



माता सुंदरी कॉलेज फॉर वुमेन, नई दिल्ली
ਮਾਤਾ ਸੁੰਦਰੀ ਕਾਲਜ ਫਾਰ ਵੁਮਨ, ਨਵੀਂ ਦਿੱਲੀ
MATA SUNDRI COLLEGE FOR WOMEN, NEW DELHI
दिल्ली विश्वविद्यालय/दिल्ली विश्व विद्यालय/UNIVERSITY OF DELHI

Ref. No. : MSC/ADMN/.....47/2023-1722

Dated : 09/01/2024...

Notification

This has reference to our Advertisement No. MSC/ADMN/Non-Teaching/2023-ADV/02 for the Post of **Senior Personal Assistant** (Sr. PA) to Principal.

Following applicants have passed the written examination Paper I & Paper II held on 18.12.2023 and found eligible as per University of Delhi Recruitment Rules (Non-Teaching Employees) 2020 [Under Ordinance XXII-D] and UGC guidelines, for Skill Test which will be held on **17.01.2024** at Mata Sundri College for Women, University of Delhi, and Mata Sundri Lane, New Delhi 110002.

S. No	Roll Number	Name
01	PA-005	Ms. Gurleen Kaur
02	PA-011	Mr. Rakesh Kumar
03	PA-012	Mr. Sanaboina Venkatasiva Kumar Yadav

Candidates are requested to report at 10.30 A.M. on 17.01.2024. Further it is notified that this list is provisional subject to verification of their original documents at the time of final selection.

Scheme of the Examination:

Test	Date of Examination	Time	Max. marks allowed
Skill Assessment Test	17.01.2024	11.00 A.M	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.

Skill Test Norms

- Dictation : 10minutes at an average speed of 100 w.p.m
- Transcription : 40minutes (English) or 55 minutes (Hindi) on computer
- Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc

Please note the following:

1. Please download the Admit Card, fill it, affix photo and bring the Admit Card •
2. Please bring copy of photo identity card (Aadhar Card/ Voter Id/ Passport etc) issued by the competent authority.
3. No TA/DA will be paid •
4. Your admission to the said examination is provisional. If it is found at any time that you do not fulfill any of conditions of eligibility, your candidature will be cancelled forthwith and you will have no claim whatsoever to any considerations.

Harjot Kaur

Principal

Principal / प्राचार्या

Mata Sundri College for Women

माता सुंदरी कॉलेज फॉर वूमेन

(University of Delhi) / दिल्ली विश्वविद्यालय

New Delhi-110002 / नई दिल्ली-110002