

DAV COLLEGE MANAGING COMMITTEE

CHITRA GUPTA ROAD, (PAHARGANJ) NEW DELHI-110055

Tel.: 011-23503500

Advt.No. HO/HR/January/2023/01

Invites applications for the following posts from dynamic, result-oriented and innovative candidates. Complete bio-data with attested copies of testimonials be sent to the General Secretary, DAV College Managing Committee, Chitra Gupta Road, New Delhi-55, within 15 days from the publication of this advertisement, on prescribed Performa to be downloaded from Website (www.davcmc.net.in) or may be obtained on any working day from the office of the DAV College Managing Committee, Chitra Gupta Road, New Delhi, on a payment of Rs.250/- Cash or by post with a self addressed Rs.25/- stamped envelope with Bank Draft for Rs.250/-

Application Form downloaded from Website be sent along with a demand draft in favour of "The Secretary, DAV College Managing Committee, New Delhi" to the Managing Committee cited above address.

The DAV CMC has the right not to fill the post without citing any reason.

1. Retired Assistants:

Essential Qualification: Graduate, SAS, Knowledge of Supplementary & Fundamental Rules, Personnel & Establishment, Labour Laws and service matter Basic knowledge of Computer operational System and office automation.

Age: 45 years and above

Salary/Honorarium: **Rs.25000/- p.m.** consolidated, which will be negotiable in deserving case.

2. Retired Stenographer:

Essential Qualification: Graduate, Experience 20 years with a speed of 100-120 w.p.m. recently retired age group of 50 years and above, who are Graduate may also apply.

Salary/Honorarium: **Rs.25000/- p.m** consolidated, which will be negotiable in deserving case.

3. Accounts Officer (Retired):

Qualifications: Master in Commerce (M.Com.) with 50% of marks from a recognized university.

Desirable: Additional qualification of MBA (Finance) from a Recognized University. With working knowledge of Computers & office automation, good knowledge of English and knowledge of Income Tax Laws Accounting procedures & relevant software dealing with Audit & Accounts specially in relation to non-profit organization.

Professional experience of at-least 10 years of continuous regular service on a post not less than Accountant/Accounts Officer (Having working experience of Accounts, budgeting and Audit) in any Govt. Educational Institution/PSU/Reputed Private Organisation

Salary: Negotiable

Age: 45 years and above

4. Executive Engineer (Civil):

Holding analogous Post on regular basis in present cadre i.e. Assistant Engineer Civil in a reputed organization. Assistant Engineer (Civil) with regular service of 10 years in the Level 7-8 of Pay Matrix in any of the Autonomous Organization and educational institution.

Essential Qualification: Diploma & B. Tech. in Civil Engineering from a recognized University/Institute.

Pay scale: As per 7th Pay Commission, Level-11, Cell-1 (Pay Band 3, Rs.15600-39100 plus Grade Pay of Rs.6600/-)

Experience: Worked for a minimum 30 years in the capacity of In-charge of supervision of maintenance of building, non-residential buildings, educational institutions and supervision of construction of building works, estate section in a reputed organization.

Note: if employed, please attach "No Objection Certificate" from the present employer. Attested copies or all the testimonials must be attached with the application failing which no interview letter will be sent. Internal eligible candidates may also apply.

Telegram : DAVMANCOM

Phones : 23539357, 23534614
23621284, 23524304
23515951, 23519815

D.A.V. College Managing Committee

Chitra Gupta Road, New Delhi-55

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1. Certified copies of testimonials should be attached with the application.
2. Last pay drawn certificate duly attested should be attached.
3. Testimonials, in original, must be produced at the time of interview.
4. Applicants called for interview will come at their own expense.
5. The application should be sent under-registered post through the present employer, if any.

POST APPLIED FOR _____

1. Name of the Candidate
(in block letters) Mr./Miss/Mrs.:
2. Father's/Husband's Name :
- 3(a) Complete Present Postal Address :

PHOTO

Phone No.(s): E-mail :

- (b) Permanent Address :

4. Date of birth (in figures): Age

(in words):

5. (I) Qualifications :

EXAMINATION	Name of School/ College	Board / University	Subjects offered	Year of Passing	Division/ Percentage of Marks obtained	Merits, Prizes, Distinctions /Remarks, if any.
a) Matric/Secondary						
b) Hr. Sec./Sr.Sec.						
Inter/PUC.						
c) Graduation (B.A./B.Sc./B.Com./ Z.L.B.)						
d) Post-Graduation						
e) Post-Graduate Diploma in Personnel Management (One / Two years full time)						
f) Any other qualification						

(II) Professional Qualifications : _____

(III) Details of knowledge about computer _____

6.(a) Work experience:

Name of Organization	Period of Service		Designation	Pay Scale & Total emoluments	Nature of Job (Permanent/Temporary)	Job Descriptions
	From	To				
a)						
b)						
c)						
d)						

(b) Brief resume giving your achievements : _____

7. Details of last pay drawn :

Name of Inst./Org.	Month	Pay Scale	Basic Pay	Allowance	Gross Salary

8. Other interests (Co-curricular/Social, activities, etc. with achievements, if any:

a)

b)

9. Notice period required and joining time, if selected

10. Give the names of two references who may certify your proficiency in work :

1. Name :
Designation :
Address & :
Tel. No. :
2. Name :
Designation :
Address & :
Tel. No. :

11. I solemnly declare that the statements made by me are correct to the best of my knowledge and belief.

Place : _____
Date : _____

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(Signature of Candidate)

Name : _____