



दिल्ली विश्वविद्यालय

University of Delhi

1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	13
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> (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. <p>Desirable:</p> <ol style="list-style-type: none"> 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. <p>Note:</p> <ol style="list-style-type: none"> 1.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. 2.The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so



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		<p>entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	01 year for the Direct Recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>75% by Promotion .</p> <p>25% by Limited Departmental Examination</p> <p>In case of Colleges where there is no feeder cadre, 100% by Direct Recruitment</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.</p> <p>The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.</p> <p>Limited Departmental Examination (LDE): Amongst the Personal Assistants with 03 years of regular service in the cadre</p>