

SENIOR PERSONAL ASSISTANT

Essential Qualification:

- 1 . A Bachelor degree from recognized University.
2. At least 3 years of experience working as private Secretary/Personnel Assistant/Stenographer/Executive Assistant/Executive Secretary in a government department/Universities/Autonomous bodies/PSUs/educational institutions recognized government
3. Skill Test norms:
 - A. Dictation 10 minute 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 Skills,Word Processing, Spreadsheet, Internet, Email communication etc.

Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

SENIOR TECHNICAL ASSISTANT (COMPUTER)

Essential Qualification:

1. A Postgraduate degree/B.E./ B. Tech in the relevant subject.

OR

A Bachelor Degree in the relevant subject with 2 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a college/R & D institution under state/Central Government

OR

Three Years Diploma in the relevant subject with 5 years of experience in laboratory of a University or a college/R & D institution under state/Central Government

Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC)