



Estd: 1964



SLC (University of Delhi)
SHYAM LAL COLLEGE
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
NAAC A++



Ref. No: ... Ref. No: SLC/Recruit/2024/5631

Dated: 30.01.2024

Advertisement

Online Applications are invited for the following Permanent Non-teaching post:

S. No.	Name of Post	Pay Level	No. of Post	Category	Max. Age Limit
1	Sr. Personal Assistant	07	01	Unreserved	35

- The application fee is Rs. 1000/- for Male applicants
- The application fee is Rs. 500/- for Women applicants
- Fees once paid shall not be refunded under any circumstances.
- Candidates fulfilling the eligibility criteria may apply online at the link provided on the College website www.slc.du.ac.in
- For more details, please visit the College website www.slc.du.ac.in
- Any addendum/corrigendum shall be posted only on the College website.
- The last date of submission of online application form is two weeks from the date of publication of this advertisement in the Employment News.
- The earlier advertisement in Newspaper/DU/College website regarding filling up above mentioned vacant post of the Non-Teaching staff stands cancelled. Those who already applied may apply afresh.

Note:

Before filling up the form, candidates are advised to carefully go through the advertisement and confirm their eligibility with regard to qualification/experience/age etc. before submitting the online application form.



Principal

Address: G.T. Road, Shahdara, Delhi-110032
Phone: 011-35016514
Email: slcm@shyamlal.du.ac.in Website: www.slc.du.ac.in





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Detail of Posts and Qualification for the post of Sr. Personal Assistant

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. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and other formalities as prescribed by the University of Delhi from time to time.
2. The scheme of examination including weightage of marks for written test and skill test, etc., as prescribed by University of Delhi from time to time.

Maximum Age Limit

1. 35 Years (age relaxation will be allowed as per the guidelines of the University of Delhi/University Grant Commission).



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GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. The post shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.
2. Age relaxation will be allowed as per guidelines of University of Delhi/UGC.
3. The upper age limit for the post advertised shall be determined as on the last date of advertisement.
4. Candidates serving in Government/Public Sector Undertakings are required to send their applications through proper channel. No Objection Certificate (NOC) and Vigilance Clearance Certificate issued by respective employer will be required at a later stage.
5. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/skill test/interview. Only short-listed candidates will be called for written test/skill test.
6. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
7. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.
8. The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
9. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.
10. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.
11. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only.

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12. The college shall verify the antecedents of the candidate and the documents submitted by him/her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.
13. 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.
14. All the documents to be uploaded while filling up the online application form shall be self-attested. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
15. Those who are in employment with state/Central Govt./PSU, must upload a "No Objection Certificate" from the employer at the time of submission of online application. Failure to submit/upload NOC will lead to cancellation of candidature.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
17. In order to avoid last minute rush, the candidates are advised to apply well in time. The college will not be responsible for any problem such as network problems that may impede last minute applications.
18. The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are of their own (which cannot be changed later) as communication may be sent by college through e-mail or SMS. The Candidate should check their email (including spam) and College website on a regular basis.
19. Request for change in any particular in the Application Form shall not be entertained under any circumstances



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[Signature]

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