



# DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

## Boys' Hostel

Sector-3, Dwarka, New Delhi-110078



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Ref. No.: BHDDUC/Advertisement/2019-20/02

Dated: 18/12/2019

### NOTICE

Applications are invited in the prescribed performa available on the College Website for the post of Junior Assistant (UR-01) in the Boys' Hostel on contractual basis on a consolidated salary of Rs.18,960/- per month.

All eligible and interested candidates as per details given below are required to submit the application in the prescribed format along with self-attested copies of relevant certificates in the College Hostel Office latest by 05.01.2020.

#### 1. Essential Qualifications:

- i. Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a graduate from a recognized University and Diploma/Certificate of minimum 6 month duration in Computer Application / Office Management/ Secretarial Practice / Financial Management/ Accounts or equivalent discipline

OR

Graduate degree in Computer Application/ Office Management/ Secretarial Practice/ Financial Management/ Accounts or equivalent discipline from recognized university.

- ii. Having a typing speed of 40 w.p.m. in English Typewriting through computers.

#### 2. Desirable:

- i. Knowledge of working on Tally Accounting Software preferably with certification, Computer- MS- Word, Excel, Power Point, Internet, Familiar with E-mail communication system and Hindi Typing.

The list of shortlisted candidates and schedule of written test, practical exam on Tally and computer typing test will be displayed on College website only.

  
Acting Principal

