



# SHYAM LAL COLLEGE

(University of Delhi)

G.T. Road, Shahdara, Delhi-32

Website: [www.shyamlal.du.ac.in](http://www.shyamlal.du.ac.in)

Ref. No: SLC./Advert./2019/4774

15.02.2019

Shyam Lal College invites applications for Non-Teaching Post, to be filled **purely on deputation basis**, for the following post in the prescribed format available on the College website [www.slc.du.ac.in](http://www.slc.du.ac.in) latest by 15<sup>th</sup> March, 2019.

**Senior Personal Assistant to Principal: 01 UR in pay level 7 of Rs. 44900-142400 (as per 7<sup>th</sup> CPC)**

**ESSENTIAL QUALIFICATIONS:-**

- i) A Bachelor Degree from a recognized University
- ii) Candidate must skill of Shorthand (English) @100 w.p.m. and Typing (Hindi) @ 40 w.p.m.
- iii) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email 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.

**ELEGIBILITY CRITERIA**

Officers working in analogous post in the pay scale of Rs. 6500-10500/- or equivalent with at least 2 years of regular service.

**Or**

Personal Assistant or Stenographers working in the core pay scale of Rs. 5000-8000/5500-9000/- or equivalent with at least 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

**Note:-**

Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs, interview and College may take skill test as per University of Delhi norms.

**General Instructions to the Candidates applying for the Post of Senior Personal Assistant to Principal:-**

1. The candidates already in service must apply through proper channel.
2. The College reserves the right to not to fill post advertised without assigning any reason.
3. Merely fulfilling the minimum eligibility conditions does not entitle the candidates to be called for Interview/Test. The applications received shall be screened in accordance with the guidelines laid down by the University in this regard to restrict the number of candidates. Only short listed candidates will be called for skill test/written test/interview as the case may be.
4. Applications complete in all respects with self –attested copies of certificates, mark sheets, testimonial etc. must reach the Principal, Shyam Lal College, Shahdara, Delhi-110032 by March 15, 2019.
5. The College will not be responsible for late delivery of applications by the postal department. No application for will be accepted after the last date under any circumstances.
6. **All related information /Addendum/Corrigendum/Corrections, if any shall be posted on the College website only.**
7. For the judicial adjudication of disputes, if any, will be subject to the jurisdiction of the Courts in New Delhi only.
8. The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
9. Candidates called for written test/interview shall do so at their worn expenses. **No TA/DA shall be paid.**
10. Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
11. Candidates must not furnish any particulars that are false, tampered, fabricated or supress any material/information while submitting the application and self-certified copies of certificates/testimonials.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the College reserves the right to modify/cancel/withdraw any communication made to the candidate.
13. In future all the necessary information regarding the conduct of written test, interview etc. shall be notified on the website of the College/University of Delhi. Applicants are directed to regularly check the website of the College/University of Delhi.
14. **CANVASSING IN ANY FORM WILL BE TREATED AS DISQUALIFICATION.**

Sd/

**PRINCIPAL**

(For display on the College website)

Copy to:-

1. Principals of Colleges affiliated with University of Delhi.





9. Technical/Professional Qualification:

<b>English</b>	<b>Hindi</b>
Shorthand Speed _____ w.p.m.	_____ w.p.m.
Typing Speed _____ w.p.m.	_____ w.p.m.

10. Experience, if any:-

Office in which worked/working	Designation	Period		Length of service	
		From	To	Years	Months

11. Computer proficiency: if yes , state which of the following you know and work with confidence( )

MS WORD	MS EXCEL	MS POWERPOINT	
E- Mail		Browsing	

12. Any other information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Indicate the time you will require to join, if selected \_\_\_\_\_

Dated: \_\_\_\_\_

(Full Signature of applicant)

Declaration:-

I have understood the contents of the present application and declare that the statements made therein are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary action in as deemed fit and my candidature shall stand cancelled at any stage.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant)