

हिन्दू महाविद्यालय
(दिल्ली विश्वविद्यालय)
दिल्ली – 110007

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Dated 26.12.2023

Advt. No. HC/Admn.(23-24)/NT posts/002

Applications are invited for the following non-Teaching positions

Online applications are invited in the prescribed form at weblink <https://hinducollegerecruitments.in/> various non-teaching posts on permanent basis. The complete details of the advertisement are available on the College website: www.hinducollege.ac.in. The last date for receipt of application is January 20, 2024 or three weeks from the date of publication of the advertisement in Employment News whichever is later. Any addendum/corrigendum shall be posted only on the College website. It shall be the responsibility of the Candidates to monitor the same.

S.N.	Post	Group	No. of Post/s	Pay Level	Age Limit	SC	ST	OBC	EWS	UR	PwBD
1.	Administrative Officer	A	01	10	35 years	--	--	--	--	01	--
2.	Senior Personal Assistant	B	01	07	35 years	--	--	--	--	01	--

Abbreviations: UR – Unreserved, OBC-Other Backward Classes, EWS-Economically Weaker Section, ST-Scheduled Tribe, SC-Scheduled Caste, PwBD-Persons with Benchmark Disability.

Administrative Officer

Educational & other qualification required for direct recruitment

Essential:

1. Good academic record with Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

Desirable:

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

Senior Personal Assistant

Educational & other qualification required for direct recruitment

Essential:

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, Email communication etc.

Desirable:

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.

Prof. Anju Srivastava
Principal