

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग,
मलकागंज, दिल्ली - 110007
दूरभाष : 011-27667458, 27667747
ई-मेल : principal_hrc@yahoo.com
वेबसाइट : www.hansrajcollege.ac.in



HANS RAJ COLLEGE

UNIVERSITY OF DELHI
Mahatma Hansraj Marg
Malkaganj, Delhi - 110007
Tel.: 011-27667458, 27667747
E-mail: principal_hrc@yahoo.com
Website: www.hansrajcollege.ac.in

NAAC ACCREDITED 'A++' GRADE COLLEGE

30.10.2023

The Hansraj College intends to fill the post of Senior Personal Assistant on deputation basis in the Pay Level – 7 as per the 7th Central Pay Commission. Interested candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents within 15 days of the issue of this notification.

ESSENTIAL EDUCATIONAL & OTHER QUALIFICATIONS REQUIRED:

1. A Bachelor Degree from a recognized University.
2. Personal Assistants with **05 years** of regular service in the cadre in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.

NOTE:

1. Application of only such candidates will be considered which are routed through proper channel and are accompanied with:
 - I. Duly filled Application Form along with educational certificates.
 - II. Vigilance Clearance report and verified copies of APAR (Annual Performance Assessment Report) from their office of last five years be provided by the candidates.
2. The period of deputation is initially for a period of one year. The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated at any time without assigning any reasons thereof.
3. 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.
4. 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 comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

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5. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.
6. The College will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.
7. Application received without complete information shall be rejected.
8. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation on resuming duty by personnel on deputation/at the discretion of the College.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/withdraw/cancel any communication made to candidate.
10. The complete application form duly filled-in and signed should reach by hand/Speed Post to 'The Principal, Hansraj College, University of Delhi, Delhi – 110007' within 15 days of publication of this notification. Applications received late shall not be entertained.


PRINCIPAL
