

**DAV COLLEGE MANAGING COMMITTEE**  
**CHITRA GUPTA ROAD, NEW DELHI – 110055**

<b>SL. NO</b>	<b>NAME &amp; NO. OF POST</b>	<b>AGE REQD.</b>	<b>No. of posts</b>	<b>ESSENTIAL QUALIFICATION</b>	<b>DESIRABLE QUALIFICATION</b>	<b>EXPERIENCE REQUIRED</b>
1	ASSISTANT DIRECTOR (Finance)	Above 45 years	02	Post-graduate in Commerce, Basic knowledge of Computer operational & office system automation system & proficient in English	SAS, ICWA or CA, Conversant with preparing Final/Annual A/cs of an Educational Institution, should be responsible for Budgetary control salary, pay administration, cash-bank operation, Exchange A/c control, Knowledge of various rules and regulations pertaining to school education, CBSE Bye-Laws, UGC, Supplementary & Fundamental rules, Personnel & Establishment matters.	10 years at a senior position in Finance Department in an Institute of repute.
2	OSD (Finance)	Above 45 years	02	-same as above-	-same as above-	05 years at a senior position in Finance Department in an Institute of repute.

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3	OSD (PF)	Above 45 years	01	Graduate, well versed in PF matters & proficient in English	Post graduate, Basic Knowledge of Computer operational system and office automation	Sufficient experience of noting drafting and independent handling of correspondence, settlement of PF cases, liaison with PF Department, Supplementary & Fundamental rules and service matters
4	ASSISTANT DIRECTOR (Administration)	Above 45 years	02	Post-graduate, Basic knowledge of Computer operational & office automation system & proficient in English	Post-graduate Diploma in Personnel Management, Knowledge of various rules and regulations pertaining to school education, CBSE Affiliation Bye-Laws, Supplementary & Fundamental rules, Personnel & Establishment Matters, Law Graduate	10 years at a senior position in Personnel Department in an Institute of repute preferably dealing with matters of educational administration; preparing agenda, noting, drafting, independently handling of correspondence
5	OSD (Administration)	Above 45 years	02	-same as above-	-same as above-	05 years at a senior position in Personnel Department in an Institute of repute preferably dealing with matters of educational administration; preparing agenda, noting, drafting, independently handling of correspondence

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6	ASSISTANT DIRECTOR (Administration)	Above 45 years	01	Post-graduate, Basic knowledge of Computer operational & office automation system & proficient in English	Post-graduate, Diploma in Personnel Management, Knowledge of various rules and regulations pertaining to UGC, AIU, Universities viz. Punjab University, Haryana University etc. Supplementary & Fundamental rules, Personnel & Establishment Matters, Law Graduate	10 years at a senior position in Personnel Department in an University or Institute of repute preferably dealing with matters of educational administration; preparing agenda, noting, drafting, independently handling of correspondence
7	SECTION OFFICER (Service Matters)	Above 45 years	01	Law Graduate with experience in Disciplinary Proceedings	Post graduate, Basic Knowledge of Computer operational system and office automation	Sufficient experience of noting, drafting and independent handling of correspondence, Knowledge of Supplementary & Fundamental rules, service matters, labour laws & land matters

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8	EDUCATION OFFICER	Above 45 years	02	<p>(a) At least Master's Degree from a recognised University.</p> <p>(b) About ten years experience in any two of the following fields:</p> <p>(i) Experience of educational planning/administration particularly related to curriculum development in school education.</p> <p>(ii) Examination, Reforms with Particular reference to improvement of mechanics of examination, internal assessment scholastic and non-scholastic achievement.</p> <p>(iii) Conducting of Seminars, Conferences and Orientation Programmes for teachers and key personnel.</p> <p>(iv) Conducting of public examinations at the Board or University level.</p> <p>Proficient in English and Hindi.</p>	<p>(i) M.Phil. degree.</p> <p>(ii) Published work</p> <p>(iii) Teachers Training Degree</p> <p>(iv) Knowledge of rules regulations and procedures of examining bodies/autonomous educational organizations.</p> <p>(v) Knowledge of ICT</p>	<p>10 years experience in any of the following fields:</p> <p>(a) Conducting seminars in-service course, orientation programmes for teachers, symposia &amp; educational conferences.</p> <p>(b) Conducting University/Public level examinations.</p> <p>(c) Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</p> <p>(d) Experience as a Lecturer in NCERT/SCERT.</p>

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9	DEPUTY EDUCATION OFFICER	Above 45 years	02	<p>(a) At least Master's Degree from a recognised University.                      (b) About five years experience in any two of the following fields:</p> <p>(i) Experience of educational planning/administration particularly related to curriculum development in school education.                      (ii) Examination, Reforms with Particular reference to improvement of mechanics of examination, internal assessment scholastic and non-scholastic achievement.                      (iii) Conducting of Seminars, Conferences and Orientation Programmes for teachers and key personnel.                      (iv) Conducting of public examinations at the Board or University level.</p> <p>Proficient in English and Hindi.</p>	<p>(i) M.Phil. degree.                      (ii) Published work                      (iii) Teachers Training Degree                      (iv) Knowledge of rules regulations and procedures of examining bodies/autonomous educational organization.                      (v) Knowledge of ICT</p>	<p>05 years experience in any of the following fields:                      (a) Conducting seminars in-service course, orientation programmes for teachers, symposia &amp; educational conferences.                      (b) Conducting University/Public level examinations.                      (c) Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</p>

**Note: In case of exceptionally qualified candidates, the experience condition may be relaxed by the Selection Committee.**

**The incumbents who fulfill the above conditions may apply for the above posts alongwith a detailed biodata to General Secretary, DAV College Managing Committee, New Delhi within 15 days of publication of the advertisement in the newspaper.**