

SRI VENKATESWARA COLLEGE: DHAULA KUAN: NEW DELHI – 110 021

Ref.: SVC/SPA/Deputation/2014

Oct, 2014

Sub: Vacancy Circular to fill up the post of Senior Personal Assistant in Sri Venkateswara College, University of Delhi on deputation basis.

Sri Venkateswara College, University of Delhi, proposes to fill up the post of Senior Personal Assistant on deputation basis as per the details given below:-

Post	Pay Band	Grade Pay	Max. Age	No. of post to be filled up
Senior Personal Assistant	PB-2 (9300-34800)	4600/-	56 years	One

2. Eligibility Condition:-

Officer working in analogous post in the pay scale of Rs.6500-10500/- or equivalent with atleast two years of regular service.

OR

Personal Assistant or Stenographers working in the core pay scale of Rs.5000-8000/5500-9000/- or equivalent with atleast five years of regular service in Central Government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

Note: 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 will be made on the basis of quality of ACRs and interview.

3. The period of deputation will be initially for a period not exceeding three years, extendable, if required in the interest/exigencies of the department.

4. The terms and condition of deputation as stipulated in **DoPT OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010**, as amended from time to time, as applicable to the extent adopted/ratified by the University of Delhi.

5. The format of application is enclosed at annexure-I. The applications from willing and eligible officers whose services can be spared may be sent alongwith attested copies of ACR/APARs for last three years, integrity certificate and vigilance certificate, so as to reach undersigned on or before **29 Nov, 2014**.




PRINCIPAL

Encl: As above.

Copy to following with the request to kindly forward the application of willing and eligible candidate(s):

1. The Registrar, University of Delhi, Delhi – 110 007
2. The Secretary, Services, Department, Govt. of NCT of Delhi
3. The Director (Admn.), Dte of Estate, Nirman Bhawan, New Delhi
4. The Under secretary (Admn), M/O Home Affairs, North Block, New Delhi
5. The Registrar, IP University, New Delhi
6. The Registrar, Ambedkar University, Delhi
7. The Registrar, Jamia Millia Islamiya University, Delhi
8. The Registrar, JNU Delhi
9. **College/Delhi University website** (open for all Government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning)

APPLICATION

- 1. Name of the applicant :
- 2. Date of Birth :
- 3. Education Qualification :
- 4. Present Post held (With date) :
- 5. Postal Address :
- 6. Working experience:-

Department	Designation	Pay Scale	Duties undertaken	Remarks

- 7. Details of Computer knowledge :
- 8. Dictation :
- 9. Transcription on Computer :

DECLARATION

- 1. I hereby declare that my posting on deputation as in Sri Venkateswara College shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
- 2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention of any provisions in the rules/orders governing the deputation or any other administrative reasons.
- 3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or any other reason.

Date:.....

Place:.....

(Signature of applicant)

Contact No.....

