



पी.जी.डी.ए.वी. महाविद्यालय
(दिल्ली विश्वविद्यालय)
P.G.D.A.V. COLLEGE
(UNIVERSITY OF DELHI)

Nehru Nagar, Ring Road, New Delhi-110 065, India
Tel. : +91-11-29832092 E-mail : pgdavcollege.edu@gmail.com
Website : www.pgdavcollege. in

Ref. No. DAV-3630/2023

Advertisement for the post of Non-Teaching Staff

Dated..... 23.02.2023

Reference no. PGDAV/NT/Recruit/2023/01

Online applications are invited from eligible candidates for appointments against the following permanent posts 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 advertisement in Employment news. For more details please visit college website.

Name of the Posts	Pay Scale	Pay Matrix Level	Age	No. of Post(s)	UR	SC	ST	OBC	EWS	PwBD*
Administrative Officer	Rs. 56,100-1,77,500	10	35	1	-	-	-	-	-	1 (HI)
Section Officer	Rs. 44,900-1,42,400	7	35	1	1	-	-	-	-	-
Senior Personal Assistant	Rs. 44,900-1,42,400	7	35	1	1	-	-	-	-	-
Professional Assistant	Rs. 35,400-1,12,400	6	35	1	1	-	-	-	-	-
Senior Technical Assistant (STA)	Rs. 35,400-1,12,400	6	30	2	2	-	-	-	-	-
Senior Assistant	Rs. 35,400-1,12,400	6	30	1	1	-	-	-	-	-
Semi Professional Assistant (SPA)	Rs. 29,200-92,300	5	30	2	2	-	-	-	-	-
Assistant	Rs. 25,500-81,100	4	30	3	2	-	1	-	-	-
Junior Assistant (JACT)	Rs. 19,900-63,200	2	27	6	2	1	1	2	-	-
Laboratory Attendant (Computer)	Rs. 18,000-56,900	1	30	2	1	-	-	-	-	1 (LV)
Laboratory Attendant (Statistics)	Rs. 18,000-56,900	1	30	1	1	-	-	-	-	-
Library Attendant	Rs. 18,000-56,900	1	30	4	1	-	1	1	1	-

Note: All the vacancies are subject to the approval from the UGC.

UR- Unreserved, OBC- Other Backward Classes, SC- Scheduled Caste, ST- Scheduled Tribe, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disabilities, HI-Hearing Impaired & LV- Low Vision. Candidates applying under PwBD category must have disability of at least 40%. PwBD candidate of any category i.e. UR/SC/ST/OBC/EWS may apply.

Any addendum / corrigendum shall be posted only on the College website.

Krishna Sharma
Prof. Krishna Sharma
प्रो. कृष्णा शर्मा / Prof. Krishna Sharma
प्राचार्य / Principal
पी.जी.डी.ए.वी. महाविद्यालय / P.G.D.A.V. College
(दिल्ली विश्वविद्यालय) / (University of Delhi)
नेहरु नगर / Nehru Nagar
नई दिल्ली-११००६५ / New Delhi-110065

1. Administrative Officer: Pay Level-10

Essential:

Age limit for direct recruitment: 35 years

Good academic record with Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST/PwD category).

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.

NOTE: All the direct recruits should possess working knowledge of computers.

2. Section Officer: Pay Level-07

Essential:

Age limit for direct recruitment: 35 years

Graduate from a recognized University.

Desirable:

1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

2. Experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

3. Senior Personal Assistant: Pay Level-07

Essential:

Age limit for direct recruitment: 35 Years

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, E mail 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.

Note:

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.

Krishna Sharma

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नेहरू नगर / Nehru Nagar

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