



दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कॉमर्स  
DELHI COLLEGE OF ARTS & COMMERCE  
(दिल्ली विश्वविद्यालय)  
(University of Delhi)

नेताजी नगर, नई दिल्ली - ११००२३  
Netaji Nagar, New Delhi - 110023

Ref. No. ....

23.12.2016

**NOTICE**

**WALK-IN-TEST/INTERVIEW**

The college will conduct walk in Test/Interview for the Non-Teaching Posts (Purely on Daily Wages/Contractual Basis) as mentioned below:-

S. No.	Name of Post	No. of Post	Consolidated Salary Per Month (Rs.)	Date and Time of Test
1.	Junior Assistant (JACT)	02 (01-Gen and 01-PH-OH)	15800/-	30.12.2016 10:30 AM
2.	Library Assistant	01-Gen	15800/-	30.12.2016 10:30 AM
3.	MTS-Library Attendant	03 (02-OBC and 01-SC)	11000/-	30.12.2016 10:30 AM

**1. Essential Qualification and Experience for the post of Junior Assistant (JACT):**

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.

Maximum Age Limit: 27 Years (Age Relaxation as per rules)

**2. Essential Qualification and Experience for the post of Library Assistant:**

1. Passed Sr. Secondary or equivalent examination conducted by State Board of Education / university / Govt. recognized institutions.
2. Certificate in Library Science / Library and Information Science from a recognized institution.
3. Computer Course at Sr. Secondary Level or Basic Course in Computer Science / Word Processing from a recognized institution.

Maximum Age Limit: 30 Years (Age Relaxation as per rules)



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3. Essential Qualification and Experience for the post of MTS-Library Attendant:

1. Passed 10th or equivalent examination from any State Education Board or Govt. recognized institution.
2. Certificate in Library Science / Library and Information Science from a recognized institution.

Desirable:

Computer as a subject at Secondary Level or Basic Course in Computers from any Institution.

Maximum Age Limit: 27 Years (Age Relaxation as per rules)

*"Candidates are required to bring all the documents/ testimonials in original along with a set of photocopy self-attested, one passport size photograph and a copy of CV. The candidates who are presently working will have to submit "No Objection Certificate" from the current Employer."*

Please Note:

1. Candidates are required to get themselves register 9:00 to 10:00 a.m.
2. The appointment of the candidate shall be for three months initially, which may be renewed, if necessary. However, the appointment shall be terminated when the regular employee joins the post.
3. The college reserves the right to change the nature and/or to abolish any or all post without assigning any reason.

  
Dr. Rajiv Chopra  
OSD-Principal

Copy to :

1. For College Notice Board
2. For College Website
3. For University Website



# Delhi College of Arts & Commerce

(University of Delhi)

Netaji Nagar, New Delhi-110023

Tel: 011-24109821, Fax: 011-26882923

Affix Your

Passport Size

Photograph here

Application for the post of \_\_\_\_\_

Category \_\_\_\_\_

(do you belong to Scheduled Caste/ Scheduled Tribe/ OBC (Central List), PWD (VH/OH/HH) if yes, please indicate and attach a photocopy)

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

3. Date of Birth (in figures): \_\_\_\_\_ (in words): \_\_\_\_\_

4. Age \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days (as on date: \_\_\_\_\_) Male/Female: \_\_\_\_\_

5. Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Moblie No.: \_\_\_\_\_ Email: \_\_\_\_\_

6. Last Educational Qualifications: \_\_\_\_\_

7. Typing Speed (English) \_\_\_\_\_ wpm, Hindi \_\_\_\_\_ wpm, Shorthand Speed \_\_\_\_\_

8. Computer Course (Minimum 6 month): \_\_\_\_\_

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief.

Signature of the Applicant

Place: \_\_\_\_\_

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