



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

Advt. No. MC/CCS/AR/2020-II

Date: 28.08.2020

Applications are invited in the prescribed Application Form available on the College website from eligible candidates for appointment to the three posts of Assistant Registrar purely on Deputation Basis. The post of Assistant Registrar carries Scale of Pay Level 10 as per VII CPC Pay Matrix. The last date for receipt of applications is 15.09.2020 or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

No. of Posts: 03 (purely on deputation basis)

Eligibility:

The Section Officer/Private Secretary/Senior Personal Assistant in the pay scale of Rs.6500-10500/- (revised to Level-7 as per 7th CPC) with at least 3 years regular service in the cadre.

“Regular service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.

Note:

1. The initial appointments would be for one year, which would be extended further as per requirement.
2. The College may conduct interactive assessment if required.
3. Upper age limit: Preferably below 56 years.
4. Detailed instructions and application form are available on College/University Website.

PRINCIPAL



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General Instructions for Applicants (Assistant Registrar)

1. All applicants are required to apply in the prescribed Application form with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the College Website i.e. www.ucms.ac.in and also on University website www.du.ac.in under “Careers”. **The applicants are required to read these details carefully before filling up the Application form.**
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the College/University from time to time for the respective posts.
3. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
4. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of interview also even if the same has been submitted earlier.
5. 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 uploaded 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.
6. The shortlisted candidates may be called for an interview, if necessary. If called for an interview, the candidate should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the application form, duly certified by the applicant.
7. Applications should invariably be forwarded by the parent organization and complete in all respect. However, the candidates may send an advance copy to UCMS if the anticipate delay in forwarding of their application.

8. All correspondence from the College including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
9. 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, applicants are advised to go through detailed notice available on the website of the College/University.
10. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application with self-certified copies/testimonials.
11. The College further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
12. Any consequential vacancies arising at the time of Interview may also be filled up from the available screened candidates.
13. The College will verify the antecedents of the applicant at the time of 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.
14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
16. No TA/DA shall be paid to candidates for attending interview.
17. The last date for submission of the form shall be as specified in the advertisement.
18. Canvassing in any form will be treated as a disqualification.
19. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

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APPLICATION FOR THE POST OF ASSISTANT REGISTRAR ON DEPUTATION BASIS IN UCMS



1. Name (IN BLOCK LETTERS) : _____
2. Date of Birth : _____
3. Age as on last date of Submission of application : _____
4. Date of superannuation from the present service : _____
5. Present basic pay and scale of pay: _____

6. Correspondence address : _____

- Mobile No.: _____
7. Name & address of the Organization where presently working. : _____

8. Educational Qualification : _____
9. Date of entry in Govt. Service : _____

10. Posts held during last 10 years (in chronological order)

Sl. No.	Post held	Name and Address of Organization	Period		Pay Scale with break up	Nature of duties performed
			From	To		

DECLARATION

I solemnly declare that the details given above in the application form are correct to the best of my knowledge and belief. In case any of the details in the application form are found false at a later stage, my candidature / appointment may be cancelled / withdrawn.

(Signature of the Candidate)

Date: _____

Place: _____

(FOR USE OF FORWARDING OFFICE)

It is certified that the details provided by the applicant as above are correct as per our records. No vigilance / disciplinary case is pending / contemplated against Shri / Smt. / Ms. _____ . If selected, the individual will be relieved immediately.

2. Gist of his/her preceding 05 years ACR/APRs is as under:

S. No.	Year	Grading / Marks

(Signature of the forwarding officer)

Name : _____

Date : _____

Designation : _____

Place : _____

Seal of the Office : _____