संदर्भ सं0 / Ref. No. ....　　　　　　　दिनांक/Dated 12/03/2025
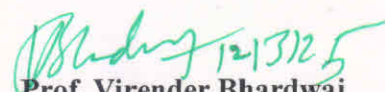
VACANCY CIRCULAR

Applications are invited from candidates meeting the eligibility criteria **for the post of Senior Personal Assistant purely on contractual basis** initially for a period of six months which is extendable for further period depending upon the performance of the selected candidate.

| Sr. No.	Name of the Post	No. of Post	Category	Age Limit	Salary Per Month
1.	**Senior Personal Assistant**	01	1-Unreserved	35 years	Basic pay of INR 44900/- plus dearness allowance as applicable time to time.

Note (Important Instructions):

1. Application Form, Eligibility Criteria and Scheme of Examination are enclosed.
2. All the recruits will be required to appear in a written/ skill test to adjudge their basic knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written and skill test.
3. Interested candidates who fulfill the prescribed qualifications/ eligibility may submit their applications in the prescribed format (attached herewith) along with self-attested photocopies of certificates of educational qualifications, date of birth, caste/category certificate (SC/ST/OBC/EWS/PwBD) etc. The complete application form duly filled-in and signed along with the requisite documents must be sent by SPEED POST to **'The Principal, Shivaji College (University of Delhi), Raja Garden, Ring Road, New Delhi – 110027'** by 26.03.2025. Applications received late shall not be entertained. **The envelope must be superscribed as "Application for the post of Senior Personal Assistant (on contractual basis)".**
4. Incomplete applications shall be summarily rejected. Applications without the supporting documents shall be considered incomplete.
5. The post is on contractual basis and the services can be terminated at any time without any notice or without reasons thereof.
6. The College has right to reserve, change the nature of post and not to fill or cancel the post.
7. Any addendum and corrigendum will be notified on the college website only.
8. List of eligible candidates and the date of written and skill test will be published on the college website (www.shivajicollege.ac.in). Applicants are advised to check the college website regularly.

Prof. Virender Bhardwaj
Principal

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

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

Paste passport size photograph
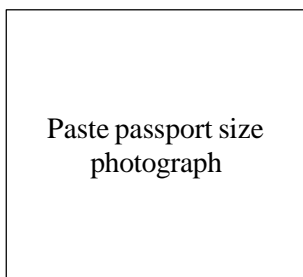
Post Applied for		Senior Personal Assistant
1	Name (In Block Letters)	
2	Father / Husband's Name	
3	Gender of Applicant	
4	Date of Birth	In Figures (DD/MM/YYYY)
		In Words:
5	Age (As on 26.03.2025)	
6	Contact Details	
	Address for Communication	
	Email ID	
	Mobile No.	
7	Nationality	
8	Marital Status (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:……………………………………

दिल्ली विश्वविद्यालय
University of Delhi

1.	Name of Post	**Senior Personal Assistant**
2.	No. of Posts	1
3.	Classification	Group B, Ministerial
4.	Scale of Pay	**Pay Level 07**
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	**35 years**

7.	Educational & other qualification required for direct recruitment	**Essential:**
		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.
		
		Desirable:
		1. Degree/Diploma in Computer Application/Science.
		2. Diploma in Office Management and Secretarial practice.
		3. Knowledge of service rules applicable for Central Government establishments.
		
		Note:
		1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
		2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.
		3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

8.	Period of probation (if, any)	01 year for the Direct Recruits.

9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Promotion. 25% by Limited Departmental Examination In case of Colleges where there is no feeder cadre, 100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	**Promotion:** Amongst the Personal Assistants with **05 years** of regular service in the cadre and on the basis of quality of ACRs/APARs. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. **Limited Departmental Examination (LDE):** Amongst the Personal Assistants with 03 years of regular service in the cadre
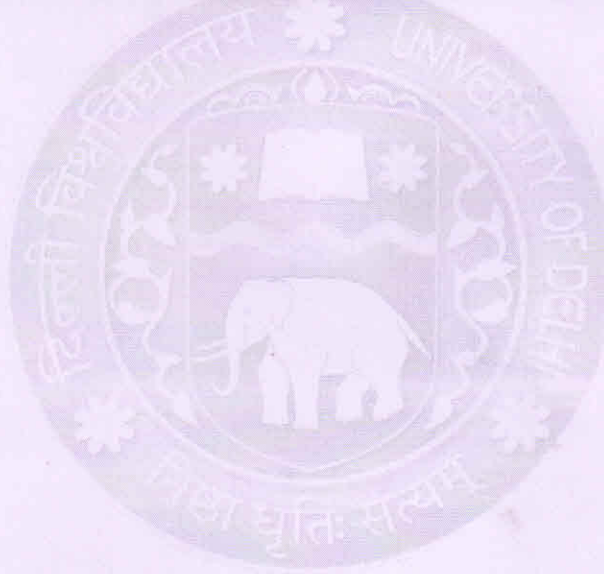
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4.8.4 Scheme of Examination for Direct Recruitment for <u>Miscellaneous Posts not included above</u> in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade –I, Nurse, X-Ray Technician, Horticulturist, etc.

A.   **Scheme of the Examination**:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			**500**

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B.   **Test components**:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	**150**	**300**

	TEST COMPONENTS	DURATION: 3 hours
		MARKS
Paper-II	Descriptive Type	200
	TOTAL	**200**

C. **Syllabus**:

Paper - I:

(i) Questions pertaining to specific area of the post concerned: The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of English/Hindi:
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. **Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.

2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.

3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.

4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.

5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{th}$ of marks allocated per question.

6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
   a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
   b) In case of further bunching/bracketing of candidates, candidate senior in age.
   c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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