

12.1.2019

Applications are invited on plain paper from experienced persons not exceeding 65 years of age to work as Consultant (Office in charge/ Section Officer) in the International Students House for Women (ISHW) University of Delhi, on purely contractual basis.

Essential Qualifications

- Only women can apply
- Bachelor's degree in any stream
- Knowledge of working on computers
- Competency in handling accounts

Desirable Qualifications

- Work experience as Office in charge/ Section Officer for a minimum period of 5 years in any Department of the University
- Good command over office administration and management, proficiency in speaking and writing English

General Conditions

- Contractual Salary will be paid as per Delhi University rules
- No TA/DA will be paid for attending the interview
- The hostel reserves the right not to fill up the post advertised

The applications must reach this office in a sealed envelope at the following address after a fortnight from the date of the advertisement i.e. by 28.01.2019. Shortlisted candidates will be called for interview. Kindly mention your complete contact details including mobile number and email id in the application.

PROVOST
International Students House for Women
University of Delhi
Banda Bhadaur Marg
Mukherjee Nagar
Delhi-110009
India.

Provost