

# लेडी इर्विन महाविद्यालय

दिल्ली विश्वविद्यालय

सिकंदरा रोड, नई दिल्ली - 110001

ई-मेल : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)



# LADY IRWIN COLLEGE

(University of Delhi)

Sikandra Road, New Delhi-110001

Email : [director@lic.du.ac.in](mailto:director@lic.du.ac.in)



## LADY IRWIN COLLEGE

(University of Delhi)

Sikandra Road, New Delhi-110001

Email: [director@lic.du.ac.in](mailto:director@lic.du.ac.in)

LI/2026-27/Admin/Deputation/001

Dated: 23.04.2026

### RECRUITMENT NOTICE

Applications are invited for one post of Section Officer, One post of Senior Assistant and One post of Professional 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 21<sup>st</sup> May 2026.

Sl. No.	Name of the post	No. of Post	Essential Qualifications
1.	Section Officer	01	Essential:  1. A Bachelor's Degree in any discipline from any recognised Institute/ University.  2. 05 years of regular service from the feeder grade of Senior Assistant/Legal Assistant in Pay Level 6 with academic qualification as in Col.7 above.  3. 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 and possessing Bachelor's degree as prescribed for direct recruits at Col.7 above.
2.	Senior Assistant	01	Essential:  1. Bachelor's Degree from any recognized University/Institution.  2. Assistant with 05 years of regular service in Level. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.  3. The experience should be in Central/State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/-Crores or more.  Note: The candidate should have proficiency in Computer applications, noting and drafting etc.

*Nehra Asthana*

3	Professional Assistant	01	<p>Essential</p> <p>(i). Master's Degree in Library &amp; Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions or a private institution of repute.</p> <p>OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions or a private institution of repute.</p> <p>(ii) Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution:</p> <p>1.) Holding analogous post on regular basis in the parent cadre or department.</p> <p>2.) With 3 years' service rendered as Semi- Professional Assistant in Pay Level 5 or equivalent in the parent cadre or department.</p> <p>(iii) Knowledge of Computer Applications, to be ascertained by written and skill test.</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. 21<sup>st</sup> May 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 Senior Assistant.
  - (iv) Attested photocopies of APARs for the last five years for the post of Professional Assistant.
  - (v) Integrity and Vigilance Clearance Certificate
  - (vi) 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/liaise 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 the post of **Senior Assistant** should possess good administrative and communication skills with an aptitude for drafting/noting in English and maintaining official records. He/She should be able to coordinate with different sections of the institution and assist officers in administrative matters. The incumbent is expected to handle functions related to **general administration, establishment matters, examination work, maintenance of records, preparation of reports, and processing of official correspondence.**
6. The incumbent for the post of **Professional Assistant** should possess good knowledge of library science and information management with the ability to assist in cataloguing, classification, and maintenance of library records and databases. He/She should have good communication skills and be able to assist students and faculty in locating academic resources and e-resources. The incumbent is expected to handle functions related to **library administration, circulation services, acquisition of books/journals, maintenance of digital and physical records, and coordination with library staff for smooth functioning of library services.**
7. 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.
8. The College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation at the discretion of the College
9. 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.
10. Separate applications are to be submitted for each post.
11. The completed application form duly filled in and signed along with all enclosures should be sent by Post to "The Director, Lady Irwin College, (University of Delhi), Sikandra Road, New Delhi-110001". The last date of receiving applications is 21<sup>st</sup> May 2026 Applications received late and/ or without the required documents will not be considered.



LADY IRWIN COLLEGE  
(University OF Delhi)  
Sikandra Road, New Delhi-110001  
Email: [director@lic.du.ac.in](mailto:director@lic.du.ac.in)

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 12<sup>th</sup> 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.)

19. Any other information:

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.