



INSTITUTE OF HOME ECONOMICS

(University OF Delhi)
F-4 Hauz Khas, Delhi- 110017
Website: www. ihe.du.ac.in
Phone -011-47702166



IHE/2023-24/Admin/SPA deputation/ 2199

Dated: 29/2/2024

RECRUITMENT NOTICE

Applications are invited for the one post of Senior Personal Assistant (on Deputation). Interested candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same alongwith relevant documents latest by 21.3.2024

MAXIMUM AGE: The maximum age limit for appointment by Deputation shall not be exceeding 56 years as on the closing date of receipt of application i.e. 21.3.2024.

MINIMUM ESSENTIAL EDUCATIONAL & OTHER QUALIFICATION REQUIRED:

1. 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.

ELIGIBILITY CONDITIONS FOR APPOINTMENT ON DEPUTATION:

1. Amongst the Personal Assistants working in the pay scale of Pay Level-06 with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.
2. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University.

PAY LEVEL: Pay Level-07 as per the 7th Pay Commission

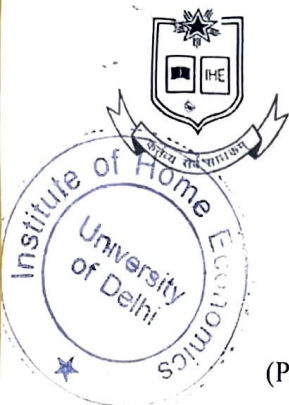
NOTE:

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - a) Duly filled Application Form along with educational certificates.
 - b) 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 which will be extendable annually but not exceed three years. 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 should possess good communication and analytical skills and aptitude for drafting/noting in English. Should be able to coordinate / liaise with other divisions / departments and participate in discussions with senior functionaries and Academicians. He / She is expected to handle independently one or more functions related to Educational Administration / Examination / General Administration / Purchase / Establishment / Accounts / Finance / IIR / Legal / Project Management.
4. The College will place corrigendum, if any, on the College website only. Candidates above advised to monitor the same.
5. Application received without complete information shall be rejected.
6. 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.
7. 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.
8. The complete application form duly filled-in and signed should be sent by Post/Courier to the Principal, Institute of Home Economics, University of Delhi, Hauz Khas, New Delhi-110016 by 21.3.2024. Applications received late shall not be entertained.

Radhika Bakshi

Director



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Application No.....

Application Form for Senior Personal Assistant **(on Deputation Basis)**

(Please read the notes given at the end before filling the form)

Paste passport size
photograph

Post applied for

1	Name (In Block Letters)	
2	Father/Husband's Name	
3	Gender of Applicant	
4	Date of Birth	In Figures (DD/MM/YYYY):..... Age (As on)
5	Contact Details:	
	(i) Address for Communication	
	(ii) Email ID	
	(iii) Mobile No.	
6	Nationality	
7	Marital Status (Married/Unmarried)	
8	Do you belong to any Reserved Category? If yes, Name of the Category	

9. Educational Qualifications:
(Starting from 10th standard & use separate sheet if required).

Examination Passed	Year of Passing	School/ College/University attended	Percentage by which Exam Qualified	Main Subjects Studied

10. Technical Qualifications (if any):
(Please use separate sheet if required)

Examination Passed	Year of Passing	School/ College/University attended	Percentage by which Exam Qualified	Main Subjects Studied

11. Experience: (Administrative /Technical/Any other):

Name of the Organization	Post held/Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

12. Details of Computer Related Skills. (MS Office, On-Line Meetings, Handling emails & mailbox, etc.)

13. Any other information:

Date:
Place:

Signature of Applicant



For applicants in Employment
(Verification by the Applicant's Office)

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry pending or being contemplated against the applicant.

Date:

Signature and Seal of the Head of the Institution

Declaration by the Applicant

I hereby declare that the details given in this Application Form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein, In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date:

Signature of Applicant

Notes & Conditions:

1. Incomplete application will be rejected.
2. Application received after the last date shall be liable for rejection.
3. College reserves the right to call shortlisted candidates only for the interview/test.
4. Candidates are required to submit applications through proper channels.
5. Applications should be sent through email at principal@ihe.du.ac.in or by post.
6. In case of any corrigendum/addendum and Notice with respect to this advertisement the same shall be uploaded on the College website.