



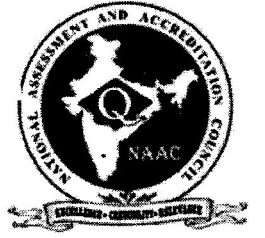
दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, द्वारका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: <https://dducollegedu.ac.in>



Dated: 25.09.2019

NOTICE

Applications are invited in the prescribed proforma, available on the College Website for the post of Junior Assistant (UR-3, OBC-1) on Contractual basis on a consolidate 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 office latest by 07.10.2019.

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 recognised 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 recognized university.

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

2. **Desirable:** Knowledge of working on Computer- MS- Word, Excel, Power Point, Internet, Computerised Accounting System and Hindi Typing.

The list of shortlisted candidates and schedule of written test and computer typing test followed by personal interaction will be displayed on College website only.


ACTING PRINCIPAL