



**LAKSHMIBAI COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**ASHOK VIHAR, PHASE -III, DELHI - 110 052**  
**Phone No - 011-27308598 Website: <http://www.lbc.du.ac.in>**

Ref. No. LBC/NTAdv.-01/2020

Dated :09/01/2020

**Sub: Circular for filling up the post of Senior Personal Assistant in Lakshmibai College, University of Delhi on deputation basis.**

Lakshmibai College, University of Delhi invites applications for the post of Senior Personal Assistant on deputation basis as per details given below:

Sl. No.	Name of the Post	Pay Band and Grade Pay	Maximum Age	No. of posts	Method of Recruitment
1.	Senior Personal Assistant	PB-2 ( 9300-34800) + 4600(G.P.) Pre-revised	56 years	01	Deputation

**Senior Personal Assistant : PB-2 ( 9300-34800) + 4600(G.P.)**

**Eligibility Conditions:**

Officers working in analogous post in the pay scale of Rs.9300-34800/- plus Grade Pay Rs. 4600/- or equivalent with atleast 2 years of regular service.

Or

Personal Assistant or Stenographers working in the core pay scale of Rs. Rs.9300-34800/- plus Grade Pay Rs. 4200/- or equivalent with at-least 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.


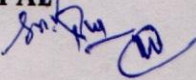
**Note:** Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selections will be made on the basis of quality of ACRs and interview.

**PERIOD OF DEPUTATION:**

The period of deputation shall initially be for 01 year that is further extendable according to requirement of the college and maximum period of deputation shall remain 03 years . The terms and conditions of deputation shall be as per the DoPT guidelines/Norms of University of Delhi & UGC as amended from time to time. The said appointment can be terminated even before the expiry of the period mentioned without assigning any reasons thereof.

### **HOW TO APPLY**

The eligible officers, whose services can be spared are required to apply with complete ACR dossiers of last 03 years, Vigilance Clearance and Integrity Certificate and a declaration form from the controlling officer / HOD that no disciplinary or vigilance case is pending / contemplated against the official. The application form duly filled in alongwith the relevant documents must reach to the office of undersigned on or before twenty one days of publication of the notification i.e.30<sup>th</sup> January, 2020. Any addendum/Corrigendum or any other recruitment notification shall be uploaded on the College/Delhi University website only. It shall be the responsibility of the candidate to monitor the same.

  
**PRINCIPAL**  




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**APPLICATION FORM**

- Post Applied For : \_\_\_\_\_
1. Name of the Applicant  
(in Block Letters) : Mr./Miss/Mrs \_\_\_\_\_
2. Father's/ Husband's Name : \_\_\_\_\_
3. Date of Birth : (i) \_\_\_\_\_
- (ii) Age: Years: \_\_Months\_\_ Day \_\_ (as on 01.05.2017)
4. (a) Whether belongs to any reserved category : \_\_\_\_\_ (Yes / No)
- If yes, name of the category : \_\_\_\_\_ (OBC/SC/ST/Pwd(OH/VH/HH))
5. (a) Address for Communication : \_\_\_\_\_
- \_\_\_\_\_
- Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
- Email Id \_\_\_\_\_
- (b) Permanent Address : \_\_\_\_\_
- \_\_\_\_\_
- Phone No. \_\_\_\_\_
6. Sex : \_\_\_\_\_ (Male / Female)
7. Nationality : \_\_\_\_\_
8. Marital Status : \_\_\_\_\_ (Married / Unmarried)

9. Educational Qualifications (Secondary onwards):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	%marks and Division

10. Professional/Technical Qualification(s):

Exam Passed / Degree Obtained	Board /University	Institution	Passing Year	% marks and Division

11. Work Experience:

Name of Organization	Designation	Working Period		Salary / Pay Scale
		From	To	

12. (a) Do you know typewriting : English.....(Yes / No) Hindi.....(Yes/No)  
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)

- (b) Do you know shorthand : English.....(Yes/No) Hindi.....(Yes/No)  
 If yes, state speed : English.....(w.p.m.) Hindi.....(w.p.m.)  
 13. Do you have computer proficiency : \_\_\_\_\_.(Yes / No)  
 14. Any other Information : \_\_\_\_\_

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

.....

(Signature of Applicant)

Place : .....

Date : .....

(Name of Applicant)

**DECLARATION**

1. I \_\_\_\_\_ hereby declare that my position on deputation as \_\_\_\_\_ in Lakshmibai College shall not derive any right to me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I am liable to be repatriated to my parent organization or any in accuracies in the details noted above or for contravention or any provisions in the rules/orders governing the deputation or any other administrative reasons.
3. That I am not due for promotion and shall not ask for pre-mature repatriation owing to DPC in parent department or for any other reasons.

Date : .....

.....

Signature of the applicant