



MAHARAJA AGRASEN COLLEGE
UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE, DELHI-110096



RECRUITMENT NOTICE

Applications are invited for the post of Senior Personal Assistant (on Deputation) on Pay Matrix Level-7(as per 7 CPC). Candidates meeting the eligibility criteria are required to fill the prescribed application form and send the same alongwith relevant testimonial latest by 27.04.2023.

Eligibility Conditions: -

Officers working in analogous post in the pay scale of Level-07 or equivalent service.

Or

Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs.

Note: -

1. Applications of only such candidates will be considered as are routed through proper channel and are accompanied with: -
 - (i) Duly filled Application form
 - (ii) Attested photocopies of ACRs for the last five years
2. The period of Deputation is initially for a period upto three years. The said deputation shall be governed by the terms & conditions of Foreign Services Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated even before the expiry of the period mentioned without assigning reasons thereof.

3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection may be made on the basis of skill test, quality of ACRs and interview.
4. College reserves the right not fill the vacancy and/or replace the tenure of the deputation on resuming duty of personnel on deputation/at the discretion of the College.
5. The applicant is required to submit Vigilance Clearance and Integrity Certificate and a declaration form from the Controlling Officer/HoD that no disciplinary or vigilance case is pending/contemplated against the official.
6. The College will place corrigendum if any on the college website only. Candidates are requested to monitor the same.
7. The Complete Application form duly filled-in should be sent by Registered/Speed Post to the Principal, Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, New Delhi-110096 by 27.04.2023.



Prof. Sanjeev Kumar Tiwari
Principal (Offg)

Principal (Offg.)
Maharaja Agrasen College
University Of Delhi
Vasundhara Enclave, Delhi-96



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-II0096

Application No.....

(to be filled by the office)

Please paste
passport size
photograph

Application Form for Non-Teaching Post & Technical Post

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

Post applied for

In the Department of

Advt. No.Dated.....

Details of Demand Draft/IPO Name of issuing Bank /Post Office.....

DD / IPO No.Date..... .Amt.....

1. Name (in block letters):-

.....

2. Father's/Husband's Name: -

.....

3. (i)Date of Birth (in figures).....(in words):

(ii) Age :.....Years :Months (as on date:)

Tel. No.....Mob. No:-

Email ID.....

4. Nationality : Male/Female:..... Married/Unmarried:-.....

5. Postal Address:

.....

Pin Code:-

6. PermanentAddress:.....

.....

Pin Code:-

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC (Central List), PWD (VH/OH/HH) If yes, please indicate caste & attach a photocopy:-

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8. Are you Ex-Serviceman/Disabled Defense Personnel/Development of Defense Personnel Killed in action? If so, attach certificates

9. Educational Qualifications starting from 10th standard: Please attach relevant certificates & use separate sheet if required.

10.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

11. Technical Qualifications: Please attach relevant certificates & use separate sheet if required.

Examination Passed	Year of Passing	School/College/ University attended	Div.	% age	Subjects

12. Experience, if any (Administrative/Technical/Any other): Please attach relevant certificates & use separate sheet if required

Name of the organization	Post held/ Designation	Salary & other emoluments	Period		Length of Experience		Nature of Duties Performed
			From	To	Year	Mths	

13. Special interest if any:

14. Do you know typewriting/shorthand? If so, state speed:

	English		Hindi
Shorthand:w.p.m	w.p.m.
Typewriting:w.p.m.	w.p.m

15. Any other information:

16. Explain in 250 words, how you fulfill the eligibility criteria and how you are the best suited candidate for the post applied for? (Please use separate sheet for this as Annexure-1).

17. Give name and details of 2 references:-
 Name: Name :

Address:

Address:

.....

.....

Mobile :

Mobile.....

Email:

Email:

Dated:.....:

.....

Signature of the Applicant

For applicants in Employment.

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

Dated:

.....

Head of the Department/Institution

(With Seal)

Declaration.:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts, I shall be liable for disciplinary act as deemed fit and my

Candidature may be cancelled at any stage.

Dated:

Signature of the Applicant

Notes :

1. Incomplete application will be rejected.
2. Applicants must attach all the relevant testimonials in support of their candidature, failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the college after last date.
4. The college will not be responsible for the postal delays due to strike etc outside the control of the college.
5. In case a large number of applications are received for the post, the college reserves the right to call only selected candidates for Written Examination on the basis of screening of application forms.
6. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
7. Applicants who are in employment should send their applications through proper channel.
8. No. T.A/D.A will be paid for attending the prescribed tests and interview.
9. Attach additional sheets, if necessary