



**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110 095**

Phone : 011-22582972-74
Fax : 011-22590495

Advt. No. MC/CCS/NT-II/2022

Dated : 10.10.2022

RECRUITMENT

Online applications are invited from eligible candidates for appointment to the following posts on deputation basis initially for a period of one year or till the post is filled on regular basis, whichever is earlier :-

S.No.	Name of the Post	Pay Level as per 7 th CPC	No. of Posts
1.	Assistant Registrar	10	02
2.	Section Officer	07	03
3.	Sr. Personal Assistant	07	01
4.	Security Officer	07	01
5.	Senior Assistant	06	05
6.	Receptionist	02	01

The last date to apply online is 31.10.2022 or 15 days from the date of publication of the advertisement in the Employment News, whichever is later.

The last date for receipt of hard copy is 10.11.2022 or 10 days from the closing date of online application.

For further details, please visit College website : www.ucms.ac.in.

Any further addendum/corrigendum shall be available on the College website only.

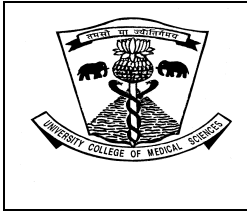
PRINCIPAL



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The details with regard to Qualifications, Pay Level and Experience are as under:-

1.	Assistant Registrar : 02 Posts, Pay Level – 10 Group ‘A’ Eligibility: Among the Section Officer / Private Secretary / Senior Personal Assistant, having Graduate Degree from a recognized University, with at least 03 years regular service in the Cadre. Note :- The College requires One Assistant Registrar for Accounts / Finance.
2.	Section Officer : 03 Posts, Pay Level – 07 Group ‘B’ Eligibility: Among the Senior Assistants working in the pay scale of Pay Level 06 with minimum period of 05 years regular service in the cadre. Note :- The College requires One Section Officer for Research Cell.
3.	Senior Personal Assistant : 01 Post, Pay Level – 07 Group ‘B’ Eligibility: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.
4.	Security Officer : 01 Post, Pay Level – 07 Group ‘B’ Eligibility: Among the Assistant Security Officers with at least 05 years of regular service in the cadre.
5.	Senior Assistant : 05 Posts, Pay Level – 06 Group ‘B’ Eligibility : Amongst the Assistants working in the pay scale of Pay Level 04 with minimum period of 05 years regular service in the cadre.
6.	Receptionist : 01 Post, Pay Level – 02 Group ‘C’ Eligibility : Female candidates possessing graduation from a recognized University with pleasing personality and good public relations skills. Fluent in English and Hindi, and ability to handle visitors and telephone calls. Having a typing speed of 40 w.p.m. in English Typewriting through computer. Desirable : Diploma or certificate course in Hospitality management / Public Relations. Diploma in Office Management and Secretarial Practice.



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General Instructions for Applicants

1. All applicants are required to apply online. The applicant will be solely responsible for the authenticity of submitted information. Online application form alongwith all details regarding qualifications, experience and general guidelines are available on the website of the College, www.ucms.ac.in under "Careers". The applicants are required to read complete details before filling up the form.
2. The print out of Application Form duly filled along with all supporting documents including last five years APARs dossier, in a sealed envelope with inscription 'APPLICATION FOR THE POST OF _____' should reach to the, Principal, University College of Medical Sciences, Room No. 107, (1st Floor, College Block), Dilshad Garden, Delhi-110 095 on or before 10.11.2022 upto 03.00 p.m.
3. The age limit, qualification and experience for the post shall be determined as on the closing date of online application i.e. 31.10.2022.
4. The person appointed on deputation basis will draw the pay and other allowances as per Government of India/University of Delhi rules.
5. Mere fulfilment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview / interaction.
6. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely on the basis of information/documents attached with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
7. The shortlisted candidates may be called for an interview / interaction, if necessary.
8. Applications should invariably be forwarded through proper channel by the parent organization and complete in all respect. However, the candidates may send an advance copy to UCMS, if they anticipate delay in forwarding of their application.
9. All correspondence shall be made only through e-mail provided by the applicant in the application form.
10. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying, the applicants are advised to go through detailed notice available on the website of the College.
11. Maximum age limit will be 57 years as on the closing date.

12. The applicants are required to furnish Vigilance Clearance certificate from his/her Department/Office.
13. Withdrawal of candidature is not allowed after selection.
14. Any Officer/Official may be repatriated at any time by the College without assigning any reason.
15. Applicants must not furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application.
16. The College further reserves the right to fill or not to fill or change no. of post(s) at its discretion without assigning any reason thereof.
17. The College will verify the antecedents of the applicant before appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the College.
18. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the College reserves right to modify/withdraw/cancel any communication made to the applicants.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. No correspondence, whatsoever, will be entertained in connection with the process of selection/interview/interaction.
20. No TA/DA shall be paid to candidates for attending interview / interaction.
21. Canvassing in any form will be treated as a disqualification.
22. Any dispute regarding the recruitment will be subject to the jurisdiction of Delhi Court only.
23. The applicants are required to visit the website of the College regularly as any subsequent corrigendum/addendum/intimation etc. will be uploaded on College website only.
24. For any further clarification the candidate may contact the Section Officer, C.C.Section at Phone Nos. 011-2258 2972-74 Extn. 1501 during office hours.

Assistant Registrar (CCS)
