NOTICE

Applications are invited for appointment of Senior Personal Assistant on contract basis on consolidated salary as per Delhi University rules.

Essential:

1. Must have passed a degree examination from a recognized University or equivalent thereto;
2. Candidate will be required to qualify the tests such as: Shorthand test (English) @ 120 w.p.m. and typing test (English) @ 40 w.p.m.

Desirable:

1. Candidate should have worked as Stenographer or Personal Assistant for a minimum period of two years.

Contractual engagement will be made for a period of six months which may be renewed for a further period of six months after giving usual break of a working day. Further extension beyond 12 months may be considered, if rules so permit.

The terms and conditions of appointment on contract basis would be as per Delhi University letter No. Estab.IV/012/2012/05 dated 19th October, 2012.

The format of application is enclosed at annexure-I. The applications from eligible candidates be sent along with self attested copies so as to reach undersigned on or before 31 July 2015.

Encl: As above
RAM LAL ANAND COLLEGE  
(University of Delhi)  
Benito Juarez Road, New Delhi-110021.  

APPLICATION FORM FOR NON-TEACHING AND TECHNICAL POSTS  

Post applied for ...................................................................................................................

Category of the candidate (SC/ST/OBC/General/Physically Challenged)

1. Name (in Block Letters):..................................................................................................

2. Father’s/Husband Name: ..............................................................................................

3. (i) Date of Birth (in figure): ...........................................................................................
   (ii) Age:............Years:.........Months (as on date):..............................................

4. (i) Nationality:..................(ii) Gender:............(iii) Marital Status:...................

5. Postal Address: .............................................................................................................
   .................................................................................................................................
   Telephone No. (if any):..................E.Mail (if any):...................................................

6. Permanent Address: ....................................................................................................
   .................................................................................................................................
   Telephone No. (if any):..................E.Mail (if any):...................................................

   Personnel killed in action? If so, attach certificates ....................................................

8. Have you been debarred or punished for adopting unfair means in any examination by the
   Institute/Board or University? If so, please specify: ...................................................

9. Educational Qualifications:

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Name of the University/Board</th>
<th>School/College Attended</th>
<th>Division with %age of marks obtained</th>
<th>Year of Passed</th>
<th>Subjects offered</th>
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10. Working Experience, if any

<table>
<thead>
<tr>
<th>Office in which Worked/working</th>
<th>Designation</th>
<th>Length of Experience From</th>
<th>To</th>
<th>Total Experience</th>
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11. Indicate the time you will require to join, if selected: ............................................

12. Do you know typewriting/Shorthand? If so, state speed:

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>HINDI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand ...................... w.p.m.</td>
<td>Shorthand ...................... w.p.m.</td>
</tr>
<tr>
<td>Typewriting .................... w.p.m.</td>
<td>Typewriting .................... w.p.m.</td>
</tr>
</tbody>
</table>

13. Any other information: ..............................................................................................

.................................................................
Signature of the Applicant

DECLARATION:
I declare that all statements made in the Application Form are true to the best of my knowledge and belief.

Dated: ............................

.................................................................
Signature of the Applicant

FORWARDED:
The facts stated in the above application have been verified and found correct.

Dated: ............................

.................................................................
Head of the Institution/Organisation (with seal)

IMPORTANT NOTES
1. The separate application form is to be submitted for each post
2. 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 joining, if selected.
3. Applicants who are in employment should sent their applications through their employees.
4. One passport size photograph should be pasted on the application form
5. Incomplete application will be rejected
6. No TA/DA will be paid for attending the prescribed tests and interview.
7. Those applying under reserved category must attach documents in support.