



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



संदर्भ सं० / Ref. No. _____

दिनांक/Dated 17/04/2025

**NOTICE FOR WRITTEN EXAMINATION AND SKILL TEST FOR THE POST OF
SENIOR PERSONAL ASSISTANT (PURELY ON CONTRACTUAL BASIS)**

With reference to the Vacancy Circular dated 12.03.2025, uploaded on the College/ Delhi University's Website regarding the appointment for the post of Senior Personal Assistant (1-Unreserved) purely on contractual basis, the following applicants have been found provisionally eligible to be called for the Written Examination and Skill Test for the aforementioned position, as per the below mentioned schedule:

Written Examination and Skill Test Date: Friday, April 25, 2025

Venue: Shivaji College, University of Delhi, Raja Garden, Ring Road, New Delhi 110027

Reporting Time: 09:30 am

Commencement of Examination: 10:00 am

Scheme of Examination: Attached as Annexure - I

List of applicants, who have been found provisionally eligible to be called for the Written Examination and Skill Test for the post of Senior Personal Assistant (purely on contractual basis):

Sr. No.	Exam Roll No.	Name of Candidate	Father / Husband Name
1.	SHC/SRPA/01	AMAN NIRWAN	AZAD KUMAR
2.	SHC/SRPA/02	AJIT KUMAR	OM PRAKASH MANDAL
3.	SHC/SRPA/03	PRIYA THAKUR	SHOBHIT BAKSHI

List of applicants not eligible for appointment to the aforementioned post:

Sr. No.	Name of Candidate	Father/Husband Name	Remarks
1.	HARISH KUMAR	NARESH KUMAR	Not Eligible (Experience does not match the required eligibility criteria for the post.)
2.	JAVED HUSAIN	SIRAJ HUSAIN	
3.	NITIN KUMAR	ASHOK KUMAR	
4.	PALLAVI BERIHA	BALGOBIND BERIHA	
5.	RAJAT KUMAR JHA	SAHDEO JHA	
6.	SONAM	MANASWEE BHUTANI	
7.	TEENA BIJU	BIJU THOMAS	



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Important Note(s):

- 1) The College reserves the right not to fill up the post advertised, modify or withdraw partial or full advertisement, if the circumstances so warrant.
- 2) All eligible candidates must report at the College at least half an hour before the exam starts. No one will be allowed entry once the exam starts.
- 3) Candidates are required to bring an identity proof, such as a Driving License, Voter ID, Passport, PAN Card, or Aadhaar Card, for the written exam and skill test.
- 4) The use of books, slide rules, notebooks, pagers, mobile phones, written notes, calculators, and other electronic devices is prohibited in the examination hall.
- 5) No TA/DA will be paid to the candidates for appearing in the written and skill test.
- 6) Any addendum/ corrigendum will be placed on the College/ Delhi University's website.

Prof. Virender Bhardwaj

Principal



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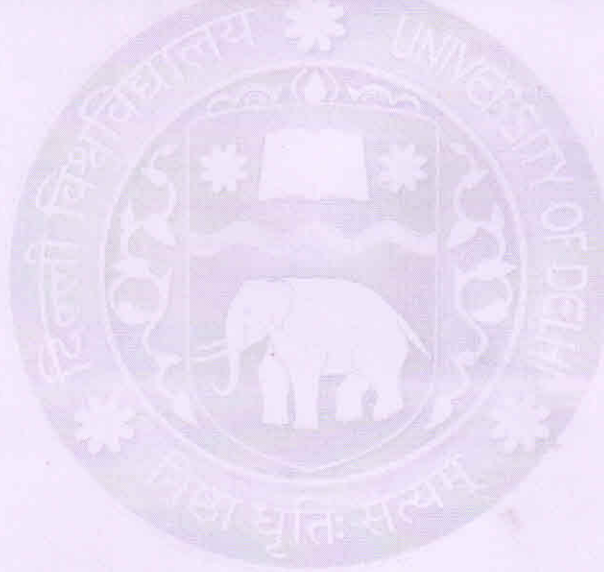
University of Delhi

1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	1
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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9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Promotion. 25% by Limited Departmental Examination In case of Colleges where there is no feeder cadre, 100% by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APARs. The candidate should have undergone one week of job specific training/skill enhancement program conducted by a College/University. Limited Departmental Examination (LDE): Amongst the Personal Assistants with 03 years of regular service in the cadre





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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.



दिल्ली विश्वविद्यालय University of Delhi

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.

