



OFFICE OF THE REGISTRAR
SELECTION COMMITTEE SECTION (NON-TEACHING)
Aligarh Muslim University, Aligarh

Phone Internal: 1148, 4283
Email: employment.nt@amu.ac.in

D. No. 4867/SC-NT

Dated: 26/10/2021

NOTIFICATION

Applications are invited from eligible permanent/probationer **Senior Personal Assistant** in the Aligarh Muslim University, on the prescribed Proforma for promotion to the post of **Private Secretary in the Aligarh Muslim University in the Pay Level-7 (Pay Range: Rs. 44900-142400) Plus allowances** through Departmental Promotion Committee.

Following are the approved qualification and experience for promotion to the post of Private Secretary in the Aligarh Muslim University, Aligarh:

QUALIFICATION ESSENTIAL:

1. *Bachelor's Degree from a recognized University.*
2. *80/40 w.p.m. speed in shorthand and Computer typing respectively.*
3. *Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.*

EXPERIENCE:


At least 5 years' continuous experience in the confirmed position or probationary capacity, in the immediately next lower post of the concerned cadre.

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 atleast 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.


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The prescribed proforma for Departmental Promotion Committee may be downloaded from the University website www.amuregistrar.com or from the link of Selection Committee (Non-Teaching Section) also <https://www.amu.ac.in/offices/selection-committee-non-teaching-section/application-forms> and submit on any working day during the office hours. The applicants who fulfill the notified qualifications and experience are strictly advised to submit the prescribed proforma duly filled in own handwriting, along with copy of first continuous appointment, joining reports, all extension orders and marksheets, certificates, degrees self attested and forwarded by the Head of the Department concerned to the undersigned by **10.11.2021**. Applications received after the last date will not be entertained.


(S. M. Suroor Athar)
Joint Registrar
(Selection Committee-NT)

Distribution:-

1. All Deans of Faculties/Dean, Students' Welfare
2. All Chairmen/Head of the Departments/Offices
3. Provosts of Halls of Residence, NRSC
4. Principal of Colleges/Polytechnic/Women's Polytechnic/Schools
5. Directors/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
13. Guard File


(S. M. Suroor Athar)
Joint Registrar
(Selection Committee-NT)

