



ARYABHATTA COLLEGE

UNIVERSITY OF DELHI

Application No. :-SASST/0074

POST INFORMATION

Applied for : Senior Personal Assistant **Post Category :** UR
Payment Ref. No. : N/A **Category:** UR
Amount : 0.00 **Transaction Date :** 25/03/2022
Bank : N/A
Type of Applicant: CENTRAL/STATE GOVT./AB/PSU EMPLOYEE

SECTION-A GENERAL

1. (i) Full Name : VANDANA
(ii) Father Name : MADAN LAL
2. Date of Birth : 06/10/1987
3. Nationality : INDIAN
4. Gender : FEMALE
5. Religion : HINDUISM
6. Marital Status : MARRIED



Vandana

7. (a) Address for correspondence :- FLAT NO. 214, SECOND FLOOR, BLOCK-D, OMEGON-01, GREATER NOIDA, DISTRICT GAUTAM BUDH NAGAR, UTTAR PRADESH, PIN CODE 201310

Tel. No.

Mobile No.

9910009851

Email Id.

VANDANAVANDANA2014@GMAIL.COM

(b) Permanent Address :- FLAT NO. 214, SECOND FLOOR, BLOCK-D, OMEGON-01, GREATER NOIDA, DISTRICT GAUTAM BUDH NAGAR, UTTAR PRADESH, PIN CODE 201310

EDUCATIONAL QUALIFICATION (STARTING FROM 10TH CLASS)

Examination	Year	Subjects	Division/ Grade	Marks	School/College Attended	University/Board
10th	2003	ENGLISH, HINDI, MATHS, SANSKRIT, SCIENCE	FIRST	70	SARVODAYA GIRLS SR. SEC. SCHOOL SURAJMAL VIHAR DELHI	CBSE
12th	2005	ENGLISH, COMPUTER SCIENCE, PHYSICS, CHEMISTRY	FIRST	65	SARVODAYA GIRLS SR. SEC. SCHOOL SURAJMAL VIHAR DELHI	CBSE
UG	2009	ENGLISH, HINDI, HISTORY, POLITICAL SCIENCE	THIRD	45	SCHOOL OF OPEN LEARNING	UNIVERSITY OF DELHI
Master	2012	ENGLISH LITERATURE 10 PAPERS	SECOND	50	DIRECTORATE OF DISTANCE EDUCATION	KURUKSHETRA UNIVERSITY HARYANA

PROFESSIONAL QUALIFICATIONS

Examination	Year	Subjects	Devision/ Grade	Marks	School/College Attended	University/Board
SECRETARIAL PRACTICE	2008	SHORTHAND, TYPEWRITING, OFFICE PROCEDURE, ENGLISH FOR BUSINESS COMMUNICATIO N, PERSONALITY DEVELOPMENT, ENGLISH REMEDIAL, COMPUTERS	FIRST	90	WOMEN'S TRAINING INSTITUTE	YWCA OF DELHI

DOEACC 'O' LEVEL COURSE	2009	IT TOOLS & APPLICATIONS, BUSINESS SYSTEMS, INTERNET & WEB DESIGN, PROGRAMMING THROUGH 'C' LANGUAGE, PRACTICAL	C	64	DOEACC SOCIETY	DOECACC SOCIETY
LL.B (3 YEARS)	2015	30 PAPERS	SECOND	54	LAW CENTRE-1 FACULTY OF LAW	UNIVERSITY OF DELHI
LL.M (2 YEARS)	2017	12 PAPERS	SECOND	57.5	DIRECTORATE OF DISTANCE EDUCATION	KURUKSHETRA UNIVERSITY HARYANA
HINDI TYPING	2018	HINDI TYPING	PASS	PASS	HINDI COMMITTEE AT TIS HAZARI COURTS DELHI	OFFICE OF DISTRICT & SESSIONS COURTS, DELHI
CITY & GUILDS LONDON INSTITUTE	0	SHORTHAND, OFFICE PROCEDURE, EBC	PASS	PASS	CITY & GUILDS LONDON INSTITUTE	CITY & GUILDS LONDON INSTITUTE

WORK EXPERIENCE

S.No	Name of the Office	Designation and Nature of the Post	Period		Experience (Year/Month/Day)	Basic Pay	Grade Pay/Level
			From	To			
1.	OFFICE OF DISTRICT & SESSIONS COURTS (HQ), TIS HAZARI COURTS, DELHI	PERSONAL ASSISTANT & PERMANENT	21/01/2009	10/05/2018	09 YEARS 03 MONTHS 19 DAYS	58600	4600
1.	HIGH COURT OF DELHI	ADMINISTRATIVE OFFICER JUDICIAL	10/05/2018	03/07/2018	00 YEAR 01 MONTH 23 DAYS	67700	6600
1.	HIGH COURT OF JUDICATURE AT ALLAHABAD	CIVIL JUDGE (JUNIOR DIVISION)	04/07/2018	25/03/2022	03 YEARS 08 MONTHS 21 DAYS	30010	5400

- | | | |
|--------------------------------------|--------------------------|-------------------------|
| 11. Do you know typewriting
Speed | English: -Yes
60 WPM | Hindi: -Yes
30 WPM |
| 12. Do you know shorthand
Speed | English: -Yes
100 WPM | Hindi: -No |
| 13. Do you have computer Proficiency | -Yes | |
| MS Word -Yes | MS Excel -Yes | MS Power Point -Yes |
| Tally -No | Email -Yes | Browsing searching -Yes |

Other : NIIT SWIFT C++, NIIT SWIFT 2000, DOEACC 'O' LEVEL COURSE, COMPUTER BASIC, OPENOFFICE, LINUX

14. a) Have you at any time convicted by a court for any criminal offence? If so, give name of the court, Case number and offence -No

b) Were you at any time declared unfit or asked to submit your resignation or discharged or dismissed.If yes please furnish details -No

15. Indicate the time you will require to join. if selected.
AS EARLY AS POSSIBLE

DECLARATION

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.



Place:

Applicant Signature

Date: 25-Mar-2022

ENDORSEMENT FROM EMPLOYER

(For Applicant in Employment)

The facts stated in this application have been verified and found correct. This organization/ department has no objection in his/her applying for the post referred in the application.

Date

Signature of the head of organization/department
(With seal)

क्रमांक
S.No. 2003

271973

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
दोस्तदरी मूल परीक्षा, 2003
DELHI
SECONDARY SCHOOL EXAMINATION, 2003

अनुक्रमिक Roll No. 6326471

नाम Name VANDANA

माता का नाम Mother's Name MADHU BALA

पिता का नाम Father's Name MADAN LAL

जन्म तिथि Date of Birth 06TH OCTOBER NINETEEN HUNDRED EIGHTY SEVEN

विद्यालय School 0081 SARVODAYA GIRLS SR SEC SCH SURAJMAL VIHAR DLI

विषयकोड SUB CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				स्थितीय श्रेणी POSITIONAL GRADE
		सि. TH	प्र. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
002	HINDI COURSE-A	070	XXX	070	SEVENTY	B1
084	ENGLISH COURSE-B	078	XXX	078	SEVENTY EIGHT	A1
041	MATHEMATICS	074	XXX	074	SEVENTY FOUR	B1
086	SCIENCE WITH PRAC.	032	025	057	FIFTY SEVEN	C2
087	SOCIAL SCIENCE	056	XXX	056	FIFTY SIX	C2
122	ADDITIONAL SUBJECT COMM. SANSKRIT	069	XXX	069	SIXTY NINE	B1

AB : विषय में अनुपस्थित Absent in the Subject

परिणाम Result PASS

दिल्ली Delhi
दिनांक Dated

24-05-2003

परीक्षा नियंत्रक
Controller of Examinations

क्रमांक
S.No.2005

379073

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2005
DELHI SENIOR SCHOOL CERTIFICATE EXAMINATION, 2005

नाम Name VANDANA

अनुक्रमांक Roll No. 6607509

माता का नाम Mother's Name MADHU BALA

पिता का नाम Father's Name MADAN LAL

विद्यालय School 00081 SARVODAYA GIRLS SR SEC SCH SURAJMAL VIHAR DLI

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				शैली का POSITIONAL GRADE
		ति. TH	प्र. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH - CORE	080	XXX	080	EIGHTY	A2
041	MATHEMATICS	044	XXX	044	FORTY FOUR	D1
042	PHYSICS	024	029	053	FIFTY THREE	D1
043	CHEMISTRY	023	029	052	FIFTY TWO	D1
083	COMPUTER SCIENCE	046	029	075	SEVENTY FIVE	B2
500	WORK EXPERIENCE					B2
502	PHY & HEALTH EDUCA					A1
503	GENERAL STUDIES					C1

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

परिणाम Result

PASS

EX - छूट - प्राप्ता Exempted

FP - प्रयोगात्मक में असफल Fail in Practical

FT - लिखित में असफल Fail in Theory

दिल्ली Delhi

दिनांक Dated

23-05-2005

परीक्षा नियंत्रक
Controller of Examinations



S. No. N/ 040937

University of Delhi

Delhi, India

STATEMENT OF MARKS REG.No. : 06-1-01-009352

B.A. (PASS) PART III EXAMINATION 2009

ROLL NO. : 2405524

NAME OF CANDIDATE : VANDANA
 FATHER'S NAME : DIO MADAN LAL
 COLLEGE : SCHOOL OF OPEN LEARNING

PART I	SUBJECTS	Marks Obtained	Max. Marks	RESULT
	English-A		100	
	Hindi-B		100	
	History-B		100	
	Political Science		100	
	TOTAL	202	400	
PART II	English-A		100	
	Hindi-B		100	
	History-B		100	
	Political Science		100	
	TOTAL	165	400	
PART III	English-A	40	100	
	Hindi-B	44	100	
	History-B	46	100	
	Political Science	43	100	
	TOTAL	173	400	PASSED
	GRAND TOTAL (PART I+II+III)	540	1200	THIRD DIVISION

Dated: 31st October, 2009

ER- Essential Repeat, if otherwise eligible.

* indicates that the candidate passed paper/s in a previous year *M. M. Rakeem*

Checked By :

Check & Verified By :

CONTROLLER OF EXAMINATIONS

040937

Kurukshetra University
Established by the State Legislature Act XII of 1949

Serial No. **3609**



Roll No. **2641523**
Regn. No. **09 DE - 1597**

RESULT-DETAILED MARKS CARD

B.A. (Final) English Examination, May/December 2012

Name **Vandana**

Father's Name : Shri **Madan Lal**

DETAIL OF MARKS

Sr. No.	PAPERS	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	Course-VI Critical Theory	56	35	100
2.	Course-VII American Literature	48	35	100
3.	Course-VIII Indian Writing in English	50	35	100
4.	Course-IX Opt. (i) Linguistics Stylistics and BLT Opt. (ii) Colonial and Post-Colonial Study	44	35	100
	Course-X Opt. (i) Literature and Gender Opt. (ii) Literature and Philosophy Opt. (iii) New Literature	58	35	100
Aggregate Marks in Final		256	200	400
Marks obtained in Previous		244	200	400
Grand Total of marks obtained in Previous and Final		500	400	800

Note: * indicates that the candidate has been granted grace marks for passing in this/these paper(s).

RESULT: See Sr. No. **(1)** below.

1. Passed and has obtained **1** **Five** hundred and **only** marks.
2. Failed: He/She is required to re-appear in the whole Examination for next time, if otherwise eligible.
3. Re-appear: He/She is required to re-appear in the paper(s)..... as per chance/period admissible under the relevant Ordinances.
4. Failed: Last Chance, Maximum Period Exhausted.

Date **25/6/13**
KURUKSHETRA

1. Prepared by **Nicks** Asstt. (Exam.) Supdt. (Exams.)

2. Checked by _____

Date of Issue **28/6/13** Asstt./Dy. Registrar (Exam.-III)

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

No. 59580 /Estt.-1/PF/2018

Dated, Delhi the 01 SEP 2018

TO WHOSOEVER IT MAY CONCERN

This is to certify that Ms. Vandana W/o Shri Deepak Kumar had joined this office as Stenographer on 21.01.2009. Her Technical Resignation had been accepted and she had been relieved from this office w.e.f. 10.05.2018 (F/N) consequent upon her selection to the post of Administrative Officer (Judicial) in the Hon'ble High Court of Delhi, New Delhi.

MANJU BINDRA
Administrative Officer (Judicial)
Administration Branch-II
Office of the District & Sessions Judge (HQs), Delhi
MANJU BINDRA
ADMINISTRATIVE OFFICER (JUDICIAL) (LINK)
ADMINISTRATION BRANCH-I
OFFICE OF DISTRICT & SESSIONS JUDGE (HQs)
TIS HAZARI COURTS, DELHI

Through concerned official:

Ms. Vandana W/o Shri Deepak Kumar, Ex-Personal Assistant of this office, Addl. Civil Judge (Jr. Div.), Court no.-3, Muzaffarnagar, U.P.

HIGH COURT OF DELHI : NEW DELHI

No. 186/Estt.I/E-2/DHC
Date: 05.07.2018

EXPERIENCE CERTIFICATE

It is certified that Ms. Vandana has worked as temporary Administrative Officer (Judicial) in this Court in the level 11 of Pay Matrix (as per 7th Central Pay Commission) from 10.05.2018 (AN) to 03.07.2018 (AN).

Mai
Admn. Officer (Judl.) (Estt.I)
K. R. Manikandan
Administrative Officer (Judicial)
Delhi High Court
New Delhi

OTHER SERVICES APPLICATION OF SMT. VANDANA

Case Id : S00019532022

Employee No. : 2624

Application	
1. Name of the Applicant	SMT. VANDANA
2. Type of Application/Representation	Grant of permission to Judicial Officers to appear in competitive examinations.
3. Designation	Addl. Civil Judge (Junior Div.)
4. Application	<p>Respected Sir,</p> <p>With due respect it is submitted that Aryabhata College, University of Delhi has invited Online applications for different permanent Non-Teaching posts in the pay scale with allowances permissible under the University rules vide its Recruitment Advertisement bearing Ref. No. : AC/Advt (NT)/2022/001 dated 24.02.2022. Copy of Recruitment Advertisement is enclosed herewith for your kind perusal.</p> <p>I am willing to apply for the post of Senior Personal Assistant at Pay Level 7 in Aryabhata College, University of Delhi. I possess all eligibility conditions for the said post. As per clause no. 10 of General Instructions to candidates of Recruitment Advertisement it is mentioned "Those who are in employment with state/Central Govt/PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature." The last date for submission of online application is 25.03.2022.</p> <p>It is therefore humbly prayed and requested to your goodself to kindly grant me NO OBJECTION CERTIFICATE for filling the online application form for the above post at the earliest.</p> <p>I shall be highly obliged.</p>
5. Date of Submission	20/03/2022

Attachments	
Attachment	Uploading Date
advertisement	20/03/2022

*Red background attachments are uploaded in return of objection.

YWCA of Delhi
Women's Training Institute
Bangla Sahib Lane, New Delhi-110001
MARK STATEMENT




Name: **VANDANA** Father's Name: **MR MADAN LAL** Roll No.: **296**
 Course: **SP-B** Session: **2007-08** Duration of the course: **One Year** Exam held: **MAY-2008**

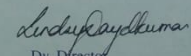
Half Yearly Examination - December					Final Examination - May		
Subject	Internal (20)	Term (80)	Total (100)	Pass %	Subject	Marks Obtained (100)	Pass %
1 Shorthand	17.0	60.0	77.0	50	Shorthand	98.0	50
2 Typewriting	19.0	74.0	93.0	50	Typewriting	96.0	50
3 Office Procedure	15.0	74.0	89.0	40	Office Procedure	76.0	40
4 English for Business Communication	16.0	70.0	86.0	40	English for Business Communication	77.0	40
5 Personality Development	14.0	78.0	92.0	40	Personality Development	90.0	40
6 English Remedial	19.0	76.0	95.0	40	English Remedial	95.0	40
7 Computers	20.0	78.0	98.0	40	Computers	97.0	40
Total	120.0	510.0	630.0		Total	629.0	89.9%

P: Pass; ER: Essential Repeat; R: Subject passed on repeat attempt; F: Fail; Ab: Absent
 Examination Schedule: Half Yearly - December, Final Examination - May Attendance ----- % Result **PASS**
 All those Students having less than 90% are falling short of attendance

Division **1st**

2nd Position

Date of Issue **2nd June, 2008** 
 Class-Teacher


 Dy. Director

WTI Statement form :- **FY/MAY-08/SP-B-296**



DOEACC Society

(An Autonomous Scientific Society of Department of Information Technology Ministry of Communications and Information Technology, Government of India for Accreditation of Computer Courses under the AICTE-DIT Scheme.)

071233

Awards this Certificate of

BUSINESS PROFESSIONAL PROGRAMMER

To

VANDANA

Registration No. 613505

and places him/her in C Grade, having successfully qualified in all the theory and practical modules of the DOEACC "O" LEVEL Examination. His/Her grading in individual modules is given below :

GRADES AWARDED

SUBJECTS	MONTH/YEAR OF PASSING	GRADE AWARDED
IT TOOLS & APPLICATIONS	JUL/ 2007	C
BUSINESS SYSTEMS	JAN/ 2008	C
INTERNET & WEB DESIGN	JUL/ 2007	C
PROGRAMMING & PROBLEM SOLVING THROUGH 'C' LANGUAGE (ELECTIVE)	JAN/ 2009	C
Practical	JAN/2009	A
Overall Grade :		C

LEGEND OF GRADES

D : 50% - 54%; C : 55% - 64%; B : 65% - 74%; A : 75% - 84%; S : 85% and over

Controller of Examinations

Executive Director

New Delhi, Dated the.....25-AUG-2009

DOEACC 'O' Level Qualification is recognised vide Govt. of India Notification 43 dt.01/03/95 as amended vide Notification 49 dt. 10/4/96

S. No. N/ 253885



University of Delhi

Delhi, India
STATEMENT OF MARKS

BACHELOR OF LAWS (LL.B.)

Name : VANDANA

Part : III

Term : VI

Roll No. : 701583

Examination (Month/ Year) : May 2015

College/ Deptt. : Law Centre - I

Paper No.	Paper Name	Total	
		Max. Marks	Obt. Marks
Term I		500	270
	Total of Term - I	500	270
Term II		500	271
	Total of Term - II	500	271
Term III		500	257
	Total of Term - III	500	257
Term IV		500	285
	Total of Term - IV	500	285
Term V		500	271
	Total of Term - V	500	271
LB-601	Professional Ethics, Pleadings Conveyancing and Moot Courts	100	59
LB-602	Jurisprudence - II	100	52
LB-603	Minor Acts and Supreme Court Rules	100	55
LB-6041	Interpretation of Statutes	100	57
LB-6042	Negotiable Instruments, Banking and Insurance	100	50
	Total of Term - VI	500	273
	Grand Total	3000	1627
Result	Passed		

Date : 21/07/15

A : Absent

C : Cancel

* : Old Entry

S. Kumar

Checked By :

[Signature]

Check & Verified By :

[Signature]

CONTROLLER OF EXAMINATIONS

Kurukshetra University, Kurukshetra
(Established by the State Legislature Act XII of 1956)

DMC No. 001838
Roll No. 0105405
Regn.No. 09-DE-7597

S. No. **236710**



2020

RESULT-cum-DETAILED MARKS CARD
LL.M. PART -II EXAM MAY, 2017

Name **VANDANA**
Father's Name: Shri **MADAN LAL**
Mother's Name: Smt. **MADHU BALA**

DETAIL OF MARKS

Sr. No.	Subject	Marks Obtained	Minimum Pass Marks	Maximum Marks
1.	LN01 RESEARCH METHODOLOGY	55	050	100
2.	LN02 LAW OF BANKING & NEGOTIABLE INSTRUMENTS	63	050	100
3.	LN03 LAW OF INDUST. & INTELLECTUAL PROPERTY	56	050	100
4.	LN04 INSURANCE LAW	50	050	100
5.	LN05 LEGAL REGULATION OF ECO. ENTERPRISES	53	050	100
6.	LN06 DISSERTATION	82	050	100
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.	TOTAL MARKS OF LLM-I	0359	0300	0600
	Grand Total	0332	0300	0600
		0691	0600	1200

RESULT: PASSED & HAS OBTAINED SIX HUNDRED NINETY ONE MARKS

DATED: **OCT 06, 2017**

KURUKSHETRA

Checked by 1 2 _____
(Pat Signature) (Clerk) (Assistant)

Date of issue **17 OCT 2017**

CONTROLLER OF EXAMINATIONS



कार्यालय जिला एवं सत्र न्यायाधीश (मुख्यालय): दिल्ली
केन्द्रीय हिन्दी कार्यान्वयन समिति

प्रमाण - पत्र

प्रमाणित किया जाता है कि श्री /श्रीमती/ कु० वंदना
सुपुत्र/सुपुत्री/पत्नी श्री दीपक कुमार पदनाम मिनी सहायक
कर्मचारी कूट संख्या 37286965 वर्तमान तैनाती स्थल न्यायालय श्री शरद गुप्ता अतिरिक्त जिला
न्यायाधीश शाहदरा जिला कसमंडूमा ने दिनांक 15/01/2018 से 23/01/2018
तक आयोजित हिन्दी इंजन प्रशिक्षण कार्यक्रम में भाग
लिया तथा इसे सफलतापूर्वक पूरा किया।

विश्वे ज्ञाना
जिला कार्यक्रम समन्वयक
जिला

तरुण सादरान्त
केन्द्रीय समन्वयक
केन्द्रीय हिन्दी कार्यान्वयन समिति

अध्यक्ष
केन्द्रीय हिन्दी कार्यान्वयन समिति

Certificate in Shorthand Speed 80 WPM

is awarded to
Vandana Kumari

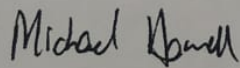
who has achieved the following

Shorthand Speed 80 WPM

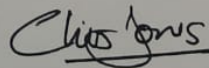
Pass

Awarded 05 August 2008

050808/8980-01/821200/GX16168/F/06/10/87
0605500966



M Howell
Chairman
The City and Guilds of London Institute



Chris Jones
Director-General
The City and Guilds of London Institute

CO01



The City and Guilds of London Institute founded 1878 and incorporated by Royal Charter 1900.
The City & Guilds Group comprises City & Guilds, ILM, City & Guilds NPTC and City & Guilds HAB.

