



SRI AUROBINDO COLLEGE (Evening)

(UNIVERSITY OF DELHI)
MALVIYA NAGAR, NEW DELHI - 110017.

श्री अरविन्द महाविद्यालय (सांध्य)
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

NOTICE

Date: 20.02.2017

Applications on plain paper are invited for the post of **Senior Personal Assistant on contract basis** on consolidated salary as per Delhi University Rules.

Educational Qualification:

Essential:-

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification 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 @ 100 w.p.m.
 - b) Transcription: 40 w.p.m. (English) or 55 w.p.m. (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. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and interview.
2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time.

Contd...2/-

3. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
4. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

Contract engagement will be made for a period of six months which may be renewed for a further period of six months after giving usual break of a working day. Further extension beyond 12 months may be considered, if rules so permit.

The terms and conditions of appointment on contract basis would be as per Delhi University letter No.Estab.IV/012/2012/05 dated 19th October, 2012.

Applications completed in all respect alongwith the attested copies of testimonials should reach the Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi-10017 on or before relevant documents should be submitted in person or sent by speed post so as to reach the undersigned on or before 14.03.2017.


Principal (Actg.)