



INSTITUTE OF HOME ECONOMICS

(University OF Delhi)

F-4, Hauz Khas Enclave, Delhi- 110016

Website: <https://ihe.du.ac.in> Phone-011-47702166



IHE/2025-26/Admin/S.O deputation/ 956

Dated: 7/10/2025

RECRUITMENT NOTICE

Applications are invited for the post of Section Officer (on Deputation). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents by 28.10.2025.

Sl. No.	Name of the post	Pay Level	No. of Post
1	Section Officer (Accounts Department)	Level -07 entry pay of Rs.44,900/- as per 7 th CPC Pay matrix.	01

ELIGIBILITY CONDITION:

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.

Instructions for the candidates:

1. Application of only such candidates will be considered which are routed through proper channel and are accompanied with:-
 - (i) Duly filled Application Form
 - (ii) Attested photocopies of APARs for the last three years.
 - (iii) Integrity and Vigilance Clearance Certificate
 - (iv) No Objection 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 is initially for one year, extendable as per requirement at the discretion of the College.
4. The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate/liase 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.
5. The College will place 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 at the discretion of the College
7. 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 reserve the right to modify/withdraw/cancel any communication made to the candidate.
8. The complete application form duly filled-in and signed along with all enclosures should be sent by Post/Courier to "The Principal, Institute of Home Economics, University of Delhi, Hauz Khas Enclave, New Delhi-110016". The last date of receiving of applications is 28.10.2025. Applications received late and or without the required documents shall not be considered.

 Director



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Paste passport size
photograph

Application Form for Section Officer (on Deputation Basis)

(Please read the notes given at the end before filling the form)

1	Name (In Block Letters)	
2	Father/Husband's Name	
3	Date of Birth in figures (DD/MM/YYYY):	
4	Age (Date) Years: Months: (as on last date of application)	
5	Gender of Applicant	
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? If yes, Name of the Category	

12. Academic Qualifications: (Starting from 10th standard & use separate sheet if required)

Examination Passed	Year of Passing	School/ College/University	Percentage by which Exam Qualified/ Division	Main Subjects Studied



12. 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) Other details:

13. Experience: (Administrative /Technical/Any other):

Name of the Organization	Post held/ Designation	Present Pay and Pay Level	Period From -To	Nature of Duties Performed

14. Nature of present employment, i.e. Regular/temporary:_____

15. Total emoluments per month, now drawn with details of breakup:_____

16. Details of Computer Related Skills:
(MS Office, On-Line Meetings, Handling emails & mailbox, etc.)

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14. Any other information:

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Date:

Signature of Applicant:



**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 the Institution

Declaration by the Applicant

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

Date:

Signature of Applicant

Notes & Conditions:

1. Incomplete application 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 at the discretion of the College.
5. Candidates are required to submit applications through proper channel.
6. Applications should be sent by post/courier, along with all required documents.
7. No. T.A/ D.A will be paid for attending the interview.
8. In case of any corrigendum/addendum and Notice with respect to this advertisement, the same shall be uploaded on the College website only.