

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@dr.du.ac.in

वेबसाइट : www.dr.du.ac.in



NAAC Accredited
&
A Star College Status by GOI.

Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007

PHONE : 011-27667863

Email : daulatramcollegedu@dr.du.ac.in

Website : www.dr.du.ac.in

Ref. No.: DRC/11-Advt./2026/629

Dated: 08.2026

ADVERTISEMENT FOR THE POST OF Sr. Personal Assistant (OUTSOURCE)

Applications are invited from eligible candidates for the recruitment of **one (01) post of Sr. Personal Assistant** on outsource basis at Daulat Ram College.

1. ELIGIBILITY CRITERIA

Essential:

- A Bachelor Degree from a recognized University.
- 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. (May be relaxed based on the skill set)
- 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.
- **Preference:** Female candidates are preferable.

Desirable:

- Degree/Diploma in Computer Application/Science.
- Diploma in Office Management and Secretarial practice.
- Knowledge of service rules applicable for Central Government establishments.

2. REMUNERATION & BENEFITS

- **Consolidated Salary:** As per existing University of Delhi / College norms for outsourced staff.
- **Statutory Benefits:** The appointee will be eligible for **EPF (Employer's Contribution)** and other benefits as per the applicable rules of the College/Government.

3. NATURE OF DUTIES

A. File management: -

- Dictation & Transcription
- Noting & Drafting
- File Movement & Tracking
- Record Custody

B. Principal's Office Management & Liaison: -

- Daily Schedule & Screening
- Meeting Operations
- Liaison & Public Relations

4. HOW TO APPLY

Interested and eligible candidates may submit their updated CV along with self-attested copies of educational and experience certificates to the **College address as given below** or email the same to **principaldrc@dr.du.ac.in** on or before **29th August, 2026**.

The Principal,
Daulat Ram College, University of Delhi
7 Patel Marg, Maurice Nagar,
Delhi - 110007

Savita Roy

(Prof. Savita Roy)
Principal