



HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)

Raipur Naka, Durg – 491001

Email: registrar@durguniversity.ac.in Website: www.durguniversity.ac.in Phone 0788-2359100

Advt. No. 07/Estt./HYU/2025

Durg, Date : 28/10/2025

ADVERTISEMENT FOR THE POST OF PRIVATE SECRETARY TO THE VICE-CHANCELLOR

Applications are invited from eligible and dynamic candidates for the purely temporary position of Private Secretary to the Vice-Chancellor at Hemchand Yadav Vishwavidyalaya, Durg. This position provides an opportunity to work in a professionally challenging and rewarding academic environment.

1. Key Responsibilities

- Provide comprehensive administrative and secretarial support to the Vice-Chancellor.
- Manage and coordinate schedules, appointments, meetings, and official correspondence efficiently.
- Draft, review, and maintain official communications and records.
- Coordinate internal and external meetings, events, and communications.
- Uphold the highest standards of confidentiality, discretion, and professionalism in all assigned tasks.

2. Eligibility Criteria

Educational Qualification:

- Postgraduate degree from a recognized university.
- Preference will be given to candidates possessing additional qualifications such as Ph.D. or those having an academic administrative background.

Experience:

- Minimum two years of experience in a university, academic institution, or administrative organization.

3. Required Skills

- Proficiency in MS Office, official drafting, and digital correspondence management.
- Excellent written and verbal communication skills in English and Hindi.
- Strong organizational, multitasking, and time-management abilities.
- Capacity to work independently and efficiently under time-bound conditions.

4. Desirable Attributes

- Familiarity with university procedures, academic governance, and official documentation protocols.
- Strong interpersonal skills and ability to coordinate with diverse internal and external stakeholders.
- Commitment to institutional goals and administrative excellence.

5. Emoluments

A consolidated fixed remuneration of ₹50,000/- per month shall be paid for this position.

6. How to Apply

Interested candidates should submit their application along with the following documents:

- Detailed Curriculum Vitae (CV).
- Self-attested copies of educational and experience certificates.
- One recent passport-sized photograph.

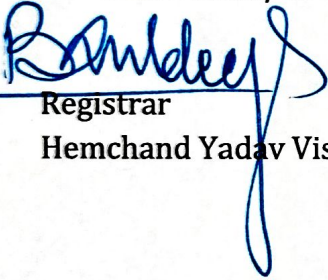
Applications must reach the office of:

The Registrar, Hemchand Yadav University, Raipur Naka, Durg - 491001 (C.G.)

and also be sent via email to vc.durguniversity@gmail.com

The last date for submission of applications is 05.12.2025.

Please mention "Application for the Post of Private Secretary to the Vice-Chancellor" in the subject line of the email/envelope.



Registrar

Hemchand Yadav Vishwavidyalaya, Durg (C.G.)