



KAMALA NEHRU COLLEGE

(University of Delhi)

NAAC Accredited with 'A' Grade

August Kranti Marg, New Delhi - 110049

Phone : 011 - 26494881, Telefax : 011 - 26495964

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Recruitment Notice (For Deputation)

Offline applications are invited for filling up of one (01-UR) post of Senior Personal Assistant, in the Pay Level-7 (as per 7th CPC) on deputation, from the ELIGIBLE individuals, as per the details given below:

Eligibility for Deputation:

Officers working in analogous post in the PB-2 (9300-34800 with GP of Rs. 4600, pre-revised) or equivalent with atleast 2 years of regular service

Or

Personal Assistant or Stenographers working in the PB-2 (9300-34800 with GP of Rs. 4200, pre-revised) or equivalent with atleast 5 years of regular service in Central government department / Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

Note:

Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs, skill test and interview.

Period of Deputation

The deputation is initially for a period of one year, and further extendable maximum up to three years, as per requirement of the college. The said deputation shall be governed by the terms & conditions of Foreign Services Rules as applicable to the employees of the University of Delhi.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization of the Central Government shall ordinarily not exceed three years.

Application Fee

All applicants are required to submit application fee of Rs. 300/-, which shall be accepted in the form of Demand Draft in favour of "The Principal, Kamala Nehru College" payable at Delhi. Applicants belong to the following categories are exempted:

Category	Female / SC / ST / PwD
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Maximum Age Limit

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

General Instruction:

Applications of only such candidates will be considered as are routed through proper channel and are accompanied with

- Duly filled Application Form alongwith copies of all testimonials.
- Attested copies of ACRs/APARs for the last three/five years.

Attested copies of education qualification, experience and other certificates should be enclosed with the application in support of their claim against the requisite eligibility criteria. Candidates may be required to produce original certificates at time of interview / selection.

Incomplete applications / applications received after last date shall be rejected. Applications received without supporting documents i.e. ACRs/APARs, Integrity Certificate, Cadre Clearance, Vigilance Certificate and No Penalty Certificate would also be summarily rejected and no correspondence in this regard would be entertained.

While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

The complete application must reach to "The Principal, Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi - 110049" through Proper Channel. No application shall be accepted any other means except **SPEED POST** or **REGISTERED POST** only.

The candidate should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies / testimonials.

In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the college reserves the right to cancel advertisement or modify / withdraw / cancel any communication made to candidates.

The last date for receipt of application is 31.10.2020.

Further, any communication (corrigendum or addendum etc.) in respect of above post shall be posted on college website.

Dr. Kalpana Bhakuni
Principal (Officiating)

Annexure-1**Application performa for the post of Senior Personal Assistant on deputation in Kamala Nehru College (University of Delhi), August Kranti Marg, New Delhi-110049.**

1. Name and Address (in Block Letters)	
2. Date of Birth(in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<u>Eligibility for Deputation:</u> Officers working in analogous post in the PB-2 (9300-34800 with GP of Rs. 4600) or equivalent with atleast 2 years of regular service <u>Or</u> Personal Assistant or Stenographers working in the PB-2 (9300-34800 with GP of Rs. 4200) or equivalent with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.	
Essential (i)Master's degree from a University recognized by UGC or Association of Indian Universities in Museology or History of Art or History or Sanskrit or Pali or Prakrit or Persian or Arabic or Archaeology or Anthropology or Fine Arts or Chemistry	Essential i) Qualification
Experience Twelve years' of experience at a level of Curator and above in a Museum of National or International repute along with evidence of published research work.	ii) Experience
Desirable: Post graduate diploma in Management or MBA from a recognized University.	Desirable

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by you. The below is insufficient

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ACCP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/[institution]	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state			

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basis Pay in the PB		Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and ;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (I STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/'Absorption 'for re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: _____

Date: _____

Place: _____

CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossiers in original are enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)