



भारती कॉलेज
(दिल्ली विश्वविद्यालय)
BHARATI COLLEGE
(University of Delhi)

सी-4, जनकपुरी, नई दिल्ली-110058 | C-4, Janak Puri, New Delhi-110058

दूरभाष : 011 43273000 फ़ैक्स : 43273040, 43273060 | Ph.: 011 43273000 Fax : 43273040, 43273060

E-mail : principalbc@gmail.com | Website : www.bharaticollege.du.ac.in

BC/Admin/Deputation/2023/1080

Dated: 30/8/2023

Vacancy Circular

Bharati College intends to fill the following post on deputation basis. Interested candidates meeting the eligibility criteria are required to fill the prescribed application form given herewith and send the same along with relevant documents within 3 weeks of the issue of this notification.

Sl. No.	Name of the post	Group	No. of Post
1.	Senior Personal Assistant	B	01

MAXIMUM AGE:

The maximum age limit for appointment by Deputation shall not be exceeding 56 years as on the closing date of receipt of application.

MINIMUM ESSENTIAL EDUCATIONAL & OTHER QUALIFICATION REQUIRED:

1. 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.

PAY LEVEL: Pay Level-07 as per the 7th Pay Commission

NOTE:

1. Application of only such candidates will be considered as are routed through proper channel and are accompanied with:
 - I. Duly filled Application Form along with educational certificates.
 - II. Vigilance Clearance report and verified copies of APAR (Annual Performance Assessment Report) from their office of last five years be provided by the candidates.

2. The period of deputation is initially for a period of one year which will be extendable annually but not exceed three years. The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated at any time without assigning any reasons thereof.

3. 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.

4. 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 comes in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

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

6. The College will place corrigendum, if any, on the College website only. Candidates are advised to monitor the same.

7. Application received without complete information shall be rejected.

6. College reserves the right not to fill the vacancy and/or reduce the tenure of the deputation on resuming duty by personnel on deputation/at the discretion of the College.

7. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify / withdraw/cancel any communication made to candidate.

8. The complete application form duly filled-in and signed should reach by email at principalbc@gmail.com or by Post/Courier to "The Principal, Bharati CollegeC-4, Janakpuri, New Delhi-110058" within 3 weeks of publication of this notification. Applications received late shall not be entertained.


Prof. Saloni Gupta
Principal

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)**

Application Form (on Deputation Basis)

Paste passport size
photograph

Post Applied for		
1	Name (In Block Letters)	
2	Father / Husband's Name	
3	Gender of Applicant	
4	Date of Birth	In Figures (DD/MM/YYYY)
		In Words:
5	Age (As on 14.08.2023)	
6	Contact Details	
	Address for Communication	
	Email ID	
	Mobile No.	
7	Nationality	
8	Marital Status (Married / Unmarried)	
9	Do you belong to any Reserved Category? If yes, Name of the Category	

10 Educational Qualifications:
(Starting from 10th Standard & use separate sheet if required)

Examination Passed	Year of Passing	School / College / University attended	Percentage by which exam qualified	Main Subjects Studies

11 Technical Qualifications (if any):
(Please use separate sheet if required)

Examination Passed	Year of Passing	School / College / University attended	Percentage by which exam qualified	Main Subjects Studies

12 Experience: (Administrative/ Technical/ Any other):

Name of the Organization	Post held / Designation	Present Pay and Pay Level	Period		Nature of Duties Performed
			From	To	

13 Details of Computer Related Skills:
(MS Office, On-Line Meetings, Handling emails & mailbox, etc.)

14 Any other information:

Date:

Signature of Application:.....

Place:

Name of Application:.....

For applicants in Employment

(Verification by the Applicant's Office)

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry pending or being contemplated against the applicant.

Date:

Signature and Seal of the Head of the Institute

Declaration by the Applicant

I hereby declare that the details given in this Application form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein, In case of suppression of any information or submission of wrong facts, I shall be liable for appropriate action on me and my candidature shall be cancelled.

Date:

Signature of Applicant