



Through Humanity To Peace

Indian Red Cross Society



National Capital Territory Branch
President: Hon'ble Lt. Governor, Delhi

Telephone : 011- 4350 8544, 75, Mobile : 9311773871

E-mail : drcgl@rediffmail.com

stjohndb@rediffmail.com

RED CROSS BHAWAN
GOLF LINKS
NEW DELHI-110003

IRCS/DB/ADMN/464/2026/ 1941

Dated: 18/09/2026

ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER

Start Date for Apply: 20.09.2026

End Date for Apply: 12.10.2026

The IRCS (Delhi Branch) invites application from eligible candidates for 01 (One) post of Administrative Officer, for IRCS (Delhi Branch), Red Cross Golf Links, New Delhi -110003.

Interested candidates may submit their application along with attested copy, of certificates/mark sheets at Red Cross Bhawan, Golf Links, New Delhi -110003 from Monday to Friday, from 10.00 AM to 5.00 PM (except Saturday, Sunday & Gazetted Holidays). Eligible candidates shall be called for interview.

No TA/DA would be provided for attending interview. The candidates not fulfilling eligibility criteria wouldn't be considered for selection process.

Essential Qualification:

- (1) Should have a Master Degree in the field of Administration (MBA)

Experience:

- (i) 5 Year experience in Administration

Honorarium: Rs. 50,000/- per month (fixed)

Relaxation:

Preferences will be given to retired Government employees. Age and educational qualifications may be relaxed for retired personnel from the Central/State Government or Public Sector Undertakings who have experience in administration.

General information:

- Only Indian Nationals are eligible to apply.
- Age of the candidates must be below 50 years.
- The engagement shall be purely on temporary basis (Contractual) for a period of one year and may be terminated by either side by giving one month's notice.
- The selected incumbent shall be governed by the rules and regulations in force in the IRCS, Delhi Branch from time to time. He/she will have to work under overall control of Secretary, IRCS, Delhi Branch.

This issues with the prior approval of the Competent Authority

(Neelmani Mishra)
Incharge Administration

Website : <https://redcrossdelhi.org>

Donation to Indian Red Cross Society qualify for 50% deduction to donors under section 80(G) of Income Tax Act, 1961.



Scanned with OKEN Scanner