

JESUS & MARY COLLEGE
Chanakyapuri, New Delhi-21
(University of Delhi)
Accredited by NAAC with 'A' Grade

WALK-IN-INTERVIEW

Jesus & Mary College is a Christian Minority Institution imparting higher education to women. The eligible candidates may appear for the walk in interview for the following Non-Teaching posts in **Un-Reserved Category on Contractual Basis**.

S. No.	Name of the post	No. of Vacancies	Age Limit*
1	Senior P.A. to Principal on Contractual Basis	01	35 years
2	Driver on Contractual Basis	01	35 years

*Age as on 1st November 2020

The following schedule for the Walk-In-Interview will be followed:

Name of Post	Date of Walk-In-Interview	Time	Reporting Time
Senior P.A. to Principal on Contractual Basis	Wednesday, 25.11.2020	11:00 a.m	10:30 a.m. to 11: a.m.
Driver on Contractual Basis	Friday, 27.11.2020	11:00 a.m	10:30 a.m. to 11: a.m.

1. Senior P.A. to Principal on Contractual Basis - 01 (UR)

Essential:

1. A Bachelor Degree from a recognized University.
2. At least three years post qualification 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 required (a) Dictation Taking (b) Transcription: English on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, spread sheet, Internet, E-mail communication etc.
4. Female Candidate

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 officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote herself to the work in which she has specialized.

2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers entrusted to her. The incumbent will exercise her skill in human relations and be cordial with the persons who come in contact with her boss officially or who are helpful to her 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.

2. Driver on Contractual Basis

Essential:

1. A Secondary School Certificate (10th) or Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/ University/Institution.
2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle)
3. Experience of driving a motor vehicle for at least 5 years.
4. Police Verification from local police station is mandatory

General Note (for all):

1. The upper age-limit shall not be insisted upon in case of departmental candidates provided they have rendered at least three years regular service in Delhi University and its colleges.
2. The upper age-limit shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
3. Applicants should carry their resume, original and self-attested copies of their educational and experience certificates.
4. The College reserves its right not to fill any or all the post(s) advertised.
5. No TA/DA shall be paid to any candidate for appearing in the interview.


Principal