



OFFICE OF THE REGISTRAR
SELECTION COMMITTEE SECTION
ALIGARH MUSLIM UNIVERSITY, ALIGARH

Email ID: employment@amu.ac.in

D. No.: 419/SC

Dated: 27/03/2018

NOTIFICATION

Applications are invited from the **Senior Personal Assistant** on the prescribed proforma for promotion to the post of **Private Secretary** in the Pay Scale of Rs. 9300-34800 with GP-4600, through Departmental Promotion Committee.

Following are the approved qualifications for the post of **Private Secretary**:

Qualifications-Essential:

1. *Bachelor's Degree from a recognized University.*
2. *At least five years experience of working as Senior Personal Assistant or equivalent in a University/Academic Institution/Central Govt./State Govt./Govt. undertaking.*

IMPORTANT NOTE: Only permanent Senior Personal Assistant with 5 years experience of working in the University need apply.

No person should be considered for appointment by promotion from a lower to higher post unless he has been confirmed or is working on probation and has served for at least five years continuously in the immediately next lower post of the concerned Cadre. **PROVIDED** further that the period of temporary service in the same grade from the date of continuous appointment leading to placement on probation/confirmation on the recommendation of a General Selection Committee shall be taken into account while determining the eligibility as above.

Relaxation in approved qualifications may be given while considering such persons for promotion who have worked for at least 8 years in a probationary or permanent capacity, in the immediately next lower scale in the concerned cadre. Relaxation in approved qualifications should be given only for laid down academic qualifications and upto the extent of next lower degree/certificate.

The prescribed proforma for Departmental Promotion Committee may be downloaded from the University website www.amuregistrar.com and submit on any working day during the office hours. The candidates are advised to submit the prescribed proforma duly filled in, along with copy of the supporting documents (Marksheets/Certificates/Degrees etc.) attested by the Head of the Department/ Gazetted Officer and forwarded by the **Head of the Department concerned** to the undersigned by **14.04.2018**. Application received after the last date may not be entertained.



(Ataat Husain)
Joint Registrar
Selection Committees



Distribution:-

1. All Deans of Faculties/Dean, Students' Welfare
2. All Chairmen/Head of the Departments/Offices
3. Provests of Halls of Residence, NRSC
4. Principal of Colleges/Polytechnic/Women's Polytechnic/Schools
5. Director/Coordinator of Centres/Units
6. Member-in-Charge, Electricity Department
7. University Engineer, Building Department
8. Librarian, Maulana Azad Library
9. All Joint Registrars/Joint Finance Officer/Joint Controllers
10. All Deputy Registrars/Deputy Finance Officer/Deputy Controllers
11. PS to Registrar/Controller of Exam. & Adms./ Finance Officer
12. OSDs/Assistant Registrar, Vice-Chancellor's Secretariat for information of the VC



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