

HC-1/4160

Dated: 21.06.2024

NOTIFICATION

Applications are invited for the post of Senior Personal Assistant (purely on Deputation or Re-employment after Superannuation). Candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along-with relevant documents latest by 15.7.2024.

MAXIMUM AGE: The maximum age limit of appointment by Deputation shall not be exceeding 56 years on the closing date of receipt of application i.e. 15.07.2024 or Re-employment after Superannuation – Maximum 62 years as on the last date of receipt of application. Pay as per University of Delhi notified rules regarding re-employment after Superannuation.

MINIMUM EDUCATIONAL & OTHER QUALIFICATION REQUIRED:

1. Bachelor Degree from recognized University
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ University/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
 - (a) Dictation 10 minutes at an average speed of 100 w.p.m
 - (b) Transcription: 40 minutes at an average speed of 100 w.p.m.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, E-mail, communication etc.

ELIGIBILITY CONDITON FOR APPOINTEMNT ON DEPUTATION:

1. Amongst the Personal Assistants working in the pay scale of Pay Level-06 with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.
2. The candidate should have undergone one week of job specific training/ skill enhancement program conducted by a College/ University.

PAY LEVEL: Pay Level -07 as per 7th CPC.

HOW TO APPLY:

Application format and other information are available on the College website. The eligible candidates may apply for the above post with attested copies of essential qualification and experience certificates. The duly completed application form with required documents should reach to the office of the Principal, Hindu College, University of Delhi, Delhi-110007 latest by 15.07.2024.




Hindu College, University of Delhi, Delhi-110007
हिन्दू महाविद्यालय, दिल्ली विश्वविद्यालय, दिल्ली-११०००७
Ph: 011-27667184 | दूरभाष: ०११-२७६६७१८४
E-mail : principal@hinducollege.org

Note:

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - i. Duly filled Application Form along with educational certificates.
 - ii. Vigilance Clearance report and verified copies of APAR form their office of last five years be provided by the candidates.
2. The period of deputation is initially for a period of one year which will be extendable annually but not exceed three years. The said deputation shall be governed by the terms & conditions of Foreign Service at any time without assigning any reason thereof.
3. The incumbent should possess good communications and analytical skills and aptitude for drafting/ noting in English. Should be able to coordinate/ liaise with other divisions/ department and participate in discussions with senior functionaries and Academicians. He/ She is expected the handle independently one Administration/ Purchase/ Establishment/ Accounts/ Finance/ HR/ Legal/ Project management.
4. The College will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
5. Application received without complete information shall be rejected.
6. College reserves the right not to fill the vacancy and / or reduce the tenure of the deputation on resuming duty by personnel on deputation/ at the discretion of the College.
7. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/ withdraw/ cancel any communication made to candidate.
8. The complete application form duly filled-in and signed should reach by email at principal@hinducollege.org, or by post/ Courier to The Principal, Hindu College, Sudhir Bose Marg, University of Delhi, Delhi-110007" by 15.07.2024. Application received after last date shall not be entertained.




Prof. Anju Srivastava
Principal

प्राचार्य/Principal
हिन्दू महाविद्यालय, दिल्ली-7
Hindu College, Delhi-7



Application form for Senior Personal Assistant
(On Deputation Basis/ Re-employment after Superannuation)

Please affix your recent
passport size photograph
here

1. Name (in block letters)
2. Parent's / Spouse's Name.....
3. Date of birth:Age (as on date): YearsMonths
5. Nationality:Male / Female:
6. (a) Post held, if any, at the time of interview,
Date of Appointment
(whether permanent, on probation or temporary)
(b) Name of the Employing Authority:
7. Category to which you belong: (Tick) General / OBC / SC / ST
8. Correspondence Address Permanent Address:
.....
.....
.....
Pin Code No. Pin Code No.
Phone / Mobile Phone / Mobile
E-mail ID..... E-mail ID.....



9. Present Basic Pay with Grade Pay

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10. Educational Qualifications:

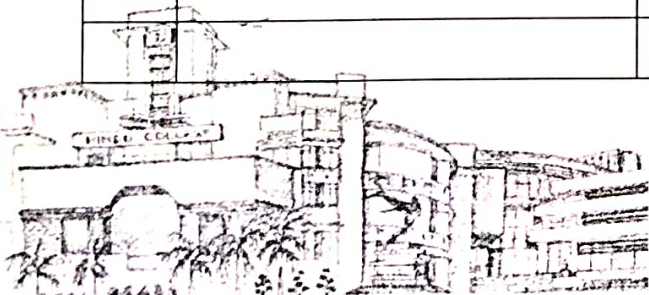
Sl. No.	Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of Marks Obtained	Year of Passing	Subjects offered

11. Technical Qualifications:

Sl. No.	Examination Passed	Name of the University/Board	School/College Attended	Division with percentage of Marks Obtained	Year of Passing	Subjects offered

12. Work Experience : (Administrative/ Technical/ Any Other)

Sl. No.	Name of the Organization	Designation	Duration	Salary Drawn (Pay Band with Grade Pay)

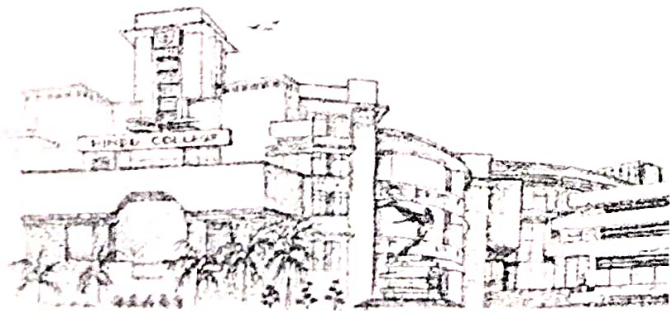


13. Nature of Present Employment i.e. Regular/ Temporary:
14. Total Emoluments per month, now drawn with details of break up;
15. Details of Computer Related Skills: (MS Office, On-line Meeting, Handling Emails & Mailbox, etc.)

16. Any other information:

Dated:

.....
Signature of the Applicant



For Applicants in Employment
(Verification by the Applicant's Office)

The facts stated in the application have been verified and found correct. There is no vigilance or disciplinary enquiry is pending or being contemplated against the applicant.

Dated:

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**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 is 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 or wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Dated:

.....
Signature of the Applicant

Please Note:

- (i) Incomplete application form will be rejected.
- (ii) No T.A/D.A. will be paid for attending the prescribed interview.
- (iii) College reserves the rights to call shortlisted candidates only for interview.
- (iv) Colleges reserves the right not to fill the vacancy and / or reduce the tenure of the deputation on resuming duty by personnel on deputation/ at the discretion of the College
- (v) Candidates are required to submit application through proper channels.
- (vi) Application received after the last date shall be liable for rejection.



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