



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं०/Ref. No.

दिनांक/Dated 13/02/2025

VACANCY CIRCULAR

Applications are invited from candidates meeting the eligibility criteria for the post of Senior Personal Assistant purely on Deputation basis in the prescribed format given herewith and send the same along with relevant documents latest by 28.02.2025 (Friday).

Sr. No.	Name of the Post	Group	Pay Level as per 7 th CPC	No. of Post
1.	Senior Personal Assistant	B	07	01

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. 28.02.2025.

MINIMUM ESSENTIAL EDUCATIONAL & OTHER QUALIFICATION REQUIRED:

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ 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 (English) or 55 minutes (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

ELIGIBILITY CONDITIONS FOR APPOINTMENT ON DEPUTATION:

1. Amongst the Personal Assistants working in the pay scale of Pay Level 6 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.



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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 (Annual Performance Assessment Report) from 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 and conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated at any time without assigning any reasons thereof.
3. The incumbent should possess good communication and analytical skills and 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.
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. The College reserves the right not to fill the vacancy and/ or reduce the tenure of the deputation on resuming duty by personnel/ till the personnel appointed to this post/ 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 must be sent by SPEED POST to 'The Principal, Shivaji College (University of Delhi), Raja Garden, Ring Road, New Delhi - 110027' by 28.02.2025. Applications received late shall not be entertained.


Prof. Virender Bhardwaj
Principal

Shivaji College (University of Delhi)
Raja Garden, Ring Road, New Delhi – 110027

Application Form (on Deputation Basis)
(Please read the notes given at the end before filling the form)



Post Applied for		Senior Personal Assistant
1	Name (In Block Letters)	
2	Father / Husband's Name	
3	Gender of Applicant	
4	Date of Birth	In Figures (DD/MM/YYYY)
		In Words:
5	Age (As on 28.02.2025)	
6	Contact Details	
	Address for Communication	
	Email ID	
	Mobile No.	
7	Nationality	
8	Marital Status (Married / Unmarried)	
9	Do you belong to any Reserved Category? If yes, Name of the Category	

- 10 Educational Qualifications:
(Starting from 10th Standard & use separate sheet if required)

Examination Passed	Year of Passing	School / College / University attended	Percentage by which exam qualified	Main Subjects Studies

- 11 Technical Qualifications (if any):
(Please use separate sheet if required)

Examination Passed	Year of Passing	School / College / University attended	Percentage by which exam qualified	Main Subjects Studies

12 Experience: (Administrative/ Technical/ Any other):

Name of the Organization	Post held / Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

13 Details of Computer Related Skills:
(MS Office, On-Line Meetings, Handling emails & mailbox, etc.)

14 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. There is no vigilance or disciplinary enquiry pending or being contemplated against the applicant.

Date:

Signature and Seal of the Head of the Institute

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

Date:

Signature of Applicant

Notes & Conditions:

1. Incomplete application will be rejected.
2. Application received after the last date shall be liable to rejection.
3. College reserves the right to call shortlisted candidates only for the interview / test.
4. College reserves the right not to fill vacancy and/ or reduce the tenure of the deputation on resuming duty by personnel/ till the personnel appointed to this post/ at the discretion of the college.
5. Candidates are required to submit applications through proper channels.
6. Applications must be sent through post.
7. The selected candidate shall be required to submit self-attested copies of all relevant documents of qualifications and experience stated in the application form within seven days of receiving the offer of appointment and before joining. In case the candidate fails to submit the documents, his/ her candidature/ selection will be cancelled.

In case of any corrigendum / addendum and Notice with respect to this advertisement, the same shall be uploaded on the College website.