



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

Phone: 011-22582972-74

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Advt. No. UCMS/CCS/NT-Depu-II/2026/

Dated: 15.10.2026

Online applications are invited from eligible candidates for appointment to the following posts on deputation initially for a period of one year (extendable upto 5 years) or till the post is filled on regular basis, whichever is earlier: -

S. No.	Name of the Post	Pay Level	No. of Posts
1.	Internal Audit Officer	12	1
2.	Assistant Registrar	10	1
3.	Section Officer	7	3
4.	Professional Assistant	6	2
5.	Senior Assistant	6	5
6.	Assistant	4	9

The closing date for receiving online applications will be 04.11.2026 or 15 days from the date of publication of the advertisement in the Employment News, whichever is later.

The last date for receiving hard copy of the complete application (through proper channel) is 10 days from the closing date of online application form.

For further details, please visit College website:

<https://www.ucms.ac.in/administration/showcareers>

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

PRINCIPAL

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

S. No.	Name of the Post	Pay Level	No. of Posts	Eligibility
1.	Internal Audit Officer	12 (Group-A)	1	By drawing officers preferably belonging to Audit and Accounts Services or other similar Organised Accounts Services in Central / State Govt., holding analogous posts on a regular basis. OR With three years of regular service in pay level 11 or equivalent in the area of Audit and Accounts / Finance in any Govt. Department / Autonomous Bodies. OR With six years regular service in Level 10 or equivalent in the area of Audit and Accounts / Finance in any Govt. Department / Autonomous Bodies.
2.	Assistant Registrar	10 (Group-A)	1	Officers holding analogous posts on regular basis or with 05 years regular service in on posts in Pay Level 7/ Pay Level 8 in the Central/State Government, Universities and other Autonomous Organizations.

3.	Section Officer	07 (Group-B)	3	i. A Bachelor's Degree in any discipline from any recognized Institute / University. ii. Officers holding analogous post on regular basis or with three years of regular service as Senior Assistant / Legal Assistant in Pay Level 6 or equivalent in any Central / State Govt. / University / PSU and other Central or State Autonomous Institutions. iii. The candidate should have the Proficiency in computer operations, noting and drafting
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4.	Professional Assistant	6 (Group-B)	2	i. Employees of the Central / State Government, Autonomous or Statutory Organization, PSU, University or recognized research institutions: a) Holding analogous post on regular basis in the parent cadre or department. b) With 3 years' service rendered as Semi-professional Assistant in pay Level 5 or equivalent in the parent cadre or department. ii. The candidate should have the Knowledge of Computer Applications.
5.	Senior Assistant	6 (Group-B)	5	i. Candidates holding analogous post on regular basis or amongst the Assistants, Hindi Assistants, Assistant Archivist or other incumbents of ex-cadre post working in the Pay Level 5/ Pay Level 4 with minimum period of 3 years regular service in the cadre. ii. The candidate should have the Proficiency in computer operations, noting and drafting
6.	Assistant	4 (Group-C)	9	i. Candidates holding analogous post on regular basis or amongst the Junior Assistants/Hindi Typist working in the pay scale of Pay Level 2 with minimum period of 3 years regular service in the cadre. ii. The candidate should have the Proficiency in computer operations, noting and drafting

General Instructions for Applicants

1. All applicants must be serving on regular basis in the Central/State Govt. Universities, Public Sector Undertakings, autonomous govt. organizations.
2. All applicants are required to apply through online mode only. The applicant will be solely responsible for the authenticity of submitted information/documents. Online application form alongwith all details regarding qualifications, experience and general guidelines are available on the website of the College, <https://www.ucms.ac.in/administration/showcareers> under "Careers". The applicants are required to read complete details before applying.

3. The print out of complete Application Form duly filled and must be forwarded through proper channel by the parent organization, along with all supporting/requisite documents (please refer Annexure-I), in a sealed envelope with inscription 'APPLICATION FOR THE POST OF _____ ON DEPUTATION BASIS' should reach to the Principal, University College of Medical Sciences, Administrative Wing, First Floor, College Block, Dilshad Garden, Delhi-110095 on _____.
4. The age limit, qualification and experience for the post shall be determined as on the closing date of this advertisement.
5. The person appointed on deputation basis will draw the pay and other allowances as per the applicable rules prescribed by Government of India/University of Delhi rules.
6. Mere fulfilment of the qualification and experience or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview / interaction.
7. 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.
8. The shortlisted candidates may be called for an interview / interaction, if necessary.
9. Applications should invariably be forwarded through proper channel by the parent organization and must be completed in all aspects. However, the candidates may send an advance copy of the application alongwith all supporting documents to UCMS, if they anticipate delay in forwarding of their application through proper channel.
10. All correspondence shall be made only through e-mail provided by the applicant in the application form.
11. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
12. Maximum age limit will be 56(Fifty-Six) years on the closing date.
13. Any Officer/Official working on deputation basis in UCMS may be repatriated at any time by the College without assigning any reason.
14. Applicants must not furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application.
15. 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.

16. The College may 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.
17. 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.
18. 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.
19. No TA/DA shall be paid to candidates for attending interview / interaction.
20. Canvassing in any form will be treated as a disqualification.
21. Any dispute regarding the recruitment will be subject to the jurisdiction of Delhi Court only.
22. 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.
23. For any further clarification or any persistent technical issue, the applicants can e-mail at recruitment@ucms.ac.in

	UNIVERSITY COLLEGE OF MEDICAL SCIENCES विश्वविद्यालय चिकित्सा विज्ञान महाविद्यालय (University of Delhi) (दिल्ली विश्वविद्यालय) Dilshad Garden, Delhi-110095 (दिलशाद गार्डन, दिल्ली - ११००९५) Phone/ फ़ोन: 011-2258297274 E-mail: principal@ucms.ac.in
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Annexure-I

List of documents (self-attested) to be uploaded while submission of the application form: -

1. Proof of Date of Birth (Class 10th Certificate/Birth Certificate)
2. Copy of Degree/Diploma and Marksheet(s) of Educational/Professional qualifications.
3. Forwarding letter from the parent organization OR copy of application to the parent organization for forwarding your application to UCMS.
4. Copies of APAR for last 05 years w.e.f. 2021-22.
5. Vigilance Clearance Certificate from parent organization.
6. Any other information/ document viz. Additional qualification, Experience, Professional course etc.

Note:

- (a) Documents mentioned at Sr. No. 1 to 3 are mandatorily to be uploaded while applying online.
- (b) Documents mentioned at Sr. No. 4 to 5 will be provided by the parent organization while forwarding original application to UCMS.

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