

## **VACANCY FORM**

**Position Vacant:** Personal Secretary to the Principal

**Organization Name:** Miranda House, University College for Women, University of Delhi,  
Delhi 110 007

**Company Profile** (Industry, Size, Products/Services, Standing in India/World etc.):

Miranda House is amongst the top colleges of the country. It is renowned for its high academic standards, vibrant co-curricular activities and commitment to all round excellence. The faculty and support-staff are talented and extremely dedicated. The alumnae list includes some of the most famous women in the country. The college offers wide ranging courses in Science, Humanities and the Social Sciences. It has on rolls about 3800 students, excellent infrastructure that includes a hostel for 350 students, 18 departments, nearly 200 faculty members and 150 support staff.

### **Job Description / Responsibilities:**

The Personal Secretary will provide support to the Principal in college administration and ongoing projects. Responsibilities will include liaising with the faculty, students and visitors; taking care of phone calls, e-mail and correspondence; organization of meetings and other events; and maintenance of official papers. Other tasks could be assigned from time to time.

### **Desired profile of the candidate:**

The candidate should be pleasant, focused, capable of sustained work and a willing learner. Pre-requisites include fluency in spoken and written English; good drafting skills; basic training in secretarial practices with English typing speed of about 35 wpm and stenographic speed of about 80 wpm; basic knowledge of computers and expertise in use of computer application software for word processing, multimedia presentations, handling of data bases and internet. Specifically, the job would require use of Microsoft Office Suite, browsing softwares, etc.

### **Desired work experience** (in complete years):

**Minimum:** Two years

**Maximum:** Five Years

**Compensation Offered:** Rs. 25,000 to Rs. 35,000 (Gross) per month on contractual basis

**Mode of Application:** Mail resume to Email id recruitment@mirandahouse.ac.in

**Mode of Section:** Written, typing and shorthand test (details on college website)

**Location of posting:** Miranda House, University of Delhi, Delhi 110 007.

**Contact Information:** Principal, Miranda House, University of Delhi

**Name:** Dr. Pratibha Jolly

**Designation:** Principal

**Company:** Miranda House, University of Delhi, Delhi 110 007

**City:** Delhi

**E mail id:** secretary@mirandahouse.ac.in

**State:** Delhi

**Phone(s):** 91-11-27666201, 27667367, 27666983

**URL of home page:** www.mirandahouse.ac.in