



# Satyawati College

## सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

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**NAAC ACCREDITED "A" GRADE**

Date: 23.07.2019

### NOTIFICATION

#### Written Test for the post of Junior Assistant

The Written Test for the recruitment of one post of Junior Assistant on purely contractual basis will be held on 25<sup>th</sup> August, 2019 as per details given below:

Paper	Date	Timing	Scheme of Examination
Paper-I	25.08.2019	11.00 to 1.00 p.m.	As per University of Delhi's Office Memorandum Estab. IV/047/2016/01/RR—OM-02 dated 14.03.2017.
Paper-II	25.08.2019	2.00 to 5.00 p.m.	

#### Essential Qualification:

1. A 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 months 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 a recognized University.
2. Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.

Age Limit: 27 Years

Consolidated Salary: Rs. 18,960/- (As per rules of the University)

#### Note:

1. All the direct recruits will be required to appear in a written/skill test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/skill test.
2. The candidates are strictly required to send scanned copy of dully filled in form along with required educational and experience certificate at the email id ([recruitmentsatyawati@gmail.com](mailto:recruitmentsatyawati@gmail.com)) latest by 14<sup>th</sup> August, 2019 till 5.00 p.m. **No form will be accepted offline.**
3. The appointment will be made initially for a period of six months which may be renewed for a further period of six months after giving usual break of a working day.
4. No TA/DA will be paid for appearing for written test.
5. The candidates are requested to report at least one hour before the test. No candidate will be entertained after the said timing.

*Manjula Dass*  
[Dr. Manjula Dass]  
Officiating Principal  
*Manjula*

**Satyawati College**  
[University of Delhi]  
Ashok Vihar, Phase-III, Delhi-110052

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**APPLICATION FORM FOR THE POST OF NON-TEACHING STAFF ON CONTRACTUAL BASIS**

1. Name of the Post : \_\_\_\_\_
2. Name of the Applicant (In Block Letters) : \_\_\_\_\_
3. Father's/Husband's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Category : \_\_\_\_\_
6. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
7. Present Address : \_\_\_\_\_  
\_\_\_\_\_
8. Mobile No. : \_\_\_\_\_
9. E-mail ID : \_\_\_\_\_
10. Nationality : \_\_\_\_\_
11. Details of Examination passed

S.No.	Name of Examination	Year of Passing	Board/University	Percentage of Marks

**12. Experience:**

S.No.	Name of the Organization	Post held	Period of Service	Nature of Job

13. Attach No Objection Certificate from Employer, if employed.

Date: \_\_\_\_\_

Signature of Applicant