passed	Year of Passing	School/College/University	Percentage	Division	Subject

13. 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) Others (states details): .....

14. EXPERIENCE: (ADMINISTRATIVE/TECHNICAL/ANY OTHER):

NAME OF THE ORGANISATION	POST HELD/ DESIGNATION	PRESENT PAY / PAY LEVEL	PERIOD FROM - TO	NATURE OF DUTIES PERFORMED

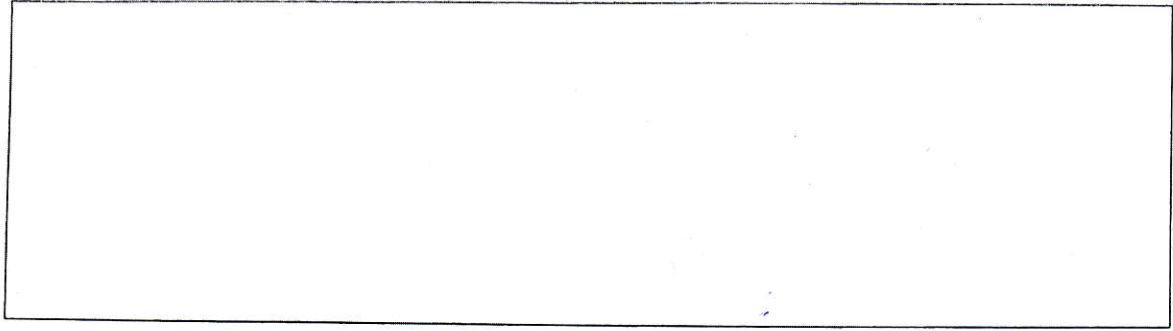
15. Nature of present employment, i.e., Regular/temporary: \_\_\_\_\_

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

\_\_\_\_\_

17. Details of Computer Related Skills: (MS Office, Online Meetings, Handling emails & mailbox, etc.)

18. Any Other Information:



**Date:**

**Signature of Applicant**

**Place:**

**Name of Applicant**

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

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

**Date:**

**Signature and seal of the Head of Institution**

**Declaration by the Applicant**

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

**Date:**

**Signature of Applicant**

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## Note & Conditions:

1. Incomplete applications will be rejected.
2. Applications received after the last date shall be liable for rejection.
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 on resuming duty by the personnel on lien/at the discretion of the college.
5. Candidates are required to submit Applications through proper channels.
6. Applications should be sent by post/courier.
7. The selected candidates shall be required to submit self-attested copies of all relevant documents of qualifications and experience stated in the application form within seven days of receiving the offer of appointment and before joining. In case the candidates fail to submit the documents, his/her candidature/selection will be cancelled.

In case of any corrigendum/ addendum and Notice with respect to this advertisement, the same shall be uploaded on the College website.