

KAMALA NEHRU COLLEGE

(Univeristy of Delhi)

NAAC Acredited with "A" Grade

August Kranti Marg

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Date: 13.01.2021

The eligible candidates may appear for the walk-in-interview for the following non-teaching post (Un-reserved) purely on contractual basis:

SN	Name of Post & qualifications	No of Post	Age Limit	Consolidated Salary & period of contract
1	Senior Personal Assistant	01 (UR)	35	Salary shall be decided during personal interaction/interview
	Essential & other qualifications	<p>Essential:</p> <ol style="list-style-type: none">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. <p>Desirable:</p> <ol style="list-style-type: none">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 The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.
- 2 The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

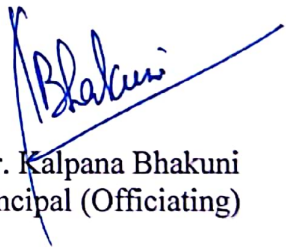
- 3 Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

The schedule of walk-in-interview

Name of Post	Date of walk-in-interview	Time	Reporting Time
Senior Personal Assistant	29.01.2021	11.00 am	10.00 am to 10.30 am

General Note (for all)

- 1 The upper age-limit shall not be insisted upon in the case of departmental candidates provided they have rendered at least three years regular service in Delhi University and its colleges.
- 2 The upper age-limit shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous Bodies/University or its affiliated colleges under the University / Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 3 Applicants should carry their resume, original certificates and self-attested photocopies of all relevant educational and experience certificate during the personal interaction/interview.
- 4 The college reserves the right not to fill any or all the posts advertised.
- 5 No TA/DA shall be paid to any candidate for appearing in the interview
- 6 All candidates are advised for regularly checking of college website, all the information (Addendum or corrigendum etc.) shall be uploaded on college website i.e. www.knc.edu.in


Dr. Kalpana Bhakuni
Principal (Officiating)