



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/Deputation/1369

Dated: 27/12/2025

RECRUITMENT NOTICE

Applications are invited for Two posts of Section Officer and One post of Senior Personal Assistant (**on a Deputation basis**). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents by 17.01.2026.

Sl. No.	Name of the post	No. of Post	Essential Qualifications
1.	Section Officer	02	<ul style="list-style-type: none">● A Bachelor's Degree in any discipline from any recognised Institute/ University.● Officers holding analogous posts on a regular basis or with three years regular service in Pay Level-6 or equivalent in the Central/State Govt. Universities or autonomous organisations. <p>Pay Level Level -07 entry pay of Rs.44,900/- as per 7th CPC Pay matrix Recruitment Rule link page no. 3.</p> <p>https://www.du.ac.in/uploads/new-web/02062025_RR.pdf#page=3</p>
2.	Sr. Personal Assistant	01	<ul style="list-style-type: none">● Amongst the Personal Assistants with 05 years of regular service in the cadre, and based on the quality of ACRs/APARs. <p>Desirable:</p> <ul style="list-style-type: none">● The candidate should have undergone one week of job-specific training/skill enhancement program conducted by a College/University. <p>Pay Level Level -07 entry pay of Rs. 44,900/- as per 7th CPC Pay matrix Recruitment Rule link – page no. 47.</p> <p>https://www.du.ac.in/uploads/new-web/10052022_RR.pdf#page=47</p>

MAXIMUM AGE: The maximum age limit for appointment by Deputation shall not exceed 56 years as on the closing date of receipt of applications, i.e. 17.01.2026.

Instructions for the candidates:

1. Application of only such candidates will be considered which are routed through the proper channel and are accompanied with:-
 - (i) Duly filled Application Form
 - (ii) Attested photocopies of APARs for the last three years for the post of Section Officer.
 - (iii) Attested photocopies of APARs for the last five years for the post of Sr. Personal Assistant.
 - (iv) Integrity and Vigilance Clearance Certificate
 - (v) No Objection Certificate.

2. The said deputation shall be governed by the terms and conditions of the Foreign Service Rules as applicable to the employees of the University of Delhi and its colleges.
3. The period of deputation is initially for one year, extendable as per the requirement of the College and at the discretion of the College.
4. The incumbent for Section Officer should possess good communication and analytical skills and an 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 incumbent for Senior Personal Assistant is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself/herself to the work in which the officer has specialized. The incumbent for Senior Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his/her boss officially or who are helpful to the boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated in the manual of office procedure of Government of India.
6. The College will place corrigendum, if any, on the College as well as the University of Delhi website only. Candidates are advised to monitor the same.
7. The College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the College
8. In case of any inadvertent mistake in the process of selection, which may be detected later or/at any stage and/ or if any kind of documents asked for is not submitted by the candidate at any stage, the college reserves the right to modify/withdraw/cancel any communication made to the candidate.
9. Separate applications are to be submitted for each post.
10. The completed application form duly filled in and signed along with all enclosures should be sent by Post to "The Director, Institute of Home Economics, (University of Delhi), Hauz Khas Enclave, New Delhi-110016". The last date of receiving applications is 17.01.2026. Applications received late and/ or without the required documents will not be considered.


Director



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Paste passport size
photograph

Application Form (on Deputation Basis)

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

1.	Post applied for	
2.	Name (In Block Letters)	
3.	Father/Husband's Name	
4.	Date of Birth in figures (DD/MM/YYYY):	
5.	Age (Date) Years: Months: (as on last date of application)	
6.	Gender of Applicant	
7.	Address for Communication	
8.	Email ID	
9.	Mobile No.	
10.	Nationality	
11.	Marital Status (Married/Unmarried)	
12.	Do you belong to any Reserved Category? If yes, Name of the Category	

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

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

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

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

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

16. 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:

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

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

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19. Any other information:

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Date:

Signature of Applicant:

Place:

Name 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. 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 will be rejected
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 and University of Delhi website only.