

# शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास)

Vasundhara Enclave (Adjoining Chilla Sports Complex)

दिल्ली-110096

Delhi-110096

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दिनांक/Date... 27/07/17

संदर्भ सं./Ref. No. SRCASW/1472/17

Application are invited for appointment on Short Term Contract basis for the following post. The applicants need to apply on a plain paper giving all details such as Name, Address, Qualifications, Category, Date of Birth, Religion, Experience, contact number etc. The appointment shall be purely contractual basis on a consolidated salary as per rules of University of Delhi.

Temporary on Short Term Contract Basis.

S.No.	Name of the post	No.of Post	Age Limit
1.	Sr. Personal Assistant	One	35 Years

## Qualifications Required

### 2. Senior Personal Assistant

- Bachelor Degree from recognized University.
- At least three years post qualification 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.
- Skill Test Norms: (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on Computer. (C) Computer Proficiency viz. typing Skill, word Processing, Spread sheet, Internet, E-mail Communication etc.

#### **Desirable:**

- Degree/ Diploma in Computer Application/ Science. (2) Diploma in Office Management and Secretarial Practice. (3) Knowledge of Service rules applicable for Central Government establishments.
- The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/she will keep the office 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 the contact with his boss officially or who are helpful to his boss or who have dealing with the boss as professional persons.
- Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

The shortlisted candidates shall be called for written test details of which shall be placed on website only. The candidates are requested to refer to website for any update.No TA/DA shall be paid to the candidates. The last date of receiving application is 07.08.2017.

PRINCIPAL