



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स
DELHI COLLEGE OF ARTS & COMMERCE

दिल्ली विश्वविद्यालय
(University of Delhi)

नेताजी नगर नई दिल्ली - 110023
Netaji Nagar, New Delhi - 110023

DCAC/Advt./2022/ dated: 17 March 2022

Sub: Circular for filling up the post of Senior Personal Assistant in Delhi College of Arts and Commerce, University of Delhi on deputation basis

Applications are invited for the post of Senior Personal Assistant on deputation as per details given below:

S.No.	Name of the Post	Pay Matrix Level	No. of Post	Method of Recruitment
1	Senior Personal Assistant	Level - 7 (as per 7 CPC)	01	Deputation

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. Application of only such candidates will be considered as are routed through proper channel and are accompanied with: -
 - a. Duly filled Application Form
 - b. Attested photocopies of APARs for the last three years
2. The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of University of Delhi
3. The will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
4. College reserves the right not fill the vacancy and/or replace the tenure of the deputation on resuming duty of personnel on deputation/at the discretion of the College.

Eligibility Conditions

Officers working in analogous post in the pay scale of Level-07 or equivalent service.

Or

Amongst the Personal Assistants with 03 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.



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PERIOD OF DEPUTATION:

The period of deputation shall initially be for one year that will be further extendable according to requirement of the College. The terms and conditions of deputation shall be governed as per the provisions contained in DoP&T guidelines/Norms of University of Delhi & UGC as amended from time to time. The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.

HOW TO APPLY:

The eligible officers, whose services can be spared are required to apply with complete APAR dossiers for the last 03 years. Vigilance Clearance and Integrity Certificate and a declaration form from the Controlling Officer/HoD that no disciplinary or vigilance case is pending/contemplated against the official. The application form duly filled in along with the relevant documents must reach to the office of the undersigned **through online mode at principaldcac@gmail.com** on or before fifteen days of publication of the notification i.e. **31.03.2022**. Any addendum/Corrigendum or any other recruitment notification shall be uploaded on the College/University of Delhi website only. It shall be the responsibility of the candidate to monitor the same.


PRINCIPAL



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Application Form for Senior P.A. to Principal (on Deputation Basis)
(Please read the noes given at the end before filling the Form)

Paste passport
size photograph

Post Applied For		
1	Name (In Block Letter)	
2	Father's/Husband's Name	
3	Gender	
4	Date of Birth	In Figures (DD/MM/YYYY)
		In Words:
5	Age (As on last date)	Years: Months: Days:
6	Contact Details:	
	(i) Address for Communication	
	(ii) Email ID	
	(iii) Mobile No.	
7	Nationality	
8	Marital Status	
9	Do you belong any Reserved Category? If yes, Name of the Category.	



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10. Educational Qualifications:

(Starting from 10th standard & use separate sheet, if required)

Examination Passed	Year of Passing	School/College/University attended	Percentage by Exam. Qualified	Main Subjects studied

11. Technical Qualifications, if any:

(Please use separate sheet, if required)

Examination Passed	Year of Passing	School/College/University attended	Percentage by Exam. Qualified	Main Subjects studied

12 Experience:

Name of Organization	Post held/ Designation	Present Pay and Pay Level	Period		Nature of Duties performed



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13. Details of Computer Related Skills:

(MS Office, Online Meetings, Handling emails, mailbox, etc.)

14. Any other Information:

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 or appropriate action on me and my candidature shall be cancelled.

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 again the applicant.

Dated.....

Signature and Seal of the Head of the Institution



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Notes and Conditions:

1. Incomplete application will be rejected
2. Application received after the last date shall be liable for rejection
3. College reserves the right to call shortlisted candidates only for the interview
4. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation on resuming duty by personnel on lien/at the discretion of the College
5. Candidates are required to submit applications Through Proper Channel
6. Applications should be sent through email at principaldcac@gmail.com
7. The selected candidates shall be required to submit self-attested copies of all relevant documents of qualification and experience stated in this 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.
8. In case of any corrigendum/addendum and Notice with respect to this advertisement, the same shall be uploaded on the College website.