

P.G.D.A.V. College
(University of Delhi)
Nehru Nagar, New Delhi-110065
Ph.: 011-29832092
Email: principal@pgdav.du.ac.in
Website: <https://www.pgdavcollege.in>

Advertisement for the post of Non-Teaching Staff

Reference no. PGDAV/NT/Recruit/2024/01

Date: 04.01.2025

Online applications are invited from eligible candidates for appointment against the following permanent post mentioned below. Online application form is available at <https://www.pgdavcollege.in>. Candidates are required to fill the online form and pay the requisite fee. Last date for submission of online form is two weeks from the date of publication of the advertisement in Employment news. For more details, please visit the college website.

S.N.	Name of Post	Pay Level-07	No. of Post	Category	Max. Age
1	Sr. Personal Assistant*	Rs. 44,900-1,42,400	01	UR	35

*Subject to the approval from the UGC.

- Candidates fulfilling the eligibility criteria should apply through online form available on the college website <https://www.pgdavcollege.in/>
- Any Corrigendum/ Addendum shall be posted only on the College website.
- The last date of submission of Application form is 25.01.2025 or 15 days from the date of publication of this advertisement in the Employment News.
- Applicants are advised to go on link <https://www.pgdavcollege.in/nts-recruitment/> available on college website for filling up of form.
- Applications received after the last date will be rejected.

Note:

- Before filling up the application form, candidates are advised to carefully go through the advertisement and satisfy their eligibility with regard to qualification/experience/age etc. before submitting the application form.
- All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and other formalities as prescribed by the University of Delhi from time to time.
- The scheme of examination includes weightage of marks for written test and skill test, etc., as prescribed by the University of Delhi from time to time.

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GENERAL INSTRUCTION TO THE CANDIDATES

1. Those who are in employment with state/Central Govt./PSU, must submit a “NO OBJECTION CERTIFICATE” from their respective employer at the time of filling the form or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
2. Vigilance Clearance Certificate issued by respective employer must also be submitted at the time of final selection.
3. The post shall be filled as per the latest Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi/UGC from time to time.
4. Age relaxation (if applicable) will be allowed as per guidelines of University of Delhi/UGC. The upper age limit for the post advertised shall be determined as on the last date of advertisement.
5. All applicants will be treated as UR category only and only UR rules will be applicable.
6. Merely fulfilling the minimum eligibility conditions does not entitle the candidate to be called for written test/skill test/interview (if applicable), Only short-listed candidates will be called for written test/skill test.
7. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application.
8. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future — during the process of selection or even after appointment — that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.
9. The college reserves the right not to fill up the post advertised, without arising any reason.
10. Application received without complete information or without requisite fees shall be liable to be rejected.
11. All expenses for appearing in written test, practical or skill test (if any) or for interview (if applicable) shall be borne by the candidates themselves. No TA/DA shall be paid.
12. Please note that all future correspondence regarding the date of written test/skill test/ interview (if applicable), etc. shall be uploaded on the college website only (<https://www.pgdavcollege.in/>)

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13. The college shall verify the antecedents of the candidate and the documents submitted by him/her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated without prejudice to any other action initiated by the college.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.
15. All the documents enclosed in the application form shall be self-attested. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application form and the self-attested copies of documents/testimonials.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the College shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualification mentioned herein.
17. The candidate must ensure that correct e-mail address and mobile number are provided in the application form and are of their own (which cannot be changed later) as communication may be sent by the college through digital means. The candidate should check their email (including spam) and college website (<https://www.pgdavcollege.in/>) on a regular basis.
18. Request for change in any particulars, in the Application Form shall not be entertained under any circumstances.
19. Canvassing in any form will be a disqualification.

20. Payment of Fee:

Category	Fees (Rs.)
Application Fee (All Cat.)	Rs. 500/-
No application fee shall be charged from Women Applicants.	

- (i) Application will be treated as complete only if the fee has been transited successfully, else the form will be cancelled.
 - (ii) **The fee is non-refundable.**
21. To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. College will not be responsible for network problems or any other problem of this nature in the submission of the online application on the last day.

Sd/-
(Prof. Krishna Sharma)
Principal



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1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	13
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Pay Level 07
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment	<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<ol style="list-style-type: none">(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. <p>Note:</p> <ol style="list-style-type: none">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.
8.	Period of probation (if, any)	01 year for the Direct Recruits.



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4.8.4 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade –I, Nurse, X-Ray Technician, Horticulturist, etc.

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3 hours	
		MARKS	
	Descriptive Type	200	
	TOTAL	200	



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C. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.



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Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

