

P.G.D.A.V. College (Eve.)
Nehru Nagar, New Delhi-110065

Date: 21.06.2023

NOTIFICATION

(FOR SKILL TEST FOR THE POST OF SENIOR PERSONAL ASSISTANT)

(Reference to Advertisement No. PGDAVE/NT/2022/01, Published on 19.07.2022)

This has reference to the examinations held on 04.03.2023 (Paper-I) and on 31.03.2023 (Paper-II) for the post of Senior Personal Assistant (UR-1).

As per the Recruitment Rules-2020, Skill Test will be held as per the following schedule: -

Date:	29.06.2023 (Thursday)
Reporting Time:	3:30 PM
Venue:	P.G.D.A.V. College (Evening), Nehru Nagar, New Delhi - 110065


Skill test norms:-

- a) Dictation: 10 minutes at an average speed of 100 w.p.m.
- b) Transcription: 40 minutes (English) on computer.
- c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Only successful candidate/s - who have secured the minimum qualifying marks in both papers (Paper-I and Paper-II) as per the recruitment rules - will be informed of the schedule of above Skill Test at their respective registered e-mail.

Instructions / Notes: :

1. Candidates are required to bring hard copy of complete application form (excluding certificates & documents but including the last page bearing your signature) along with original and photocopy of PAN / Passport/ DL / Aadhar which was mentioned in application form while applying online. They are required to submit these hard copies with invigilator. The application form can be downloaded from <https://dunt.uod.ac.in> by using login credentials.
2. Post Code for Senior Personal Assistant is 03.
3. Carrying a passport size photograph is must.
4. Please note that no TA/DA will be paid to applicant for this purpose.
5. Any information / addendum / corrigendum will be placed on the college website.
6. The number / category etc. of posts advertised may increase / decrease / change. The college reserves the right not to fill up some or all the posts advertised without assigning any reason.
7. Due to technical reason, URL of the college website www.pgdaevecollege.in is not operational. For the time being, use the new URL www.pgdaevecollege.in to access the college website.


(Prof. R. K. Gupta)
Principal
प्राचार्य / PRINCIPAL
पी.जी.डी.ए.वी. महाविद्यालय (सांध्य)
P.G.D.A.V. College (Eve.)
(दिल्ली विश्वविद्यालय/Delhi University)
नेहरू नगर, /Nehru Nagar,
नई दिल्ली/New Delhi-110065