

JESUS & MARY COLLEGE

**Chanakyapuri, New Delhi-21
(University of Delhi)**

WALK-IN-INTERVIEW

Jesus & Mary College is a Christian Minority Institution and a constituent college of University of Delhi. The eligible candidates may appear for the walk in interview for the following Non-Teaching post in **Un-Reserved Category on Contractual Basis** on **Wednesday, 6th January, 2016 at 2:30 p.m. (Reporting Time: 2:00 p.m.)**

S. No.	Name of the post	No. of Vacancies	Age Limit*
1	Section Officer (Accounts)	01	35 years

*Age as on 1st January, 2016

Pay Band-2, Rs. 9300 - 34800 + Grade Pay of Rs. 4600/-

Essential:

1. Graduate with minimum 50% marks or Post Graduate with minimum 50% marks and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent Discipline.

OR

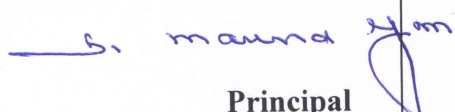
Graduate Degree with minimum 50% marks in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

2. Minimum 6 Years of Accounting Experience.

General Note (for all):

1. He/She should possess an aptitude for drafting / noting in English, Office Procedure, Data Processing in a Computerized environment and is expected to provide support services in one or more functions related to Educational Administration / Examinations / House Keeping / Establishment / HR / Legal / Purchase / Accounts & Finance / Project Management / Public Relations.

2. The upper age-limit shall not be insisted upon in case of departmental candidates provided they have rendered at least three years regular service in Delhi University and its colleges.
3. The upper age-limit shall also be relaxable upto a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/ University/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
4. The upper age-limit shall be relaxable in case of candidates belonging to the Physically Challenged and Ex-servicemen.
5. Applicants should carry their resume, original and self-attested copies of their educational and experience certificates.
6. The College reserves its right not to fill any or all the post(s) advertised.
7. No TA/DA shall be paid to any candidate for appearing in the interview.

 S. Maunda

Principal

Principal
JESUS & MARY COLLEGE
Chasakypari,
New Delhi-110021