



St. Stephen's College
Delhi – 110007
India

5 August 2026

St. Stephen's College University of Delhi Delhi – 110007				
Applications are invited for filling up the following post (on contractual basis) as mentioned below. Applications may be sent by email to principal@ststephens.edu latest by 12th August 2026. Please mention the position name clearly in the subject line.				
Sl. No.	Name of the Post	No. of Vacancies	Category	Salary
1.	PS to Principal	01	UR	Based on Qualifications and Experience
The College reserves the right to reject any or all applications without assigning any reason.				
Principal				

Expectations:

1. A Bachelor's Degree in any discipline from any recognized Institute/University.
2. A minimum of two years' experience in providing executive or administrative support in a Government organization, University, Research Institution, Autonomous Institution, or a reputed private organization.
3. Knowledge of modern office technologies and digital productivity tools, including proficiency in Microsoft Office/Google Workspace, email and calendar management, online meeting platforms, document management systems, and the ability to effectively use emerging digital and AI assisted office applications.
4. Proficiency in English and Hindi with excellent written and verbal communication skills.
5. Strong drafting, correspondence, and organizational skills.
6. Excellent interpersonal skills and the ability to coordinate with multiple stakeholders.
7. Ability to maintain confidentiality, exercise discretion, and manage competing priorities in a dynamic executive office.
8. Strong attention to detail and the ability to work independently with minimal supervision.

Susan Elias
5/8/2026

Prof. Susan Elias
Principal